



TACOMA POLICE DEPARTMENT

Professional Standards

Sub-Section 1.1

*Sets forth the Vision, Mission,
and values of the Tacoma
Police Department*

Donald Ramsdell, Chief of Police

Philosophy: *CALEA 1.1.2* The purpose of this policy is to ensure that agency members are aware of the actions and attitudes expected of them and to provide the public with a general standard by which agency and individual performance can be measured. These professional standards become our Canon of Ethics and the professional expectations of all Tacoma Police Department members. All members will receive biennial training regarding ethics in general, as well as our Department Canon of Ethics. (See P1.1.1 through P1.1.6)

P1.1.1 VISION *CALEA 1.1.2*

(N 03/2010)

A vision is the ultimate desired, and constantly pursued, outcome of an organization's strategic processes. Our vision focuses organizational efforts.

The vision of the Tacoma Police Department is that our *citizens share increasing perceptions of safety and decreasing preoccupation with crime*. These will be accomplished by:

- Annually decreasing crime rates
- Annual external/internal surveys for re-assessing priorities and satisfaction
- Applying strategic leadership to improve upon and exceed our strategic processes
- Utilizing comprehensive approaches to crime management
- Employee development and succession planning to effectively accomplish strategic objectives
- Citizens rewarding policing successes with increased funding
- Utilizing the accreditation process to serve as the internal catalyst and external validation

P1.1.2 MISSION *CALEA 1.1.2, 12.2.1(a)*

(R 01/2007)

To create a safe and secure environment in which to live, work, and visit by working together with the community, enforcing the law in a fair and impartial manner, preserving the peace and order in our neighborhoods, and safeguarding our constitutional guarantees.

P1.1.3 VALUES *CALEA 1.1.2, 12.2.1(a)*

(N 03/2010)

The Tacoma Police Department is a value-driven agency which demonstrates its core values through professional dedication, conduct, and service. Our core values serve as guiding principles and our successes will not be achieved by merely proclaiming our values, but by consistently modeling them. The following establish the standards of Professional Ethics and personal integrity for all members of the Tacoma Police Department:

- **Act with Integrity** – *We believe that acting honorably is the foundation of everything we do and the basis of public trust. We earn credibility by doing the right thing, being open and honest, and actively living our core values.*

Demonstration of this value includes actively modeling our core values and being truthful with unmitigated honesty. We will maintain and foster a professional decorum in communications and behavior while acting in the official capacity of a Tacoma Police Department member.

- **Respect for Our Employees and Citizens** – *We are guided by the principle that every individual has dignity and worth. We are committed to show respect and compassion for the citizens we serve as well as for the men and women of our Department. We show consideration for all individuals by treating everyone fairly, listening and seeking to understand all viewpoints, and appreciating diversity.*
- **Service to Our Community** – *We are dedicated to the ideal of providing the highest quality of professional law enforcement service to our community. We strive to be a proactive, trusted partner with our community with the goal of enhancing the quality of life for our citizens.*

- **Accountability for our Actions and Results** *CALEA 11.3.2 – We hold ourselves accountable to the highest ideals of professionalism, ethics, and competency at every level of the Department. We take responsibility for our performance and our actions and are willing to admit our mistakes.*

Every member of the Department is a leader and although responsibilities vary, accountability remains constant. The principles of leadership and the value of accountability are inseparable. As leaders, we are accountable for our own actions, those of our subordinates and to the citizens we serve.

- **Team for the Common Good** – *We understand the strength of cooperation and collaboration, and that our success depends on our ability to perform together as one cohesive team. We are dedicated to creating a positive environment which fosters camaraderie for the common good.*

Through applying the principles of teamwork with our internal and external partners, we can best realize our departmental vision. We strive to maintain positive working relationships and promote success. We value the subordination of personal agendas for the good of departmental interest.

- **Innovate to Better Serve** – *We encourage new ideas that support the fulfillment of our mission. We value input that challenges our current ways of doing business in order to better deliver our services.*

Through continuous improvement and innovation, we strive for personal, professional, and organizational excellence. In the on-going pursuit of high performance, we encourage, support, and recognize reasoned professional innovation as a means of accomplishing the vision of our Department. We value reasoned risk-taking when balanced with responsible resource management. We value the principle of change as it challenges the status quo and seeks to constantly improve departmental operations.

- **Reverence for the Law** – *We demonstrate reverence for the law by personally modeling law abiding behavior. We are empowered in the judicious application of authority by using discretion in the best interest of the individual and the community at large. We will honorably perform our duties and exercise prudence in the use of our authority and power.*

P1.1.4 OFFICE OF THE CHIEF OF POLICE *CALEA 1.1.2, 12.1.1* *(N 01/2010)*

The Office of the Chief of Police is created and empowered by [Tacoma Municipal Code \(TMC\) 7.02.010](#). The Chief of Police presides over and governs all matters related to the Tacoma Police Department which is established by [TMC 1.06.070](#), [The Revised Code of Washington, 35.22.280 \(34\)](#) and [35.22.280 \(35\)](#), grants specific powers to enact and enforce ordinances within the City of Tacoma. Article XI, §11 of the Washington State Constitution grants to cities the authority to make and enforce within its limits local regulations as are not in conflict with state laws.

In addition to legally mandated functions, the Office of the Chief of Police symbolizes the sacred trust the public places in the consent to being policed. It endures as an inspiration to equitable treatment, public accountability, and organizational trust; and therefore, serves as the foundation of all departmental values and expectations. The Office of the Chief of Police provides functional sustainability to all City of Tacoma law enforcement matters.

Police, at all times, should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence. Therefore, the Tacoma Police Department, under the leadership of the Chief of Police, shall: work to improve, then preserve, the public approval of our actions; perpetuate the willing cooperation of the public; increase the degree of public cooperation through the dignified application of force; seek and preserve public favor not by catering to public opinion but by constantly demonstrating absolute impartial service; use physical force to the extent necessary to secure observance of the law or to restore order only when the exercise of persuasion, advice, and warning are found to be insufficient; direct our action strictly towards our functions and never appear to usurp the powers of the judiciary; and, evaluate police efficiency as the absence of crime and disorder, not the visible evidence of police action in dealing with it.

P1.1.5 THE CHIEF OF POLICE *CALEA 1.1.2* *(N 01/2010)*

The Chief of Police, as an individual, is responsible for modeling professional accountability and value-centered leadership. This individual bears more than an executive responsibility to administrate all departmental matters. Additionally, the Chief of Police shall champion strategic processes that promote mutual purpose as identified in the Vision, Mission, and Values.

The role of the Chief of Police is to develop values, philosophies, principles, policies and strategies that are supported by the community and the Department and that afford the Department the capacity to fulfill its agreed upon mission. Accordingly, the following identify these responsibilities:

- View the organization as a total entity operating in a larger environmental setting
- Accurately assess the climate of the organization and the community
- Establish a vision and clearly define the mission and goals based on today's needs and future forecasts
- Recognize and adapt the Department to internal and external forces for change
- Formulate and update the on-going overall strategies of the Department on an as-needed basis
- Establish goals for implementing Department values, philosophies, and principles that provide for an improved quality of life in the community and in the work place
- Assure a structure and systems that address departmental and community needs; define management objectives, responsibilities, authority; measure performance; and utilize feedback to enhance results
- Establish mechanisms that recruit the most competent personnel to join the Department team; increase the competence of all employees; develop and promote our own personnel to higher levels of responsibility; recognize employee and team contributions to the organization's success
- Provide an atmosphere that encourages teamwork and mutual support recognizing that achievement of Department goals is a higher priority than a self-centered work product
- Establish a climate that facilitates an open sharing of information and resources while encouraging creative and responsible risk-taking with accountability
- Assure and hold employees accountable to standards of conduct and performance that have foundations in sustained professional excellence regardless of adverse internal or external conditions
- Achieve within the governmental systems, to the extent possible, provision of the resources necessary to accomplish Department objectives (in terms of personnel, operating expenses, equipment, and capital assets)

P1.1.6 PROFESSIONAL EXPECTATIONS *CALEA 1.1.2, 22.2.7, 26.1.1* *(R 09/2016)*

It is not the Department's intent to interfere with or constrain the freedoms, privacy, and liberties of members. Discipline may only be imposed where there is a nexus or relationship between the conduct and the duties, rank, assignment, or responsibilities of the member, whether on or off duty, or in or out of uniform. All Tacoma Police members must be fully aware of the ethical responsibilities of their position and strive constantly to model the highest possible standards of professional policing. No single standard of core values can conceivably address every potential situation which may confront members of our Department. A general understanding and respect for the Department values which guide our agency, coupled with an individual commitment to making well informed judgments rooted in our agency values, are the foundation upon which individual and departmental integrity is built and maintained.

Tacoma Police members shall regard the discharge of official duties as a public trust. By diligent study and constant attention to self-improvement, members shall strive to make the best possible application of science to the solution of crime, and in the field of human relationships strive for effective leadership and positive public influence in matters affecting public safety. Members shall appreciate the importance and responsibility of their office, and hold law enforcement work to be an honorable profession rendering valuable service. A component of this valuable service is protection of confidential information.

Tacoma Police members, mindful of their responsibility to the entire community, shall deal with individuals of the community in a manner calculated to instill respect for its law and its police service. Tacoma Police members shall conduct their professional duties in a manner that shall inspire confidence and trust. Tacoma Police members shall be mindful of their special identification by the public as upholders of the law.

A) Professional Conduct and Behavior *CALEA 1.1.2, 12.1.3, 12.2.1, 22.2.7, 26.1.1*

1) Violation of Rules

Members shall not violate or aid and abet any violation of any Policy, Procedure, or Directive of the Department, whether stated in this Policy or elsewhere.

2) Conformance to Laws

Members shall obey all laws of the United States and of any state and local jurisdiction in which the members are present.

Members shall promptly report in writing, through the chain of command to the Chief of Police, when they are the subjects of:

- An arrest or citation for a crime, including felonies, gross misdemeanors, or misdemeanors. Noncriminal infractions need not be reported

- Any arrest or administrative action, which results in the revocation or suspension of the member's driving privileges
- The exercise of police authority while not working in an official law enforcement capacity or off-duty employment, unless same is clearly indicated in Tacoma Police Department reports relating to the incident
- The filing of civil litigation either by or against the member in connection with their City employment or official duties

Members shall promptly report to the Chief's Office when requested to pick up legal documents serviced to Tacoma Police Department as the employer of the member.

A conviction of the violation of any law shall be prima facie evidence of a violation of this section.

3) Unbecoming Conduct

Members shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Unbecoming conduct shall include that which brings the Department into disrepute or reflects discredit upon the individual as a member of the Department, or that which impairs the operation or efficiency of the Department or member.

4) Immoral Conduct

Officers shall maintain a level of moral conduct in their personal and business affairs, which is in keeping with the highest standards of the law enforcement profession. Officers shall not participate in any activity involving moral turpitude, which reflects on their performance as law enforcement Officers or causes the Department to be brought into disrepute.

5) Insubordination

All personnel shall promptly obey any lawful order of a superior Officer, whether operational or administrative in nature. This will include orders relayed from a superior Officer by an Officer of the same or lesser rank.

At all times, all personnel shall show proper respect toward superiors. Behavior which is demeaning personally, or which detracts from the authority of a superior, shall be considered insubordinate. Such behavior may be conveyed by language or action. Verbal insubordination may be conveyed by rude, offensive, or abusive remarks. Nonverbal insubordination may be conveyed by indifference, insolence, rude gestures, or failure to follow an order to completion.

6) Conflicting or Illegal Orders

Members who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, or directive shall respectfully inform the superior Officer issuing the order of the conflict. If the superior Officer issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior Officer. Members shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.

Members shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, members shall request the issuing Officer to clarify the order or to confer with higher authority.

7) Truthfulness

All members shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them by the Chief, his/her designee, or a superior Officer.

8) Abuse of Process

Officers shall not make false accusations of a criminal or traffic charge.

9) Abuse of Position

Members shall not use their official position or official identification cards or badges for:

- Personal or financial gain
- Obtaining privileges not otherwise available to them except in the performance of duty
- Avoiding consequences of illegal acts

Members shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief.

Members shall not authorize the use of their names, photographs, or official titles which identify them as members of the Police Department, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief.

- No member shall receive remuneration for an engagement or appearance as a representative of the Police Department without the approval of the Chief of Police

10) Intervention

Officers shall not interfere with cases being handled by other Officers of the Department or by any other governmental agency unless:

- Ordered to intervene by a superior Officer
- The intervening Officer believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action
- Performance of their normally assigned duties (i.e., narcotics) creates such interference

11) Unsatisfactory Performance

Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by:

- A lack of knowledge of the application of laws required to be enforced.
- An unwillingness or inability to perform assigned tasks.
- The failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving Police attention.
- Absence without leave.
- Officers shall submit all necessary reports on time and in accordance with established departmental procedures. Reports submitted by Officers shall be truthful and complete, and no Officer shall knowingly report or cause to be reported any inaccurate, false, or improper information.

In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance:

- Repeated poor evaluation or a written record of repeated infractions of rules, regulations, directives, or orders of the Department.

12) Associations

Members shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the members.

13) Identification *CALEA 22.2.7(a)(b)(c)*

Members shall carry their badges and photo identification cards on their persons while on duty, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name, I.D. number and/or Department issued photo I.D. card to any person requesting that information, when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of Police duties or is authorized by proper authority.

In accordance with Criminal Justice Information System security policy guidelines, if any individual besides Police Department personnel requires proximity card access inside any Police Department facility (being able to come and go without an escort) they must be fingerprinted and pass a background examination. The Administrative Support Services Captain or his/her designee will maintain a Security Clearance file listing all individuals which have been cleared to access the inside of Police Department facilities and are allowed to remain unescorted. The Washington State Patrol will audit the Security Clearance file every three years to ensure compliance.

14) Non-Discrimination Policy

Members will endeavor to ensure that Police services provided by the Department are available to all persons in the community on an equal basis without regard to a person's race, religion, gender, ethnicity, age, disability, politics, national origin, sexual orientation or other personal characteristics or view points.

No member shall deny access to Police service, or provide a lower level of Police service than is reasonable by the Department to any person based solely on any personal characteristics or viewpoints.

No member shall engage in the practice of race-based profiling or any other type of discrimination within the scope of their daily contact with individuals in the community or anyone driving or moving about the city streets or neighborhoods.

15) Citizen Complaints

Officers shall courteously and promptly record in writing any complaint made by a citizen against any Officer or the Department. Officers may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint against any Officer or the Department. Officers shall follow established departmental procedures for processing complaints.

16) Requests for Assistance

When any person applies for assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established departmental procedures.

17) Courtesy

Members shall be courteous to the public. Members shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning race religion, politics, national origin, lifestyle, or similar personal characteristics.

18) Reporting for Duty

Members shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoenas shall constitute an order to report for duty under this section.

19) Fictitious Illness or Injury Reports

Members shall 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.

20) Sleeping on Duty

Members shall remain awake while on duty. If unable to do so, they shall so report to their supervisor, who shall determine the proper course of action.

21) Leaving Duty Post

Members shall remain at their assigned post and/or within their districts. When, in the performance of their duties, it becomes necessary to leave an assignment, SS911 Communications shall be notified. When that absence will involve a substantial time or distance, a supervisor will be consulted.

Members shall not leave their assigned duty post or district during a tour of duty except when authorized by proper authority.

22) Meals

Officers shall be permitted to suspend patrol or other assigned activity subject to immediate call at all times, for the purpose of having meals during their tour of duty, but only for such period of time, and at such time and places as are consistent with duty requirements.

23) Dissemination of Information (R 04/20/2012)

Members shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures. Members shall not divulge the identity of persons giving confidential information in criminal matters except as authorized by proper authority and applicable state, local and federal law. Department members responding to non-criminal matters (i.e., neighborhood disputes) will keep the identity of the reporting party confidential whenever possible to the extent allowable by law.

24) Disclosure of Information before Trial

Members shall not disclose information to any defense attorney or legal counsel before trial of subject without prior permission of prosecuting attorney or superior Officer.

25) Compromises

Members shall not take part in making or negotiating any compromise or arrangements for any criminal or any persons with a view of permitting such criminal or other person to escape the penalty of the law; nor shall they seek to obtain any continuance of any trial in court or otherwise interfere with the course of justice, unless specifically required in the performance of their duties (e.g., developing informants).

26) Posting Bail or Bond

Members shall not, except as a private citizen, post bond or furnish bail for any person arrested for a crime.

27) Gifts, Gratuities, Bribes, or Rewards

Members shall not solicit or accept from any person, business or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the members or the Department, if it may reasonably be inferred that the person, business or organization:

- Seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty.
- Has an interest, which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

Members working off duty for another authorized employer may accept any benefit normally provided by that employer to all of its employees.

28) Rewards

Members shall not accept any reward for the detection or apprehension of any criminal or unauthorized military absentee, or the recovery of any stolen or lost articles, except upon special order of the City Council.

29) Alcoholic Beverages and Drugs in Police Installations

Members shall not store or bring into any Police facility or vehicle alcoholic beverages, controlled substances, narcotics or hallucinogens except those, which are held as evidence or used during investigative procedures.

30) Use of Alcohol on Duty or in Uniform

- Members shall not consume intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under proper and specific orders from a superior Officer.
- Members shall not appear for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath.

31) Use of Alcohol Off-Duty

Members, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits them or the Department or renders the members unfit to report for their next regular tour of duty.

32) Possession and Use of Drugs

Members shall not possess or use any controlled substances, narcotics, or hallucinogens except when prescribed in the treatment of members by a physician or dentist.

33) Use of Tobacco

Members may use tobacco in a prudent manner that would not be offensive to the general public. Members will avoid use when it is discourteous, impedes job performance, or detracts from the public image. Smoking, to include electronic cigarettes, is prohibited in all Police Department facilities and vehicles. Division Commanders may allow exceptions for undercover vehicles, as necessary, to maintain an undercover role. Members are required to adhere to the City Smoking Policy 3.10 while on City properties.

Electronic Cigarette is defined as: an electronic or battery-operated device which resembles smoking, which can be used to deliver nicotine or other substances to the person inhaling from the device including, but not limited to, an e-cigarette, electronic vaping device, personal vaporizer, electronic nicotine delivery system, or any other device that simulates smoking.

34) Employment Activities while on Sick Leave

No Department employee shall engage in any profession, trade, or occupation for pay or as a volunteer, including any type of military service or duty, while on sick leave without prior approval of the Chief of Police.

35) Return to Work following Sick Leave

On return to work following use of sick leave, employees will not work in any off-duty capacity prior to completing one work shift. This applies to physical injury as well as sick leave usage for family illness and the death of a family member. Employees will complete one work shift following sick leave usage prior to working off-duty at any City or public facility (Tacoma Dome, Public Works/Dump, Tacoma School District).

36) Confinement while on Sick Leave

While on sick leave, employees may leave their place of convalescence; however, the Chief of Police or his designee shall be notified if the employees' absence from their place of convalescence is to exceed 24 hours. Exceptions to this would be visits to the doctor or related medical activity.

P1.1.7 OATHS OF OFFICE

(R 10/2010)

Commissioned Oath *CALEA 1.1.1*

The individual Oath of Office constitutes each Officers personal commitment to the Vision, Mission, and Values of the Tacoma Police Department. In addition, the oath represents the delegated empowerment to fulfill all departmental duties. Officers commit to the ideal of serving the community with the highest of professional standards. The Oath of Office must be administered to all commissioned personnel, prior to assuming such status. The following oath shall be administered by the Chief of Police or commissioned designee:

“I, (state your name), do solemnly swear or affirm that I will uphold, protect, and defend the Constitution and laws of the United States of America, the State of Washington and ordinances of the City of Tacoma; that I will diligently strive to serve with the highest standards of professional ethics and personal integrity, and I will honorably uphold departmental values and perform the duties of the Office of (fill in the blank) in and for the City of Tacoma, so help me God.

“Subscribed and sworn by me at Tacoma, Washington, this ____ day of _____ 20__.”

Promotional/Appointment Oath

The following oath shall be administered to promoted/appointed personnel by the Chief of Police or commissioned designee.

“I, (state your name), do re-affirm that I will uphold, protect, and defend the Constitution and laws of the United States of America, the State of Washington and ordinances of the City of Tacoma; that I will diligently strive to serve with the highest standards of professional ethics and personal integrity, and I will honorably uphold departmental values and perform the duties of the Office of (fill in the blank) in and for the City of Tacoma, so help me God.

“Subscribed and sworn by me at Tacoma, Washington, this ____ day of _____ 20__.”



TACOMA POLICE DEPARTMENT

Professional Standards

Sub-Section 1.2

*Sets Forth the Tacoma Police
Authority of the Department
and its Members*

Donald Ramsdell, Chief of Police

P1.2.1 AUTHORITY *CALEA 1.2.1, 1.2.2, 11.3.1*

(R 09/2016)

The Tacoma Police Department is responsible for the law enforcement function and the provision of services in and for the City of Tacoma. Each employee of this Department is accountable for the use of delegated authority. Delegated Authority is an empowerment granted by the laws of the State of Washington, and the City of Tacoma. The Tacoma Police Department Policy delegates authority through [P1.3 Command and Leadership](#), and controls that authority through Policy, Procedures and Directives, [P1.5 Formal Information Distribution System](#). This Authority is so granted by virtue of the [Tacoma Municipal Code 1.06.070, 1.06.470, 7.02.030](#), and the [Revised Code of Washington 9.41.060](#). Furthermore, the State of Washington empowers all Tacoma Police commissioned personnel under the following acts:

A) General Authority Peace Officer Act – The Washington Mutual Aid Peace Officers Powers Act, [RCW 10.93](#), extends the authority to enforce state law throughout the state of Washington to all fully commissioned Officers of a general authority law enforcement agency under specific conditions. This policy sets forth those times when a Tacoma Police Officer may exercise authority under the act. The modification of territorial and enforcement authority of the various categories of Peace Officers covered by this chapter shall not create a duty to act in extraterritorial situations beyond any duty which may otherwise be imposed by law or which may be imposed by the primary commissioning agency.

B) RCW 10.93.070 General Authority Peace Officer Act – In addition to any other powers vested by law, a general authority Washington Peace Officer who possesses a certificate of basic law enforcement training or a certificate of equivalency or has been exempted from the requirement therefore by the Washington State Criminal Justice Training Commission may enforce the traffic or criminal laws of this state throughout the territorial bounds of this state, under the following enumerated circumstances:

- Upon the prior written consent of the Sheriff or Chief of Police in whose primary territorial jurisdiction the exercise of the powers occurs;
- In response to an emergency involving an immediate threat to human life or property;
- In response to a request for assistance pursuant to a mutual law enforcement assistance agreement with the agency of primary territorial jurisdiction or in response to the request of a Peace Officer with enforcement authority;
- When the Officer is transporting a prisoner;
- When the Officer is executing an arrest warrant or search warrant; or
- When the Officer is in fresh pursuit, as defined in RCW 10.93.120.

C) RCW 10.93.120 Fresh Pursuit Arrest – Any Peace Officer who has authority under Washington State law to make an arrest may proceed in fresh pursuit of a person:

- Who is reasonably believed to have committed a violation of traffic or criminal laws, or
- For whom such Officer holds a warrant of arrest and such Peace Officer shall have the authority to arrest and to hold such person in custody anywhere in the state.

The term “fresh pursuit” as used in this chapter includes, without limitation, fresh pursuit as defined by the common law. Fresh pursuit does not necessarily imply immediate pursuit, but pursuit without unreasonable delay.

D) Exercise of Police Powers – Police power represents the inherent authority of governments to impose upon private rights those restrictions that are reasonably related to promotion and maintenance of the health, safety, and general welfare of the public. Therefore, the exercise of police powers are actions initiated by Police Officers that are intended to create in the mind of the citizenry restrictions upon their actions and/or freedoms.

When this restriction amounts to an arrest, its purpose is to bring the suspected criminal, with legal authority, before a court or otherwise secure the administration of the law. Though there are provisions for private citizens, to avoid any confusion on the part of an arrestee as to the identity and subsequent attendant authority to affect an arrest, it is the policy of the Department that Officers working in an undercover capacity (usual apparel or disguise) should

arrest, it is the policy of the Department that Officers working in an undercover capacity (usual apparel or disguise) should refrain from making arrests, if possible. If an arrest is necessary, adequate backup will be provided. The unannounced entry of any residence by an undercover Officer to execute an arrest will be prohibited.

It is the policy of the Tacoma Police Department that its members may, if appropriate, self-initiate the exercise of police powers while off-duty, not acting in an on-duty official capacity, in the defense of life and prevention of serious bodily injury, including those circumstances which necessitate immediate intervention. Any such application will be reviewed to determine the objective reasonableness of such actions. Tacoma Police Department members are strongly encouraged, that absent the aforementioned criteria, to limit involvement to that of a good witness.

Department members shall not, at any time, attempt to exercise police powers in other states or countries, whether on official business or off-duty, unless the laws of the other state or country permit the exercise of such powers, and the Tacoma Chief of Police has authorized their use, in advance.

E) Inter-State Firearms Transportation – Department issued firearms may be taken outside the state of Washington as necessary in the performance of official Tacoma Police Department duties. The transportation of any firearm outside of Washington State is strictly subject to the guidelines of “The Law Enforcement Officers Safety Act of 2004” (H.R. 218).

See Appendix.

F) Limited Commission Authority – Tacoma Police Animal Control Compliance Officers (ACCO) possess a limited commission authorizing them to operate strictly within the provisions of the [Tacoma Municipal Code, Chapter 17, Animal Control-General Provisions](#).

P1.2.2 JURISDICTION

(R 09/2016)

A) Authority of the Tacoma Police Department – The Tacoma Police Department retains primary jurisdiction and responsibility in matters concerning criminal violation of Tacoma City ordinances within the incorporated City limits. All other members of a general authority Washington agency are specifically empowered pursuant to [RCW 10.93.070](#) to take action in situations where criminal or traffic violations take place in their presence within the incorporated city limits. Employees of the Tacoma Police Department offer cooperation in accordance with [P1.1.6, Professional Expectations](#), when situations arise in which other agencies’ members exercise their authority within the incorporated city limits.

B) Geographic Boundaries *CALEA 2.1.1* – The corporate city limits of the City of Tacoma are the geographic boundaries of the Tacoma Police Department, in addition to properties owned and operated by the City of Tacoma. The Department maintains a current map of the City outlining specific operational sectors. The map shall be updated biennially, or as changes occur, by the Crime Analysis Unit. Department members shall be familiar with the current geographic boundaries of the City of Tacoma.

C) Concurrent Jurisdiction *CALEA 2.1.2* – Effective law enforcement requires the cooperation and interaction of many agencies. The Tacoma Police Department supports this concept and cooperates fully with other agencies in the discharge of these duties. An annual review of agency agreements will be conducted by the Office of the Chief of Police. See individual inter-agency agreements located in the Office of the Chief of Police for specific content.

- 1) **Washington State Patrol (WSP)** – Tacoma Police and the WSP share jurisdiction of the many state roads and highways that pass through the incorporated City limits of Tacoma. The TPD is the primary responder for all crimes and vehicle accidents within the City limits of Tacoma, except those accidents that occur on Interstate 5, SR 16, SR 509 (except as delineated in agreement with WSP) and SR 705, which are the primary responsibility of the WSP. The Gig Harbor detachment of WSP conducts traffic enforcement on the Narrows Bridges. Enforcement activities include speed, driving under the influence, aggressive driving, safety restraint use, collision investigation, and toll enforcement response. Specific state road and highway agreements with WSP will be drafted as necessary to accommodate changes in jurisdiction.
- 2) **Pierce County Sheriff’s Department (PCSD)** – PCSD Deputies have full Police authority within the City limits of Tacoma.
- 3) **Washington Department of Fish and Wildlife and the Liquor Control Board** – Officers from these agencies have full enforcement authority within the City of Tacoma. Tacoma Police Officers also have the authority to enforce liquor and game violations within the City limits.

- 4) **Federal Law Enforcement Agencies** – Officers from these agencies have full enforcement authority for federal law violations within the City limits. The TPD supports this practice if concurrent federal and state investigations are within the City limits and works closely with those law enforcement agencies.

D) **State Ferries/Terminals** – Due to the increase of pedestrian and vehicle traffic utilizing the ferries and the ferry terminal at Point Defiance, the Tacoma Police Department may receive requests for assistance from the ferry personnel. [RCW 47.60.275](#) provides that the Tacoma Police Department has jurisdiction at the local terminal and on the ferry throughout the entire run for all law enforcement services.

E) **Tribal** – Tacoma Police Department currently exercises an inter-local cooperative agreement for mutual aid with the Puyallup Tribe of Indians. This agreement grants a special commission to Officers duly certified by the Washington Criminal Justice Training Commission, employed by the Puyallup Tribe, and hold unlimited tribal commissions.

F) **Communication** – Members of the TPD have the capability to monitor radio communications and communicate with neighboring agencies, WSP, and PCSD. These communication linkages between agencies facilitate the prompt and appropriate response if assistance is required.

P1.2.3 MUTUAL AID

(R 09/2016)

A) Chapter 89, Washington Laws of 1985, Section 7 provides controlling legislation governing mutual aid, making provision for the Tacoma Police Department to enter into interagency agreements for “consent to the full exercise of Peace Officer powers.” Copies of mutual aid agreements and policies are maintained in the Office of the Chief of Police and shall address the following issues:

- **The legal status of agencies and agency personnel responding to mutual aid requests** *CALEA 2.1.3(a)* – Notice of Consent authorizing other agencies to enforce laws in Tacoma’s incorporated city limits are maintained by the Office of the Chief of Police. Each of the mutual aid agencies is a duly authorized police agency in the state of Washington;
- **Procedures for vesting provider agency personnel with the legal authority to act within the receiver agency’s jurisdiction** *CALEA 2.1.3(b)* – The Tacoma Police Department maintains supervisory control of Tacoma Police Officers when exercising their authority outside the City. Control may be delegated to the agency of primary jurisdiction. Liability for actions of Officers acting under mutual aid is subject to RCW 10.93.040 which states as follows: “Any liability or claim of liability which arises out of the exercise or alleged exercise of authority by an Officer acting within the course and scope of the Officer’s duties as a Peace Officer under this chapter is the responsibility of the primary commissioning agency unless the Officer acts under the direction and control of another agency or unless the liability is otherwise allocated under a written agreement between the primary commissioning agency and another agency.”;
- **Procedures for requesting mutual aid** *CALEA 2.1.3(c)* – Should another agency with whom the Tacoma Police Department has a signed mutual aid agreement request Tacoma Police Department’s assistance, an attempt may be made to accommodate them;
- **Identity of those persons authorized to request mutual aid** *CALEA 2.1.3(d)* – A request for immediate emergency mutual aid from adjoining Police jurisdictions may be made by the on-duty Supervisor if an emergency cannot be handled with Department resources. It is not necessary to deplete Department resources beyond the point where other responsibilities cannot be met prior to calling for mutual aid. The Shift Commander will be notified if mutual aid is requested from any outside jurisdiction. The Shift Commander must also be notified if off-duty personnel must be called in;
- **Identity of persons to whom outside personnel are to report** *CALEA 2.1.3(e)* – Tacoma Police Department members requesting responding mutual aid resources shall provide a reporting location and contact procedure;
- **Procedures for maintaining radio communication with outside personnel** *CALEA 2.1.3(f)* – The multi-frequency capacity of South Sound 911 (SS911) Communications is used to coordinate all multi-agency efforts, such as those that call for mutual aid. All portable radios are capable of several channels. SS911 Communications protocols include assigning such channels to multi-agency, mutual aid incidents;
- **Expenditures, if any, which may be borne by the receiver agency to compensate for the use of provider agency resources** *CALEA 2.1.3(g)*;
- **Procedures for review and revision if prescribed in the agreement** *CALEA 2.1.3(h)* – Criminal and/or civil cases arising out of mutual aid requests shall begin the adjudication process in Tacoma Municipal Court, the Pierce County District Court, and/or the Pierce County Superior Court.

B) State or Federal Support CALEA 2.1.4 – The Director of the Comprehensive Emergency Management Plan (City Manager) will coordinate the request of county, state, or federal assistance through the State Emergency Operations Center when public, private and mutual aid/inter-local agreement resources have been exhausted.

The Tacoma Police Department may face an emergency situation that requires the immediate assistance of federal law enforcement agencies or the National Guard. The Shift Commander or designee may request assistance from federal law enforcement agencies. See [Incident Event Management](#) procedure for related information.

C) Notice of Consent – The Tacoma Police Department has written agreements with neighboring law enforcement agencies to provide mutual aid, including emergency situations. The list of Notices of Consent is maintained in the Office of the Chief of Police.

P1.2.4 LAW ENFORCEMENT SERVICE FOR FEE

(R 02/2013)

The following must be included with any contracts that provide services for a fee:

- List the specific services which are to be provided; *CALEA 3.1.1(a)*
- Contain specific language covering fees for those services, salaries and benefits, payments for support services, overhead costs, maintenance of cost accounting records, frequency of financial reports, a formula for the escalation of costs, the time and manner of payment for services, procedures for the disposition of revenues, equipment and facility costs, depreciation, and any other direct or indirect costs; *CALEA 3.1.1(b)*
- Require specific records to be kept by the provider, to identify in detail the specific services provided and include the frequency, location, action taken, and other information as needed; *CALEA 3.1.1(c)*
- Define the duration of the contract, and allow for modification, termination dates, and provisions for amendment, withdrawal, or termination; *CALEA 3.1.1(d)*
- Contain specific language dealing with legal contingencies; *CALEA 3.1.1(e)*
- Tacoma Police Department, as the provider of services, shall maintain control over Tacoma Police personnel when services are contracted; *CALEA 3.1.1(f)* and
- Provide for equipment, support, facilities, and other requirements of the contract. *CALEA 3.1.1(g)*

A) Review CALEA 3.1.1(h) – All contracts before becoming effective must be signed by the Chief of Police or designee. Each contract also allows for its review and revision.

B) Contractee's Rights CALEA 3.1.2 – Employees of the Tacoma Police Department who are assigned to fulfill services under a contract agreement shall not lose any rights or benefits provided to other departmental employees in the same job class.

P1.2.5 FOREIGN NATIONALS CALEA 1.1.4, 61.1.3(d)

(R 09/2016)

A) Arrest and Detention of Foreign Nationals – Whenever a foreign national is arrested or detained in the United States, there are legal requirements contained in the Vienna Convention on Consular Relations to ensure that the foreign national's government can offer appropriate consular assistance. In all cases, the foreign national must be told of the right of consular notification and access. In some cases, the foreign national's consulate must be notified regardless of the foreign national's wishes. According to the Department of State, this requirement applies even if the foreign national is not in the United States legally. A list of contact information for embassies and consulates within the United States is available in the Operations' office.

A foreign national has the option to decide whether the consular representatives are notified of the arrest or detention unless the foreign national is from a mandatory notification country.

If the arrestee requests notification, the arresting Officer must ensure that notification is given to the nearest consulate or embassy of the arrestee's country without delay. The provision of notification and actions taken, as well as making the foreign national aware of the notification, will be recorded in the narrative of the arresting Officer's report.

In some cases, mandatory notification must be made to the nearest consulate or embassy without delay, or within the time specified in a bilateral agreement between the United States and the foreign national's country, regardless of whether the foreign national requests such notification. If the foreign national's country is on the list of mandatory notification countries, notify that country's nearest consular officials, without delay, of the arrest/detention. Foreign nationals subject to mandatory notification requirements should otherwise be treated like foreign nationals not subject to the mandatory notification requirement. Privacy concerns or the possibility

that a foreign national may have a legitimate fear of persecution or other mistreatment by their government may exist in some mandatory notification cases. The notification requirement shall still be honored, but it is possible to take precautions regarding the disclosure of information. The Department of State should be consulted in these situations. Under no circumstances should any information indicating that a foreign national may have applied for asylum in the United States or elsewhere be disclosed to that person's government. The Department of State can provide more specific guidance in particular cases.

B) Foreign Diplomats/Consular Officials – Diplomatic immunity applies to duly-credentialed diplomatic officers, their families, and servants. *These persons are immune from criminal and civil sanctions.* Do not detain them any longer than the time necessary to confirm their status (22 USC 252). If an Officer encounters a subject claiming diplomatic immunity, immediately request the subject's Department of State Identity Document. Official identity cards contain the bearer's photograph and complete personal information. A brief statement of the bearer's immunity is printed on the reverse side. In addition to this, the Officer or designee will telephone the Department of State to verify the subject's diplomatic status.

Credentials issued from the State Department can identify career consular officials. The State Department credentials bear its seal, the name of the officer, title, and the signature of the State Department officials. Honorary consular officials do not receive identification cards from the State Department, but may show reduced sized copies of the diplomatic note as proof from the United States government. These individuals are not immune from arrest or detention (exception: the existence of a specific treaty identifying them). Family members of a consular officer cannot claim immunity. See Procedures Manual, [Traffic - Special Groups Enforcement](#).

NOTE: In the event that you need assistance with a diplomat, procedure, or authenticity, call the United States Department of State Diplomatic Security Services local office at (206)393-0740. This is a 24-hour resource.

P1.2.6 COLLECTIVE BARGAINING AGREEMENTS *CALEA 24.1.1(a)(b)(c)(d)(e)* *(R 02/2013)*

Tacoma Police Department shall abide by applicable laws and rules governing the collective bargaining process as set forth in RCW Chapter 41.56. The Department will negotiate in good faith with the representatives of public employee bargaining units and abide by the ground rules for collective bargaining that arise out of the collective bargaining process or labor arbitration. The Police Department assists the City's bargaining team in an advisory capacity. The Chief of Police or his/her designee serves on the team to provide information regarding Department standards, practices, and the impact of provisions in collective bargaining agreements. The City recognizes the [Local 6, Local 26, Local 17, Local 117, Local 120, and Local 483](#).

The Department commits to abide, in both letter and spirit, by the negotiated labor agreement that has been signed by the authorized representatives of the City and the bargaining units, and ratified by the City Council

A) Contract Management *CALEA 24.1.2*

The Chief of Police or designee will:

- Obtain a written, signed copy of the labor agreement;
- Review and amend, if necessary, all written policies, procedures, and directives to coincide with the terms of the labor agreements; and
- Disseminate information relative to a new labor agreement, including modifications to existing agreements, to managers and supervisors of bargaining unit employees.

This applies to all Collective Bargaining Units currently under the executive responsibility of the Chief of Police.



TACOMA POLICE DEPARTMENT

Professional Standards

Sub-Section 1.3

*Sets forth the Formal
Structure of Authority and
Defines the Roles in the
Functional Organization*

Donald Ramsdell, Chief of Police

P1.3.1 COMMAND AND LEADERSHIP *CALEA 11.1.1, 12.1.2 (a)(b)(c)(d)*

(R 09/2016)

The Chief of Police shall exercise command and leadership over all members within the Department. In the absence of the Chief of Police, he/she may designate any one of the three Assistant Chiefs in acting capacity with all authority of the office. In the event the Chief of Police is incapacitated, the EMERGENCY order of succession to command the Tacoma Police Department shall be as follows:

- 1) Assistant Chief – Administrative Services Bureau
- 2) Assistant Chief – Investigations Bureau
- 3) Assistant Chief – Operations Bureau
- 4) Captain – Support Services Division
- 5) Captain – Community Policing Division
- 6) Captain – Criminal Investigations Division
- 7) Captain – Operations Patrol Division

Once order and stability is achieved, the newly appointed Chief may determine a different order of succession based on Operational need and effectiveness, as the above listed hierarchy is not necessarily the desired appointment order.

P1.3.2 RANKS OF AUTHORITY *CALEA 11.1.1, 11.3.1, 11.3.2, 12.1.2(d)*

(R 10/2016)

[P1.1.5, The Chief of Police](#), identifies and delineates the role and responsibilities for the Chief of Police. Under delegated authority, the following identifies the roles and responsibilities for all levels of organizational leadership:

A) Executive Level (Chief of Police and Assistant Chief of Police)

Responsibilities – Able and willing to view the organization as a total entity operating as an integral part of City government and the communities we serve; accurately assess the organizational climate and aid in adapting to forces of change; assure a structure and systems that address Department and community needs; formulate and update ongoing strategies on an as-needed basis; establish goals for implementing and sustaining organizational values, philosophies, and principals; establish and sustain mechanisms to recruit and retain the most competent and value driven personnel; establish, mentor, and model a climate that facilitates an open sharing of information and resources; and assure, model, and hold members accountable to organizational values and expectations of professionalism and excellence regardless of adverse internal or external conditions.

Activities

- **Planning** – Analyzing current trends in law enforcement and community; data and information; forecasting; establishing goals; scheduling; budgeting; establishing vision, mission, and values; and developing policy at the departmental level.
- **Organizing** – Developing Department structure, establishing professional relationships, delegating responsibilities and authorities.
- **Controlling** – Establishing performance expectations, coaching performance, evaluating results, and correcting undesirable behavior.
- **Leading** – Influencing others, initiating, decision-making, communicating, motivating, selecting, and developing members.

Chief of Police – Appointed by the City Manager in accordance with Article III, Section 3.4 of the City Charter. The Chief of Police shall exercise command over all members within the Department in accordance with [P1.1.5 The Chief of Police](#).

Assistant Chief – Appointed by the Chief of Police. Assistant Chief shall command a Bureau.

B) Command Level (Captain, Lieutenant, Manager)

Responsibilities – Able and willing to communicate accurately the values, philosophies, policies, procedures, and strategies of the Department while simultaneously being cognizant to the needs, issues, and concerns of all members through positive interaction and be able to communicate them to the executive level; translate philosophies, policies, and procedures into strategies that ensure quality service delivery through achievement of operational objectives; coordinate the work efforts of members to achieve desired results; organize and assign all available resources for optimum results; acquire resources when needed and ensure they are used effectively to accomplish division, section, and unit objectives.

Activities

- **Planning** – Analyzing internal climate, supporting data and information, forecasting, establishing objectives, scheduling, budgeting, developing strategies, developing systems, establishing procedures at the divisional level and below.
- **Organizing** – Establishing staffing levels, balancing resources, delegating responsibilities and authority, identifying needed skills and skill levels.
- **Controlling** – Establishing modeling and mentoring performance expectations, coaching performance, evaluating results, and correcting undesirable behavior.
- **Leading** – Influencing others, initiating, decision-making, communicating, motivating, selecting, and developing members.

Captain – Appointed by the Chief of Police on a permanent basis from a certified civil service list. A Captain generally commands a Division, or as designated by the Bureau Assistant Chief.

Lieutenant – Appointed by the Chief of Police on a permanent basis from a certified civil service list. A Lieutenant generally commands a Sector, Section or Shift, or as designated by the Captain in the affected chain of command.

Manager – “At will” position appointed by the Chief of Police on a permanent basis.

C) Supervisory Level (Sergeant, Supervisor)

Responsibilities – Able and willing to translate the values, philosophies, policies, procedures, and strategies into on-the-job compliance; mediate between management and line level-staff; coach, direct and control methods, techniques, and technical skills that aid in the fulfillment of the mission and specific purposes of the Department.

Activities

- **Planning** – Analyzing operational data, forecasting, developing recommendations for constructive changes, establishing operational programs and strategies, scheduling, and budgeting at the service delivery level.
- **Organizing** – Balancing resources, delegating responsibilities and authority, and maintaining professional relationships.
- **Controlling** – Establishing, modeling and mentoring performance expectations, coaching performance, evaluating results, and correcting undesirable behavior.
- **Leading** – Influencing others, initiating, decision-making, communicating, motivating, selecting, and developing members.

Sergeant Specialist – Appointed by the Chief of Police.

Sergeant – Appointed by the Chief of Police on a permanent basis from a certified civil service list. A Sergeant shall generally supervise a Unit or Detail.

Forensic Supervisor and Animal Control Supervisor – Appointed by the Chief of Police on a permanent basis from a certified civil service list

D) Law Enforcement Responders Delivery (Detective, Police Patrol Specialist, Police Patrol Officer, Police Officer Recruit, Animal Control Compliance Officer, Non-Commissioned Personnel)

Responsibilities – Able and willing to provide the services that fulfill the mission and specific purposes of the Department; afford all citizens highly efficient and professional protection and service; accept responsibility for crime prevention/awareness, recognizing that it is more desirable to deter crime than to react to it; investigate crime and incidents impartially using all legal means and make the truth known; strive for voluntary compliance to laws and ordinances through the use of enforcement, public education, and role modeling; promote an attitude of friendliness, helpfulness, tact, understanding, and caring in the performance of assigned duties; communicate

cooperatively and openly with the community; communicate openly within the organization; model teamwork and offer mutual support to facilitate the accomplishment of higher goals of community protection and service over individual accomplishments; using the same spirit of inter-organizational cooperation with other law enforcement agencies and other government units; identify problems and develop solutions; implement strategies that attain desired results to crime, fear, disorder, and incidents of concern brought to the attention of the Police.

Activities

- **Planning** – Engaged in analyzing issues and concerns, forecasting, developing strategies, and scheduling at the point of serving the community in terms of calls for service, investigations, directed activities, and problem solving.
- **Organizing** – Establishing partnerships, balancing community resources, and delegating responsibilities around issues and concerns in the community with appropriate community resources.
- **Controlling** – Recognizing performance standards, sustaining performance, evaluating results, and correcting undesirable behavior around community issues and concerns.
- **Leading** – Influencing others, initiating, decision-making, communicating, and motivating.

Detective – Appointed by the Chief of Police on a permanent basis from a certified civil service list

Police Patrol Specialist – Appointed by the Chief of Police

Police Patrol Officer – Appointed by the Chief of Police on a permanent basis from a certified civil service list

Police Officer Recruit – Appointed by the Chief of Police on a probationary basis from a certified civil service list

Animal Control Compliance Officers – Appointed by the Chief of Police on a permanent basis from a certified civil service list and specially commissioned by the Chief of Police to enforce [Tacoma Municipal Code, Title 17](#), Animal Control.

Legal Advisor – provided by the City Attorney’s office and will be an Assistant City Attorney who will act as general counsel to the Police Department and reports directly to the Office of the Chief of Police

Chaplaincy – The Tacoma Police Department Chaplaincy is comprised of specially trained, ordained clergy who voluntarily provide services and assistance to the Department and its members

Volunteers – *CALEA 16.4.1(a)* In concert with the Tacoma Police Department’s Community Oriented Policing (COP) strategy, the Department utilizes the commitment, skills, and services of community members. Community members are part of a growing volunteer cadre performing duties in various and restricted capacities within the agency. All volunteers are civilians who hold no commissioned authority. Volunteers have no authority to investigate crimes, detain personnel, or make custody arrests; however, their services are vital in an administrative capacity. Volunteers primarily provide customer relations support, minimal electronic duties, and information resources at the Department’s five substations. Applications for becoming a volunteer are posted on the [Department’s website](#).

As a representative face of the Tacoma Police Department, volunteers shall maintain and advance a decorum which exemplifies the Tacoma Police Department’s Vision, Mission, and Values.

Additional Non-Commissioned Personnel – Appointed by the Chief of Police on a permanent basis from a certified civil service list and include the following:

- Community Relations Specialist
- Senior IT Analyst
- Computer Systems Technician
- Crime Analyst
- Crime Scene Technician
- Financial Assistant
- Forensic Specialist
- Latent Print Examiner
- Office Assistant
- Police Administrative Support Specialist
- Program Technician

- Others, as to be determined

P1.3.3 OPERATIONS PHILOSOPHY *CALEA 45.1.2*

(N 03/2010)

Community Oriented Policing (COP) is the operational philosophy of the Tacoma Police Department. COP in Tacoma emphasizes creating a safe and secure environment in which to live, work, and visit by working together with the community, enforcing the law in a fair and impartial manner, preserving the peace and order in our neighborhoods, and safeguarding our constitutional guarantees as identified in [P1.1.2, Mission](#). (See Procedures Manual, [Crime Prevention/Community Involvement](#) for additional information.)

P1.3.4 INCIDENT/EVENT MANAGEMENT *CALEA 12.1.2(c), 46.1.2*

(R 09/2016)

To facilitate the most efficient and effective incident management, it is critical that federal, state, local, and tribal organizations utilize standardized terminology and standardized organizational structures consistent with the Incident Command System (ICS). Additionally, uniform personnel qualification standards and uniform standards for planning, training, and exercises are vitally important, along with the set standards for comprehensive resource management and designated incident facilities utilized during emergencies or disasters. Commanders shall consult the Department's [Continuation of Operation Plan](#) (COOP) on all major incidents requiring activation of the National Incident Management System (NIMS). In all cases wherein an incident occurs necessitating the activation of NIMS, an Incident Commander shall be designated.

The collective input and guidance from all federal, state, local, tribal, homeland security, and all-hazards partners has been, and will be, vital to the development, effective implementation, and utilization of a comprehensive NIMS. It is necessary and desirable that these agencies and personnel coordinate their efforts to effectively and efficiently manage incidents. See Procedures, [Incident Event Management](#) for additional information.

P1.3.5 TRANSFER OF COMMAND

(R 09/2016)

The Tacoma Police Department recognizes the strength and necessity in having “continuity of command” both by the Department and within the Department. In order to accomplish this “continuity of command,” a transfer protocol is established and should be utilized in every case wherein there is a change of command for all Lieutenants and above, and highly encouraged for Sergeants. The process of moving the responsibility for one Commander to another is called “transfer of command.”

Members throughout our organization will continue to promote, transfer, and/or leave the Department, causing command movement. For these reasons, it is imperative that each section of the Department become and remain equipped and prepared to facilitate these changes without experiencing any reduction in service, strategic planning, and/or leadership. This method of continuity is also in adherence to the Department Values, P1.1.3, in particular [Accountability for our Actions and Results](#) and [Team for the Common Good](#).

Transition Method

Transfer of Command will take place in the following manner:

- A [Transfer of Command and Protocol Form](#) will be completed, in its entirety, in preparation for and given to the incoming Commander.
- The incoming Commander shall, if at all possible, personally perform an assessment and review of the position with the outgoing Commander.
- The incoming Commander must be adequately briefed. This briefing shall be by the current Commander and occur face- to-face, if possible. The briefing shall cover the following:
 - Position history, current assessment, and anticipated needs
 - Current position description
 - Chain of command for the position
 - Objectives, goals and priorities in the position
 - Essential functions (functions that must continue with no, or minimal disruptions)
 - Current projects (immediate and through completion of current biennium)
 - Budget status to include pending needs coinciding with the current and subsequent biennium
 - Personnel assigned and their status
 - Resources (assets on hand, needed, ordered)
 - Current/future constraints and limitations
 - Committees and/or work groups assigned to the position (internal and external)
 - Reporting requirements and frequency (daily, weekly, monthly, quarterly), as assigned and located on the Department's intranet site
 - Records and/or databases (those necessary for effective transition)
 - Passwords

- Keys
- Out-going Commander contact points (work phone, cell, pager, etc.)
- Equipment and identification transfers

Notice of a Transfer of Command shall be formally made to the affected personnel using the [Transfer of Command](#) (Assignment Transition Protocol Prepared by Out-Going Commander) form. See Procedures Manual, [Transfer of Command](#), for additional information.

P1.3.6 DEPARTMENT ORGANIZATION AND FUNCTION CHART *CALEA 11.1.2* (R 02/2013)

NOTE: An [organizational chart](#) showing personnel, position, and reporting order can be found on TPD's Intranet, currently CopWeb.



TACOMA POLICE DEPARTMENT

Professional Standards

Sub-Section 1.4

Sets forth the Functional Components of the Tacoma Police Department

Donald Ramsdell, Chief of Police

P1.4 FUNCTION *CALEA 11.1.1*

(R 6/2013)

All law enforcement function and administrative authority are delineated by the Office of the Chief of Police. The facilitation of efficient law enforcement function and follow through, regarding all matters pursuant to Tacoma Police authority (see [P1.2, Authority](#)), shall be delegated through three authority Bureaus (Administrative Services, Investigations, and Operations Bureaus). The three Bureaus shall be commanded by an Assistant Chief who shall administer their respective roles and responsibility at the direction of the Office of the Chief of Police.

P1.4.1 OFFICE OF THE CHIEF OF POLICE *CALEA 11.1.1*

(R 09/2016)

The Office of the Chief of Police shall be responsible for leading the Department as necessary in accordance with [P1.1, Professional Standards](#), and through collaborative support from all Bureaus to fulfill organizational goals.

- Assist with the development of the Department’s Strategic Plan (multi-year) which includes long-term goals and operational objectives.
- Assist with the establishment of Department Goals and Objectives for the organization and for each Bureau, and the annual evaluation and updating of those goals and objectives. Information regarding the accomplishment of goals and objectives are included in the annual report.

A) Legal Advisor

The Legal Advisor is provided by the City Attorney’s Office and will be an Assistant City Attorney who will act as General Counsel to the Police Department.

P1.4.2 ADMINISTRATIVE SERVICES BUREAU (ASB) *CALEA 11.1.1, 15.2.1*

(R 09/2016)

This Bureau functions in support of the Office of the Chief of Police and in collaboration with all other Bureaus to fulfill organizational goals, forecast anticipated workload fluctuations and population trends, and forecast anticipated staffing levels. The ASB is responsible for fiscal management; recruiting and hiring individuals of high ethical character; training members in an environment of high expectations; facilitating the promotional process; leading members to high performance; data analysis; community relations; information services; accreditation; Internal Affairs; safeguarding and maintaining records related to these functions; equipment inventory; physical plant; and other functions as assigned by the Chief of Police.

A) Accreditation Unit

The Accreditation Unit facilitates the Department-wide coordination and maintenance of accreditation compliance in addition to the review, revision, update, and de-confliction of Policies and Procedures. See Policy [P5.1.24, Accreditation](#), for additional information.

Department Forms – The Tacoma Police Department uses multiple forms to document and facilitate operations. In order to ensure accountability for the forms and the effectiveness of their use, the Accreditation Unit will be responsible for handling requests for new, modifications, or deletion of all forms. To request such, see Procedures Manual, [Printed Forms](#).

B) Crime Analysis

The Department shall maintain a Crime Analysis Unit on a permanent basis to effectively provide data to support both managerial and operational functions and to enable the development of operational and tactical plans as well as strategic planning. The Crime Analysis Unit shall be assigned, but not limited to, the following functions:

- The collection of crime data
- The collation of crime data
- The analysis of crime data
- Dissemination of analyzed crime information
- Analytical studies
- Feedback analysis and program evaluation

C) Finance Section

The Finance Section coordinates all necessary functions of fiscal management delegated by the Chief of Police. The Finance Section also coordinates and directs the day to day fiscal operations and accounting activities; purchasing and contract activities; coordinating and preparing biennial budget and payroll entry processing. See [P4.6, Financial Practices](#) for additional information.

D) Internal Affairs Section (IA)

The Internal Affairs Section shall assure ethical conduct by Department personnel through the investigation of complaints of misconduct. Additionally, they shall create an annual report consisting of a compilation and analysis of data regarding IA investigations during the previous calendar year. See Policy [P3.5.5, Internal Affairs](#) and/or the IA Handbook for additional information.

E) Public Information Officer (PIO)/Community Relations

The PIO shall provide information, as appropriate, to the news media and function as a conduit between the Department and the community with regard to various group functions within the Police facilities. See Policy [P4.1.7, PIO](#) and [P4.1.8, Media Relations and News Releases](#), for additional information.

The PIO shall also perform the following community functions:

- Coordinate the implementation and maintenance of the Department website, both external and internal.
- Assist the Department in the creation of the Department's newsletter (when applicable), news releases, public relations material, the collation of the TPD Annual Report, citizen and employee surveys, as well as historical information.

F) Support Services Division

The Support Services Division shall manage and facilitate the furtherance and responsibilities in all functions surrounding the following areas:

- 1) **Training** – Department-wide mandated and developmental training to include the Range activities, WSCJTC, and a variety of community-related training.
- 2) **Recruitment/Hiring** – Coordination of all applicant process and corresponding background investigations; background investigations surrounding all non-TPD personnel having/requesting security access.
- 3) **Information Technology** – The Department is a 24/7 operation that makes available to employees appropriate access to computers and other technologies to enhance the employees' ability to efficiently and effectively complete their various assignments and duties. The IT Section is responsible for the maintenance of these technologies.
- 4) **Quartermaster** – facilitates the monitoring and maintenance of inventory processes related to Department-issued property.

P1.4.3 INVESTIGATIONS BUREAU (IB) *CALEA 11.1.1, 15.2.1*

(R 2/2017)

Functions in support of the Office of the Chief of Police and in collaboration with all other Bureaus to fulfill organizational goals, forecast anticipated workload fluctuations and population trends, and forecast anticipated staffing levels. The IB shall conduct follow-up investigations of crimes prioritized by seriousness of offense, by availability of personnel, and factors related to the solvability of the crime. The intent is to identify the perpetrator, recover property and to present subjects, the case investigation, and relevant testimony to the prosecuting attorney for disposition within the criminal justice system. Cognizant of citizen demands for service, IB personnel shall support operational investigations of criminal behavior and deterrents, and shall collect, maintain, and disseminate information and intelligence regarding criminal activity; provide forensic services to the Department; collaborate with other law enforcement agencies in the investigation of crime; and other functions as assigned by the Chief of Police.

A) Criminal Investigations Division (CID)

The Tacoma Police Department relies on the important partnership between the Patrol Division and the Criminal Investigations Division to identify, arrest, and support successful prosecution of criminals. The overall quality of an investigation can be significantly impacted by those investigative steps taken during the initial Police response and subsequent investigative follow-up. Therefore, Officers and Detectives shall perform thorough investigations in all circumstances.

The transition of an investigation from the Patrol Division to CID is vital to the successful prosecution of a case and depends heavily on both verbal and written communications. To this end, Officers are encouraged to meet and discuss investigations with Detectives. In addition, Detectives should attend periodic shift turnouts (ideally bi-weekly or more) to update Officers on active investigations and provide on-going training regarding investigative practices. *CALEA 42.2.4*

1) Investigative Task Force *CALEA 42.2.5*

Criminals are often active in several jurisdictions. The effective investigation of a serious crime pattern often necessitates more immediate and comprehensive communications between various jurisdictions than available through routine means; therefore, an Investigative Task Force may be created. The task force may consist of personnel from various units or specialties of the TPD and may involve various local, county, state, or federal law enforcement agencies. Whenever the Department is asked to participate in an investigative task force, the Chief of Police, or his/her designee must approve participation. See Procedures Manual [Criminal Investigations - Investigative Task Force](#) for additional information.

2) Special Investigations Section

The TPD Special Investigations (SI) Section is responsible for the enforcement of illegal narcotics and prostitution crimes in the City of Tacoma. While SI oversees investigation of these crimes, it works in conjunction with the Department's other Bureaus as well as with outside local, state, and federal agencies to partner for maximum effectiveness. SI is responsible for the Technical Support Team (TECH). This team provides/deploys confidential technical support for the entire Department (see handbook for Special Investigations).

3) Major Crimes Section

The Major Crimes Section consists of a Career Crimes Unit (CCU) which focuses on robbery, burglary, theft from vehicles, identity theft, pawn and financial crimes. The CCU is tasked with developing effective responses to identified crime patterns, trends and repeat offenders to ensure the protection of life and property. The Major Crimes Section also consists of a Domestic Violence Unit and a Juvenile Unit. Additionally, arson investigations, video forensic specialist functions and general duty assignments are handled within the Major Crimes Section.

The CID Lieutenant will serve as the Department's Hate Crimes Coordinator.

4) Violent Crimes Section

The Violent Crimes Section is responsible for the investigation of homicides, felony and selected misdemeanor assaults, sex crimes, child abuse investigations, cellular phone forensics, and high-tech computer crimes. The managing and tracking of registered sex offenders is also conducted by designated Detectives. The Violent Crimes Section coordinates investigative strategies and the exchange of information with the Violent Crimes Task Force. It also provides the services of personnel trained in the use of the polygraph and composite sketching.

5) Forensic Services Section

The Forensic Services Section is responsible for crime scene and traffic collision documentation, collection and processing of evidence and friction ridge analysis. These employees possess specialized education, skills, training, and equipment unique to the demands of this highly technical field and are available 24/7 on an on-call basis. (See TPD Forensic Services Handbook and Procedures Manual [Crime Scene Processing](#) and [Property Handling, Processing, and Release](#))

P1.4.4 OPERATIONS BUREAU (OB) *CALEA 11.1.1, 15.2.1, 42.1.4, 42.2.1(a)(b)(c)(d), 61.3.3*

(R 09/2016)

Functions in support of the Office of the Chief of Police and in collaboration with all other Bureaus to fulfill organizational goals, forecast anticipated workload fluctuations and population trends, and forecast anticipated staffing levels. The OB shall maintain sufficient line units to provide adequate, responsive, and continuous police service citywide; specialized patrol; and other functions as assigned by the Chief of Police. The OB will conduct most preliminary investigations to include, but not limited to: establishing the elements of crime; observing all conditions, events, and remarks; locating and identifying witnesses; maintaining and protecting the crime scene and arranging for the collection of evidence; and interviewing the complainant, witnesses and suspects.

A) Patrol Division

Patrol is a core function of law enforcement within a community. The Patrol Division is expected to provide proactive law enforcement and innovative problem-solving in order to reduce crime in the Tacoma community. It

also provides a training element for new Recruits through the PTO program and other functions as outlined in Policy [P1.3.6, Functional Org Chart](#).

Patrol Shift Management *CALEA 41.1.1(a)*

The Tacoma Police Department provides continuous patrol coverage 24 hours a day, 7 days a week. This is accomplished by Police Officers being assigned to various shifts. In order to ensure that the Tacoma Police Department provides adequate levels of service to the community while maintaining consistency for the Officers, the following practices have been established:

1) Assignment to Patrol Shifts

Staffing Determinations – The following factors will be considered when making determinations regarding the number of Officers assigned to each shift and the patrol schedule:

- Analysis of calls for service;
- Special enforcement needs;
- The required presence of Officers with special skills on particular shifts;
- Any other special circumstances as deemed necessary by the Chief of Police or his/her designee.

Shift Assignment – Officers and Police Patrol Specialists will bid for shift assignments based on their seniority within the Police Department. Sergeants will bid for shift assignments based on their classification seniority within the Police Department. Refer to current collective bargaining agreements. *CALEA 41.1.1(b)*

- Shift Limitation – Personnel may bid and remain on a Patrol shift without limitation based on seniority. Refer to collective bargaining agreements;
- Shift Trades – Once a schedule is in effect, Officers, Police Patrol Specialists, and Sergeants will not be able to indiscriminately change their shifts. If a voluntary request to change shifts exists between Officers, the change may be accommodated if all seniority requirements are taken into consideration by posting the position for twenty (20) days prior to assignment. Refer to current collective bargaining agreements.

2) Frequency of Shift Rotation – Officers, Police Patrol Specialists, and Sergeants will bid for shift assignments in accordance with the current collective bargaining agreement. *CALEA 41.1.1(c)*

3) Assignment to Sectors

- Sector – Tacoma has been divided into geographical areas (sectors) that contain relatively equal levels of activity. The purpose of the sector assignment is to affix accountability for providing law enforcement services within a geographical area. The actual assignment of an Officer to a sector may vary on occasions depending on the daily workload and staffing available; *CALEA 41.1.1(d)*
- Request for Sector Change – During the annual shift bid, Officers, Police Patrol Specialists and Sergeants will be able to request a sector change. The request should be sent to the Administrative Sergeant who will review the requests with the Shift Commanders for consideration.

4) Frequency of Service Area Rotation (Sectors) – Effective community policing is dependent on establishing a positive relationship between the Officers that serve the community and the community itself. The development of such a relationship is facilitated by the consistent assignment of Officers to the same sectors. Police Officers are generally assigned to a sector annually in order to facilitate community oriented policing efforts. *CALEA 41.1.1(e)*

5) Determination of Days Off – Shifts are established in accordance with current collective bargaining agreements. *CALEA 41.1.1(f)*

Turnouts

Turnouts provide an opportunity to exchange important information. Turnouts shall be accomplished by providing Officers with information regarding daily Patrol activity, with particular attention given to unusual situations, and potential and actual Police hazards. Turnouts may also provide an opportunity to critique past performances, train personnel, discuss changes in the status of wanted persons, stolen vehicles, and major investigations, and provide information regarding relevant community-based initiatives. Finally, turnouts should be used to notify Officers of changes in schedules and assignment, and notify Officers of new Directive or changes to Directives. The below listed practices will be followed:

- 1) Shift Preparation – Officers shall advise South Sound 911 they are in-service and out at turnout. Turnouts will begin promptly at their schedule time and should be kept under 15 minutes, unless the on-duty shift commander or designee approves a longer turnout for the purpose of training.

2) Attendance – Unless otherwise directed, Officers shall report to turnout at the time and place specified and will be in proper uniform. Shift Commanders, via the Division Commander, will determine if turnouts are required on a daily basis for their respective shifts. Electronic turnout can be used as an option. Officers shall give careful attention to all the information provided, take notes when appropriate, and avoid creating disruptions to the turnout. *CALEA 41.1.2*

Marine/Vessel Enforcement

The Tacoma Police Department Marine Services Unit has the primary responsibility of enforcing laws and regulations, and ensuring safety and security on the public waterways of the City of Tacoma. This includes investigating most boating accidents. See [RCW 79A.60.200](#) for legal requirements.

See Procedures Manual, [Marine/Vessel Enforcement](#), for definitions and procedures pursuant to investigations and responsibilities.

B) Community Policing Division

The TPD is committed to the community oriented policing philosophy and the value and principle of service to the community. Community policing prevents and reduces crime through innovative, traditional and non-traditional programs and services developed and delivered in partnership with citizens and community organizations.

All Officers are expected to be sensitive to the crime and quality of life concerns voiced by the community. Officers and employees are to call to the attention of command staff, potential problems, suggestions, and/or recommendations for action involving matters affecting the Department's ability to provide quality law enforcement service to the community. See Policy P4.13, [Special Programs and Services](#), for additional information.

Special Events Section *CALEA 46.1.1*

The Department's Special Events Section is assigned within the Community Policing Division. There are responsibilities that fall within the Special Events Section and are designed for intelligence, facilitation, preparedness, and education. These tasks include:

- Emergency preparedness and response:
 - For terrorism attack
 - Natural disasters (law enforcement role)
- Emergency and event management (law enforcement role).
- Domestic intelligence activities, collectively with other agencies.
 - **Regional Intelligence Group** *CALEA 42.1.6*
The South Sound Regional Intelligence Group (SSRIG) combines the region's limited manpower, resources, and equipment into a single SSRIG, capable of supporting in depth, all aspects of intelligence and counter terrorism investigations. The SSRIG conducts necessary training and provides for the homeland defense and the safety of our region's citizens.

It is the responsibility of all agency personnel to provide information on individuals, organizations, and businesses that are believed to be conducting criminal or terrorist activity to the SSRIG. Refer to the CID Handbook and Procedures Manual, [South Sound Regional Intelligence Group](#).

- Liaison and contact with other law enforcement agencies and public or private organizations.
- Funding and grants.
- Inform the Department of threats from gang and harmful organizations' activities.
- Critical infrastructure protection and planning.
- Community protection and planning.
- Business protection and planning.
- Schools and education facilities protection and planning.
- Coordinate with federal agencies when border issues surface in Tacoma.
- Transportation security, mass transit, school transportation, aviation, and maritime transportation.
- CBRN/EOD detection of nuclear and radiological materials.
- Research on next-generation security technologies.
- Train Department Units and Commanders to better handle events and incidents.
- Train the City and community on what to do if attacked, disaster, disease, etc.
- Educate the City of Tacoma employees, businesses, and community to report suspicious activity that may be related to terrorism.
- Under authority of the Administrative Services Bureau Chief, the Support Services Division Commander will approve issuance of access badges or keys to Police facilities after personnel have completed the appropriate

background investigation through the Hiring Detail and received approval from their assigned chain of command. The Commander shall audit and request a current list of access level groups, badge types, and associated personnel on a quarterly basis. See Procedures Manual [Facilities – Access](#) for additional information and Policy [P4.2.5, Facilities](#).

Traffic *CALEA 61.1.2 (a)(b)(c), 61.3.3*

The enforcement of traffic laws is a basic responsibility of the Police Department and is assigned within the Special Events Section. Uniform enforcement practices support the goal of traffic law enforcement - to achieve voluntary compliance with the law by the motoring and non-motoring public. The review of traffic collision and traffic enforcement data aids in the enforcement of specific traffic laws and establishes emphasis zones. Enforcement action may consist of:

- Physical Arrest – Used when an arrest warrant is confirmed and is within the extradition area or when the arrest falls within legal parameters for warrantless arrest (i.e., the Officer has probable cause to believe a crime has been committed and is booking the subject into jail);
- Criminal Citation – Used in lieu of booking into jail when the Officer has probable cause to believe a crime has been committed and criteria is met for releasing the subject on a citation;
- Notice of Infraction – Used as an enforcement option in response to minor traffic and equipment infractions;
- Verbal Warning – Generally speaking, a verbal warning may be rendered when there is reasonable doubt in the Officer’s mind as to the degree of intent present in the violator’s mind at the time of the violation.

Whenever possible, a serious degree of reasonable doubt in the mind of the Officer should be resolved in favor of the violator.

The purpose of traffic law enforcement is to reduce traffic collisions and injuries and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the public's voluntary compliance with traffic regulations. The goal will be to meet these objectives through a combination of education and enforcement.

The Department's policy is to educate the public regarding traffic regulations through programs aimed at identifying specific problems, by distributing traffic accident and injury statistics, and by giving notice and warnings of changes in regulations prior to taking enforcement action. Additionally, the Department shall take enforcement action upon the detection of illegal and potentially hazardous acts without regard for such factors as attitude, intent, or excuse. Enforcement action may consist of a verbal warning, issuance of Notice of Infraction, Criminal Citation, or physical arrest for criminal offenses as prescribed by law.

See Procedures Manual under “Traffic” for the following enforcement procedures:

- [Enforcement Practices;](#)
- [Special Groups Enforcement;](#)
- [Collision Investigation Process;](#)
- [Collision Scene Duties/Traffic Control;](#)
- [Collisions Involving City Vehicles;](#)
- [Photo Enforcement Program Violations Involving TPD Personnel;](#)
- [Follow-Up Investigations;](#)
- [Stops/Contacting the Violator;](#)
- [High Risk Stops;](#)
- [Informing the Violator;](#)
- [Use and Care of Speed Measuring Devices;](#)
- [Enforcement Uniformity;](#)
- [DUI Enforcement Program;](#)
- [Towing Enforcement and Practice;](#)
- [Assistance to Motorists;](#)
- [Parking Enforcement;](#)
- [Law Enforcement Escorts;](#)
- [Hazardous Roadway Conditions;](#)
- [License Re-Examination Referrals](#)

1) Photo Enforcement Program

In an effort to reduce collisions and improve the safety and flow of local traffic, a Photo Enforcement program has become part of a coordinated, comprehensive approach to traffic enforcement. Law enforcement employees are not categorically exempt from this enforcement as expressed in [P1.1.6\(A\)\(2\)](#). Should an employee of the

TPD commit a photo enforcement violation, they may be subject to penalties according to those listed in the Procedure Manual, [Traffic – Photo Enforcement Program Violations Involving TPD Personnel](#).

2) Parking Enforcement *CALEA 61.1.13*

The primary responsibility for parking enforcement rests with the City of Tacoma, Public Works Parking Enforcement Program. They primarily enforce parking issues downtown and handicap parking violations citywide. See Procedures Manual, [Traffic - Parking Enforcement](#) for additional information.

3) School Traffic Enforcement

Throughout the school year, Traffic Enforcement Officers are directed to conduct enforcement near the schools, be aware of the school safety patrol students, and to assist and instruct if needed.

4) Traffic Safety Materials *CALEA 61.4.4*

The Traffic Unit places and updates traffic safety materials on the Department's website.

5) Traffic – Law Enforcement Escorts *CALEA 61.3.3*

The Tacoma Police Department recognizes that escorting emergency vehicles is an extremely hazardous situation and should be avoided whenever possible. Emergency vehicles, particularly ambulances or vehicles being used in an emergency manner, shall not be escorted by Officers except under special circumstances and only when certain criteria are met. See Procedures Manual, [Traffic – Law Enforcement Escorts](#) for criteria.

6) Selective Traffic Enforcement *CALEA 61.1.1*

The Traffic Section Lieutenant conducts traffic collision and traffic enforcement analysis. The Crime Analysis Unit helps the Traffic Commander compile and analyze traffic collision and enforcement statistics and evaluate programs.

Traffic Officers are deployed for selective enforcement based on:

- Analysis of traffic collisions;
- Traffic volume reports;
- Traffic related complaints;
- High frequency traffic violation locations.

A monthly summary of data is used to determine selected enforcement areas.

Based on the criteria listed above, the Traffic Unit Supervisors assign Officers to enforcement zones/practices. The Traffic Unit Supervisors shall evaluate the selective traffic enforcement activity on a regular basis. This helps determine whether efforts have been successful and if other areas need to be targeted.

7) Traffic Engineering *CALEA 61.3.1*

Traffic safety on City streets is important to the Tacoma Police Department. The Department works with Traffic Engineering to ensure a safe and effective traffic system in the City. The Department collects collision data within the corporate limits of the City. The Department also enforces traffic violations. The Records section forwards copies of all State of Washington Motor Vehicle Collision Report Forms to the Traffic Engineering Department. Traffic Engineers assemble data and conduct traffic studies on specific problems.

The Police Department forwards any road hazard complaints from any source to the Traffic Engineering Department. If a complaint is received via dispatch, Officers will investigate and advise South Sound 911 to notify Traffic Engineering. If a complaint is received in writing, the original form is forwarded to Traffic Engineering.



TACOMA POLICE DEPARTMENT

Professional Standards

Sub-Section 1.5

Sets forth the Formal Information Distribution systems of the Tacoma Police Department

Donald Ramsdell, Chief of Police

Philosophy:

(R 10/2016)

Establish the hierarchy among the components of the information distribution system which are comprised of Policy, Procedures, Directives, Handbooks, Inter-Department Communications (IDCs), and Intra-Departmental Memoranda (IDMs). To guide employees in the formatting, numbering, indexing, amending, rescinding, distribution, maintenance, and retention for all formal departmental written communications.

P1.5.1 POLICY *CALEA 12.2.1(b)(d)(f)*

(R 10/2016)

Tacoma Police Department Policy represents the highest level of departmental guidance and serves to establish operational framework for all Department members. All employees are expected to adhere to these operational frameworks as articulated in [P1.1.6, Professional Expectations](#). The Office of the Chief of Police is solely responsible and accountable for constant maintenance, review, and any amendments or deletions. The Accreditation Unit is responsible to de-conflict, apply correct formatting and numbering system, guarantee adherence to accreditation standards, maintain archival records, and ensure that scheduled reports are completed.

Policy is designed to be both a historical reference and an institutionalization of foundational stature. Policy can be revised; however, changes must be demonstrated to conform with departmental Vision, Mission, and Values. The Policy book is comprised of the following six sections:

- Section 1 – Professional Standards
- Section 2 – Personnel
- Section 3 – Use of Force
- Section 4 – Administration
- Section 5 – Training and Inspections
- Section 6 – Reviews and Reports

To meet these requirements, firm standardization must exist in outline, format, numbering, and the mechanics of physical change. To achieve this uniformity of purpose the following sections and standards are established:

Policy Coding System – shall consist of a class identifier, section identifier, sub-section identifier, and item identifier (P1.1.1). It will also consist of *N* (new) or *E* (existing) and date (month, year) e.g., (*N 04/2007*) or (*E 05/1995*).

Policy Coding System for Revisions – will maintain original coding system with the exception of *R* (revision) and revised date e.g., (*R 04/2007*)

P1.5.2 PROCEDURES MANUAL *CALEA 12.2.1(d)(h)*

(R 10/2016)

Procedures are formal written instructions that originate from Bureau Chiefs, or their designee, which are a set of established methods for conducting various tasks, functions, and/or operations. The Procedures Manual is designed to be a historical reference as well as a functional document. As such, the Procedures Manual shall be revised to meet new legal rulings, advances in technology, and ever-evolving standards/expectations in the delivery of quality law enforcement services. The Accreditation Unit will provide guidance to the originator to ensure accreditation standards compliance.

Procedure Coding System – Procedures are listed alphabetically. Each Procedure has its own page numbering (i.e., Page 1 of 5).

Procedure Revisions – In order to maintain continuity, all changes will be identified by the month/year of initiation/revision followed by an ascending numbering, in parentheses, indicative of how many times the procedure has been revised. For example, if the Procedure shows 07/05 (5), it means this procedure was last revised in July of 2005 and was the 5th time it had been revised.

P1.5.3 WRITTEN DIRECTIVES *CALEA 12.2.1(d), 12.2.2(a)*

(R 10/2016)

The Tacoma Police Department uses the following seven (7) types of Directives for formal notification and information distribution: Emergency Directive, General Directive, Informational Directive, Legal Directive, Personnel Directive, Special Directive, and Training Directive. These Directives are issued to all personnel except the Training Directives and Special Directives. They may be issued to individuals listed on the Directive and their chain of command. Directives are created, issued, and tracked in accordance with the established Information Distribution System.

All Directives will be formatted using the established templates. The Accreditation Unit will monitor to ensure proper coding into the Policy, Procedures, Directives and Handbooks, as established, and that Directives and IDMs are in compliance with current accreditation standards. The Accreditation Unit will maintain the archived files of these formal departmental written communications in accordance with established [P1.9, Records Retention](#).

A) Numbering and Indexing Directives *CALEA 12.2.1(e), 12.2.2(a)*

There are established online logs which issue identifying numbers for Directives and Memoranda. The Accreditation Unit will maintain a register of each Directive, the Chief's Office will maintain a register of Department-wide Memoranda, and each Bureau will be responsible for the maintenance of their own Bureau-level Memoranda. These Directives will be numbered as follows, using the current year:

- Emergency Directive: ED 16-001
- General Directive: GD 16-001
- Informational Directive: ID 16-001
- Legal Directive: LD 16-001
- Personnel Directive: PD 16-001
- Special Directive: SD 16-001
- Training Directive: TD 16-001
- Memorandum: DM 16-001
- Bureau-level Memorandum: Bureau designator (ASB, OB or IB) 16-001

B) Amending and Rescinding Directives *CALEA 12.2.1(e)*

The authority of the issuing command to amend or rescind Directives is restricted to those Directives it is authorized to issue. An amendment to a Directive may be issued to change, rescind, delete, and/or add information to the formal information distribution system.

A Directive may be amended either by rescinding and issuing a new Directive or issuing just the amendment which will be of the same class (General, Special, IDMs, etc.) and have the same identifying number as the original Directive, with an alphabetical suffix beginning with "A" for each amendment, e.g., GD 16-002A, or Intra-Departmental Memorandum DM 16-006A. Amended Directives will be filed with the Directive amended, but each will be considered a separate Directive for the purpose of rescission. The format of an amendment will be consistent with the format of the Directive it amends.

Directives which are not self-cancelling, self-rescinding, or rescinded by another Directive will automatically expire three years from their effective date, unless extended by another Directive. Special Directives, Training Directives, and Personnel Directives are self-cancelling upon actuation.

C) Maintenance, Retention, and Posting *CALEA 12.2.2(a)(b)*

The Accreditation Unit will monitor a log and master file of all Directives in accordance with [P6.1, Reviews and Reports](#). Within each Bureau, an archival history will be maintained of all departmental communications regarding area of responsibility. All archival history will be in conformance with [P1.9, Records Retention](#).

D) Emergency Directives *CALEA 12.2.1(c)(d)*

Color-coded red, established template, issued at Department level, signed by the Chief of Police or designee, to all Department personnel, for the following purpose:

- Notification of emergent matters, e.g., Commander incapacitation (refer to [P1.3.1, Command and Leadership](#)), threats against an Officer, safety issues, critical infrastructure and/or equipment.

E) General Directives *CALEA 12.2.1(c)(d)*

Color-coded green, established template, issued at Department level, signed by the Chief of Police or designee, to all Department personnel, for the following purposes only:

- Adoption or revision of a policy and/or which directs new policies
- Permanent changes in organization
- Installation or elimination of permanent programs

- Formal agreements with other agencies and organizations

F) Informational Directives CALEA 12.2.1(c)(d)

Color-coded white, established template, issued by any Department personnel with signed approval of a section Commander or above (Directive will contain approval authorization and shall contain all appropriate citations), to all Department personnel, for the following purposes:

- Adoption or revision of procedure and/or which directs new procedure
- Dissemination of general knowledge related to law enforcement
- To provide general awareness not related to assignment of personnel and resources
- Safety/Precautions not rising to the level of Emergency Directive
- New equipment

G) Legal Directives CALEA 12.2.1(c)(d)

Color-coded goldenrod, established template, signed by the Chief of Police or designee, to all Department personnel, for the following purposes:

- A change in law that would require Officers to cease and desist from current practice and/or conduct of enforcement
- To establish a new practice and/or conduct of enforcement

H) Personnel Directives CALEA 12.2.1(c)(d)

Color-coded blue, established template, issued at Department level, signed by the Chief of Police or designee, to all Department personnel, for the following purposes only:

- Appointment, retirement, resignation, promotion, demotion, termination, or separation of Department personnel
- Assignment or transfer of personnel from one Bureau/Division/Section to another

I) Special Directives CALEA 12.2.1(c)(d)

Color-coded yellow, established template, issued at Department level, signed by Division Commander or designee, to named personnel, supervisors and support staff, for the following purposes only:

- Specific instructions to accomplish a particular objective. Once accomplished, there will be no need for continuing instructions.
- Temporary procedures and/or assignments designed to cover a specific occurrence or event which is of a temporary or short-term nature.
- Directives to a special unit(s) which do not influence the operation of others and for which no organizational change is needed.

J) Training Directives CALEA 12.2.1(c)(d)

Color-coded orange, established template, issued at Department level, signed by Lieutenant (or designee) or above, to named personnel and supervisors, for the following purposes only:

- Training that directs assignment of personnel and/or resources
- All training material that is associated with a specific event, date, and/or objective

P1.5.4 HANDBOOKS CALEA 12.2.1(d)(h)

(R 10/2016)

Tacoma Police Department Handbooks are designed to provide instruction for a narrowly defined function of the Department (e.g., Hazardous Environments and Tactics (HEAT) Team, Explosive Ordnance Detail, Special Response Team, Marine Services Unit, and Special Weapons and Tactics, etc.) which includes, but is not limited to, the following:

- Encompasses unique functions and job tasks
- Provides specific instructions and procedures related to function
- Operational in nature and subject to change
- Monitored and archived by the Accreditation Unit
- Applicable only to personnel under that command function and/or personnel temporarily brought under that command
- Maintenance responsibility of operational commander
- Approved by operational commander, authorized by Chief of Police or designee, distributed to all team members and all direct ascending chain of command

P1.5.5 INTER-DEPARTMENTAL COMMUNICATIONS (IDC) CALEA 12.2.1(c)

(R 10/2016)

Color-coded white, established template. City Inter-Departmental Communications (IDCs) will be used to communicate official information to other City departments. IDCs are prepared for the approval of the Chief of Police or designee and do not require a signature block.

P1.5.6 INTRA-DEPARTMENTAL MEMORANDUM (IDM) *CALEA 12.2.1(c)(d), 12.2.2(a)* (R 10/2016)

Color-coded white, established template, signed by Lieutenants and above. IDMs do not require a signature block, and will be issued for the following purposes:

- Dissemination of information or instructions which do not warrant a formal departmental Directive.
- Direct the actions of subordinates in specific situations or circumstances under a level of command not authorized to issue General or Special Directives. Such directions shall not deviate from, or conflict with, established Policies and Procedures as documented by higher authority.
- Explain or emphasize portions of previously issued orders.
- Inform members of actions or policies of other agencies.
- Communicate formal information between Department personnel.

IDMs issued at organizational levels will be numbered by the issuing Bureau in numerical order using the current year as follows:

- Administrative Services Bureau (ASB 16-001)
- Investigations Bureau (IB 16-001)
- Operations Bureau (OB 16-001)

Whenever applicable, IDMs shall also carry notations directing attention to citations/source material. IDMs containing content deemed restricted shall be numerically coded, but not viewable via the electronic log.

Any member may send informal emails in accordance with [P4.1.1\(C\), Electronic Communications](#), which facilitate information between Department personnel.

P1.5.7 MISCELLANEOUS CORRESPONDENCE *CALEA 12.2.1(c)* (R 10/2016)

All outgoing correspondence, other than the specified types above, will be issued on Tacoma Police Department letterhead stationery and must be signed by the Chief of Police or designated operational commanders.

If signed by other than the Chief of Police, it will be done in the following manner:

Assistant Chief Roberta C. Jones
Administrative Services Bureau Commander

Captain James Johnson
Support Services Division Commander

Lieutenant Jane Smith
Sector Commander

Sergeant June Wilson
Administrative Sergeant

All correspondence reserved for the Chief's signature may be delegated to the Assistant Chief in accordance with [P1.3.1, Command and Leadership](#), in the following manner:

Roberta C. Jones, Assistant Chief of Police
for John D. Doe, Chief of Police

P1.5.8 POLICY, PROCEDURE, AND HANDBOOK (PP&H) REVISIONS (R 10/2016)

CALEA 12.2.1(e)(i)

In accordance with Department Values [P1.1.3, Innovate to Better Serve](#), all Tacoma Police Department members are encouraged to constantly review Policy, Procedures, and Handbooks for opportunities to improve departmental operations. Recommendations will be reviewed for accreditation compliance and Department de-confliction.

Requests for Policy changes will be authorized only by the Chief of Police, who may seek consultation and input as needed.

Requests for Procedures changes will be authorized only by appropriate Bureau Commander after consultation with the Chief of Police.

Handbook changes will be authorized by the assigned Commander with approval of the appropriate Bureau Commander, who may seek consultation and input as needed.

Changes or additions requests are made using the PP&H Change Protocol form only. The form can be obtained from the Accreditation Unit or on CopWeb.

P1.5.9 DISTRIBUTION OF POLICY, PROCEDURES, AND HANDBOOKS

(R 10/2016)

CALEA 12.2.2(a)(b)

All Department members have access to the electronic copy of the Tacoma Police Department Policy Book and Procedures Manual via the Department intranet site, CopWeb. All identified team/group members receive a copy of the appropriate team/group Handbook if one is produced.

In accordance with Department Values [P1.1.3, Accountability](#), all Department members are responsible for knowledgeable compliance of and with Department Policy. These same expectations apply to the Procedures manual. All assigned team members and those who have command responsibility are accountable for strict adherence to all direction contained in team Handbooks. Due to the sensitive nature of information contained in the team Handbooks, distribution will be determined by the assigned Commanders.



TACOMA POLICE DEPARTMENT

Professional Standards

Sub-Section 1.6

Sets forth the Policy for
Fairness and Equality of the
Tacoma Police Department

Donald Ramsdell, Chief of Police

P1.6.1 PROFILING CALEA 1.2.9(a)

(R 01/2013)

It is the policy of the Tacoma Police Department to conduct law enforcement in a proactive manner and to aggressively investigate suspected violations of law. Officers shall actively enforce laws and ordinances in a responsible and professional manner consistent with the Tacoma Police Department's [P1.1, Vision, Mission, and Values](#). In the course of responsible police investigations, various criteria of profiling are prudent, appropriately useful, and necessary. Conversely, any action taken by a member when acting in an official capacity, and based SOLELY on the persons race, age (limited to age 40 and over), gender, creed, color, national origin, ancestry, religion, sexual orientation, gender identity, marital status, familial status (including pregnancy and/or adopting or having custody of children under age 18), any veteran honorably discharged from any branch of the armed forces of the United States, or anyone having a real or perceived presence of a physical, sensory or mental disability i.e. **biased based profiling**, is a contradiction of the Tacoma Police Department's value based philosophy, and **prohibited**. **Biased based profiling** can be considered as an unjustifiable presumption of any of the mentioned groups as having an automatic predisposition to criminal behavior, simply by virtue of the listed group status. This policy shall be applicable to all Tacoma Police members in the performance of their official duties.

Corrective Actions CALEA 1.2.9(c) - Appropriate sanctions shall be implemented for noncompliance of this policy. Failure to report any observed or known violations of this policy by a Department employee shall result in corrective action.

Annual Review CALEA 1.2.9(d) – The Internal Affairs section will conduct an annual review of agency activities regarding bias based profiling, including:

- An administrative review of any complaints and their status;
- An explanation of any remedial action taken; CALEA 1.2.9(c)
- Recommendations for training needs; CALEA 1.2.9(b)
- A summary of reported citizen concerns; CALEA 1.2.9(d)
- Recommendations for policy changes.

[\(See P6.1.2 for additional information.\)](#)

Training CALEA 1.2.9(b) – Training in bias based profiling, to include legal aspects, will be conducted annually. (See [Policy P5.1.23](#) for additional information)

P1.6.2 DISCRIMINATION/HARASSMENT CALEA 26.1.3

(R 03/2010)

It is the Department's intent to provide a work environment free from all forms of illegal discrimination, harassment, and retaliation and in adherence to departmental values. Employees are expected to be respectful of their co-workers and others with whom they come into contact while representing the Department. Employees are expected to conduct themselves in a manner that complies with this policy and demonstrates respect for the diversity of the Department's workforce and the community it serves. Discrimination and harassment can be difficult to identify and can occur in many forms. It can be intentional or unintentional, overt or covert. It is the intent of the Department to respond to all complaints made under this policy with prompt, fair, and appropriate action. Violations of this policy will be addressed through appropriate fact-finding and disciplinary measures up to and including termination; the Department's policy is "Zero Tolerance."

No single statement defining discrimination/harassment can infinitely address every situation which may confront members of the Department. All members are encouraged to use reasonable judgment while not restricted to definitions in a legal sense when reporting incidents. This policy is intended to assist the Department in addressing not only illegal discrimination/ harassment, but also any conduct that is reasonably considered offensive and/or inappropriate.

A) Definition of Illegal Discrimination/Harassment

In accordance with the [City of Tacoma's Personnel Management Policy 130](#), and the Department's core [Values, P1.1.3](#), it is an illegal practice for an employer, because of race, creed, color, national origin, ancestry, religion,

gender, age (over 40), marital status, familial status, gender identity, sexual orientation, veteran status or the presence of any sensory, mental, or physical disability, unless based upon a bona fide occupational qualification to:

- Refuse to hire;
- Terminate or bar from employment;
- Discriminate in the terms and conditions of employment;
- Limit opportunities during the recruiting and hiring process, or retaliate.

B) Harassment is a form of discrimination that can include but is not limited to:

- Conduct demonstrating a negative bias toward a protected class such as making verbal or physical threats, engaging in hostile or angry behavior;
- Possessing, displaying or circulating offensive or objectionable pictures, literature, electronic mail or other printed matter in the workplace that portray a biased or stereotypical view of a protected class;
- Telling jokes, using threatening or offensive words, or engaging in activities in the workplace that derogate or demean a protected class, in or out of the presence of class members.

C) Sexual harassment is a unique and specific form of discrimination

Sexual harassment may involve unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, and may be exhibited in one of the following prohibited ways:

- Condition employment decisions on the submission to or rejection of such conduct;
- Basing employment decisions on such conduct;
- Harassing behavior that interferes with an employee's ability to effectively perform their job, or creates an intimidating, hostile, or offensive environment.

D) The following is a list of prohibited conduct, but by no means exhaustive:

- Sexual or racial comments, jokes, stories or innuendoes;
- Gossip, comments, or questions about someone's sexual conduct or orientation;
- Communicated unwanted touching and suggestive gestures;
- Displaying and/or circulating sexually suggestive and/or racially directed materials or visual aids;
- Repeated unwelcome flirtations, repeated unwelcome requests for dates; including pressure for sexual activity;
- Implied or expressed promise of rewards or preferential treatment in exchange for sexual activity;
- Implied or expressed threats of punishment for refusing sexual activity;
- Intimidating, hostile, derogatory, contemptuous, or otherwise offensive conduct, remarks, visual or printed materials directed at race, creed, color, national origin, ancestry, religion, gender, age (over 40), marital status, familial status, gender identity, sexual orientation, veteran status or the presence of any sensory, mental, or physical disability.

E) Employee Responsibility

All employees should refrain from illegal discriminatory, harassing, and/or retaliatory conduct. Employees should raise an objection directly with the offending party if comfortable in doing so. If the employee is uncomfortable with raising an objection directly with the offending party, or is not satisfied with the result afterwards, report behavior reasonably believed to be discriminatory, harassing, and/or retaliatory to a supervisor. If the offending party is in the employee's chain of command, report behavior to another Supervisor outside employee's chain of command or to the Department or City Equal Employment Opportunity (EEO) Officer.

F) Management Responsibility – Internal Response *CALEA 26.1.5*

(For External Response see P1.6.3.D)

Management must assume responsibility for implementing and administering this policy and address inappropriate and/or illegal conduct expeditiously. Supervisors should ensure that employees understand and abide by the Department's policy by posting the policy in the work area, periodically reviewing policy requirements with staff, and ensuring attendance at diversity and cultural awareness training classes as appropriate. Supervisors who fail to implement and administer this policy may be subject to disciplinary action as well as personal financial liability.

If an employee alleges discrimination/harassment, the employee's supervisor shall document it regardless of whether or not the employee formally submits it in writing.

After documentation of the complaint, the supervisor shall make a determination of whether the complaint can be satisfactorily handled at that time and take corrective action, not to be confused with disciplinary action, if feasible. The documentation and corrective action will be forwarded to the Department EEO for review.

If resolution is not possible at the supervisory level, the complaint should be transferred to the Department EEO, City EEO, or another agency for investigation. See Procedures Manual, [“Discrimination-Harassment Complaints”](#) for additional information.

P1.6.3 EQUAL EMPLOYMENT OPPORTUNITY

(R 03/2010)

A) City of Tacoma Equal Employment Opportunity CALEA 31.2.3

The City of Tacoma Equal Employment Opportunity (EEO) Office, in general, provides assistance to City employees, managers, and City officials with questions or concerns that arise from the City of Tacoma’s anti-discrimination policies in facilitation of City Personnel Management Policy 130. The City of Tacoma EEO Office will investigate the complaint with support of the Police Department when required.

B) Department Equal Employment Opportunity Officer CALEA 31.2.3

This is a collateral duty position within the Tacoma Police Department that reports directly to the Chief of Police and held by a commissioned Officer of Captain or Lieutenant rank. As an EEO employer, the Tacoma Police Department will maintain strict compliance with Title VII of the Civil Rights Act of 1964, Civil Rights Act of 1991, RCW Chapter 49.60, Age Discrimination in Employment Act of 1964, Title 1 of the Americans with Disabilities Act of 1990, and Tacoma Municipal Code Chapter 1.29.

The Department’s EEO Officer’s role is to ensure the adherence to the above listed laws, policies, etc. In this capacity, for a minimum tenure of two years, the Department EEO Officer will coordinate with the City’s Human Resources EEO Officer and other agencies in ensuring the complete and unbiased preliminary investigation of all EEO related complaints. Some of the activities inherent in this capacity include:

- Coordination and collaboration with a variety of employees both within and outside the Department designed to ensure fair and equitable resolution;
- Provide assistance to the Department on matters related to problem/ complaint identification, analysis, and recommended resolution;
- Continuing research, review, and assessment of practices to formulate policy recommendations; and
- Conduct independent preliminary investigations resulting in clear and concise resolution options.

C) Compliance Agency Complaints

The Police Department will support other agencies conducting investigations within the Tacoma Police Department when necessary.

D) External Response

When a member of the Police Department receives an allegation of discrimination/harassment through a compliance agency (i.e., City of Tacoma Human Rights Commission, Washington State Human Rights Commission, Washington State Department of Labor and Industries, or the Equal Employment Opportunity Commission), the member shall forward the discrimination/harassment complaint to the Chief of Police.

When the Chief of Police receives an allegation of discrimination/ harassment pursued by a compliance agency, the Chief will forward the complaint and all complaint materials to the City of Tacoma EEO Officer. The City EEO Officer will then become the liaison between the compliance agency and the City/Department, and investigate the complaint. The Police Department will support the investigation in seeking accuracy and appropriate resolution.

E) Remedial Action

The employer is responsible for providing a positive resolution in instances where it sustains allegations of discrimination/harassment. The premise of appropriate resolutions varies from situation to situation but in all cases is to cease sustained allegations and prevent future sustained allegations. Disciplining the offending or responsible party may also be appropriate in some instances. Progressive discipline shall be imposed when discrimination/harassment recurs, with the severity of discipline determined by the frequency and/or severity of the violation(s).

In each instance of proposed discipline, the offending party will be notified of the evidence obtained, given an opportunity to review the results of the investigation, and given an opportunity to respond to the allegations prior to a final decision in accordance with Tacoma Police Department policy and Collective Bargaining.

The complainant shall also be advised of the outcome of an investigation, including remedial action taken.

P1.6.4 WORKPLACE RELATIONSHIPS

(R 02/2014)

It is in the best interest of the Tacoma Police Department to keep professional relationships separate from personal relationships. A romantic relationship between co-workers has the potential to lead to perceived or actual conflicts of interest. The Department has an obligation to ensure that any personal relationships do not interfere with, or supersede the interests of the Department.

The Tacoma Police Department seeks to provide the best environment for a newly hired police recruit or probationary employee to focus on the difficult task of becoming a fully integrated and trained member of the Department. When members of the Department become involved in romantic relationships with police recruits or probationary employees, it is at the least, a distraction that can have a negative impact on their ability to be properly trained, and at the most, a conflict of interest that can lead to professional and legal consequences for all involved, including the Department.

A) Police Recruits and Probationary Employees

All employees of the Tacoma Police Department are prohibited from entering into any form of romantic relationships with police recruits or probationary employees. If a member of the Department is in a romantic relationship with a police recruit or probationary employee prior to them becoming a recruit or probationary employee, this will be reported to the Division Commander or Bureau Chief of the employees involved. The chain of command will take steps to ensure that the relationship does not interfere with the process of training and otherwise negatively impact the Department. Options may include a transfer or change of assignment.

B) Police Explorers

The relationship between Explorer and Advisor or other officers and personnel of the Tacoma Police Department shall be of a professional nature only. All employees of the Tacoma Police Department are prohibited from entering into any form of romantic relationships with police explorers. Explorers and Advisors shall conduct themselves in a professional manner unless relaxed by the Advisor due to the nature of the function.

C) Romantic Relationships Involving Any Department Employee

The Tacoma Police Department will not knowingly assign employees who are in a romantic relationship to work assignments that involve the following circumstances:

- Where one employee will directly supervise, appoint, remove, or discipline the other;
- Where one employee will evaluate or audit the work of the other, such as, in a PTO situation;
- Where circumstances exist that could supersede or interfere with the interests of the Department.

If any employee of the Department is involved in a romantic relationship with another Department employee, they must report the relationship to either their Division Commander or Bureau Chief. The Division Commander or Bureau Chief will notify the chain of command who will work with the Department to determine if a conflict or perceived conflict exists that requires action to prevent such conflict. Examples of such conflicts might include, but not be limited to:

- Internal Affairs staff dating a Department employee while investigating that employee;
- Employee who authorizes benefits, purchases, or training for a romantic partner.

D) Sexual Harassment/Retaliation *CALEA 26.1.3*

If any member of the Department feels that a relationship is not consensual or may involve sexual harassment and/or retaliation, whether they themselves are involved in the relationship or not, it shall be reported following the process in P1.6.2, Discrimination/Harassment. Sexual harassment or retaliation will not be tolerated and will be investigated pursuant to Department and City policy.

P1.6.5 VICTIM/WITNESS *CALEA 55.1.1, 55.1.2, 55.2.1(a)(b)*

(R 03/2010)

It is the policy of the Tacoma Police Department to uphold the rights of victims and witnesses as stated in the Revised Code of Washington (RCW), Chapter 7.69 and as presented in the RCW, Chapter 10.99. Department members shall treat victims and witnesses with dignity, respect, courtesy, and sensitivity.

The Department provides a 24-hour information phone line, via the Operations Desk, which can assist individuals with information regarding appropriate victim/witness services. Victims/witnesses will be directed to the specialized unit which is conducting the investigation/follow-up, as well as other outside organizations within the area which provide assistance.

At least every three years, a documented review of victim/witness assistance services within the Department's service area shall be conducted. Information from local, county, or state agencies that conduct analysis or victim

needs may be utilized for this analysis. As a part of this process, the Victim Assistance brochures, or any other domestic violence literature used by the Department will be reviewed and updated as necessary. This process may occur in cooperation with the TPD Family Violence Coordinator (FVC), the Family Justice Center (FJC), and/or the Crime Victims Service Center (CVSC). The Chief of Police will designate the individual responsible for the review and a final summation of the results shall be forwarded to the Chief of Police through the chain of command.

A) Victim Assistance Programs *CALEA 55.1.3(a)(b)(c)(d)*

The success of victim assistance programs depends heavily on the ability for the victim to receive needed information and the ability to be supported throughout their experience with the criminal justice system. TPD strives to contribute to the efforts of victim assistance agencies by ensuring that information is provided to victims and by supporting the efforts of these agencies.

- Coordination with the FJC, CVSC, and Prosecutor's advocates will occur on an as-needed basis. Individual Officers/Detectives/Supervisors are encouraged to contact the appropriate advocates/liaisons directly to communicate information or concerns, coordinate efforts on a particular case, or find out more information about how to meet the needs of victims/witnesses;
- The confidentiality of victims/witnesses should always be a concern/consideration for Officers and/or Detectives when handling a case. The confidentiality of victims/witnesses and their roles in the case development will be treated with respect and responsibility to the extent consistent with applicable laws;
- The Police Department will inform the general public and media about victim/witness assistance services largely through its community policing efforts, media release activities, or as special needs require. These efforts may include:
 - Informational reports in Department publications which are distributed to the public;
 - Public service announcements in the local media;
 - Providing information on the City of Tacoma website;
 - Presentations to local civic groups;
 - Informational brochures for distribution to the public.
- The Chief of Police or his/her designee(s) participates in committees with the FJC, the CVSC and associates, and the Department Family Violence Coordinator (FVC) which facilitates coordinating local efforts for victims of violent crimes and/or domestic violence in cooperation with the Police Department. The Police Department designee will initiate meetings or necessary correspondence with those components of the victim/witness assistance service providers as needed to update information relating to the victim/witness advocacy system, recommendations for improving the efficiency of delivering the victim/witness advocacy services or in response to its triennial study.

See Procedures Manual ["Victim/Witness Assistance"](#) for additional information.

P1.6.6 HATE CRIMES

(R 03/2010)

It is the policy of the Tacoma Police Department to vigorously investigate any report of activity that may constitute a violation of state or local laws concerning hate crimes.

The victimization of Americans for no other reason than the color of their skin, the religion they profess, the heritage of their parents, or their sexual orientation can cause a wide unsettling in a community. America is structured to afford all individuals the same constitutional guarantee. Hate crimes are most unsettling to victims, because there is nothing they can do to alter the situation, nor is there anything that they should be expected to change. Not only is the individual who is personally touched by these offenses victimized, but the entire class of individuals residing in the community is affected. See Procedures Manual, ["Hate Crimes"](#) for additional information.



TACOMA POLICE DEPARTMENT

Professional Standards

Sub-Section 1.7

Sets forth the policy for
Officer/Employee Involved
Domestic Violence

Donald Ramsdell, Chief of Police

P1.7.1 OFFICER/EMPLOYEE INVOLVED DOMESTIC VIOLENCE

(R 09/2016)

The Tacoma Police Department understands the necessity to establish clear Department protocols for responding to, investigating, and reporting Officer/employee involved domestic violence incidents, in accordance with the Domestic Violence Protection Act and the Department's core values, as stated in [P1.1.3](#).

A) Definitions/Descriptions of Terms

1) **Domestic Violence** – [RCW 26.50.010 \(3\)](#) – (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one *family or household member* by another; or (c) stalking as defined in [RCW 9A.46.110](#) of one family or household member by another family or household member.

2) **Family or Household Members** – [RCW 10.99.020 \(3\)](#) – Spouses, former spouses, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a *dating relationship*, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a *dating relationship*, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

3) **Dating Relationships** – [RCW 26.50.010 \(2\)](#) – A social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) the length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.

4) **Essential Personal Effects** – Those items necessary for a person's immediate health, welfare, and livelihood. Essential personal effects includes, but is not limited to, clothing, cribs, bedding, documents, medications, and personal hygiene items.

5) **Domestic Violence Order for Protection – Civil, under [RCW 26.50](#) – A protection order can:**

- Order the respondent not to threaten or harm the petitioner
- Order the respondent not to enter the petitioner's residence
- Give one parent **temporary** custody of children
- Set a schedule for visitation with minor children
- Order the respondent to leave a shared residence
- Grant the petitioner possession of essential personal effects
- Grant the petitioner use of a vehicle
- Order the respondent to attend counseling

A protection order cannot:

- Order child support
- Order maintenance (alimony)
- Assign most property to either party
- Establish **permanent** child custody or use of the shared residence

6) **Restraining Order – Civil** – This is broader than a domestic violence protection order since it can deal with property issues, child support, spousal support, as well as domestic violence and temporary custody issues. A restraining order is filed as part of a divorce case, a paternity case, or other family law case.

7) **No-Contact Order – Criminal** – This type of order does not require a petition because it is part of a criminal action. The court will decide whether to issue this order when it determines if the respondent is to be released on bail or personal recognizance, or when the respondent is arraigned or being sentenced. Generally,

this order does not last as long as a protection order and it does not award custody, establish visitation, or order counseling.

8) Civil Anti-harassment Order – Civil, under [RCW 10.14](#) – This order typically applies to situations when the persons are not married or related to each other, e.g., in disputes between neighbors and in stalking (stranger-stranger) situations. This order is helpful when a person is being harassed but has not been assaulted or threatened with physical harm.

9) Family Violence Coordinator – The Family Violence Coordinator (FVC) function is filled by the Criminal Investigations Division (CID) Lieutenant. When the CID Lieutenant is not available, the Division Commander serves as the FVC. The FVC is assigned by the Chief of Police to act as liaison between advocacy groups and the victim/family. The FVC will not participate in either a criminal or administrative investigation. The primary function of the FVC is to assist with the victim's safety through advocacy organizations. This position is furnished regular training in domestic violence Officer/employee involved issues and participates in employee-training regarding Department policies and related laws.

Additional FVC responsibilities:

- Respond to all domestic violence arrests of TPD employees and those Officers from other jurisdictions who are arrested within the City of Tacoma.
- Call out CID Domestic Violence Detectives when needed.
- Act as a liaison between the Department and the victim.
- Explain to the victim the TPD policy as it relates to domestic violence.
- Facilitate contact between the victim and domestic violence advocates and services.
- Ensure the CID Sergeant immediately assigns a detective to the case unless the Chief of Police assigns the investigation to another police agency. In which case, the FVC will act as liaison to ensure an investigation is completed in a timely and effective manner.
- Ensure that the investigation is unbiased and unobstructed.
- Ensure that the chain of command, to include the Chief of Police, is regularly briefed on both the administrative and criminal investigations.
- Ensure that all employees of the TPD are trained on the Officer/employee involved domestic violence policy and all associated laws.
- Assist the victim by ensuring that a safety plan and a lethality report are completed by a domestic violence advocate/professional.

B) Responding to Employee-Related DV Calls/Dispatch

1) Supervisors and Employees Will Act Immediately When Notified – When notified of any domestic violence call/incident, whether inside or outside the Tacoma city limits, involving an employee of the Tacoma Police Department, the supervisor/employee receiving the information shall immediately notify his/her chain of command or the Shift Commander. In the event the information is about an Assistant Chief, the Shift Commander will notify the Chief of Police. If the information concerns the Chief of Police, the Shift Commander will immediately notify the City Manager, Mayor, and the Pierce County Prosecutor.

If a domestic violence call/incident rises to the level of criminal activity and occurs within the City of Tacoma, South Sound 911 (SS911) Dispatch will be notified and Supervisor/Officers will be dispatched. A report shall be completed immediately by the Officer receiving the information. This report, which will supplement the Officers/Supervisors report, must include details on dates, times, location, circumstances, names, officials notified, and actions taken.

When any employee of the TPD receives a call that involves a TPD employee and is criminal in nature but occurred within another jurisdiction, the other jurisdiction, if not already notified, will be notified by the Tacoma Police Chief or his/her designee. The TPD will advise the other agency of the location, people involved, and any other pertinent information the other agency may need for their investigation. The TPD will also request a copy of all reports generated from the incident.

2) Initial DV Investigations Require Two Officers and a Supervisor – The Department will send a minimum of two Officers and a permanent rank supervisor, preferably of a higher rank than the involved Officer/employee, to investigate any Officer/employee involved domestic violence call within the City of Tacoma regardless of the involved Officer/employee's jurisdiction. If a higher ranking supervisor is not available, the Shift Commander will respond immediately to the scene.

If the incident occurs in another jurisdiction and is a TPD Officer/employee-involved domestic violence call, a permanent rank supervisor, with the approval of the Shift Commander, will respond to the scene. The supervisor will obtain as much information concerning the incident and the Officer/employee without interfering with the other jurisdiction's investigation and/or the Officer/employee's rights.

If a supervisor is unable to respond to another jurisdiction, the Shift Commander or the Chief of Police or his/her designee will explain the Department's policy and requirements to the other agency. The Department will not condone interference by its employees and will ask the outside agency involved to contact the Chief's Office as soon as practical to report any interference.

Whenever an on-duty Tacoma Police Officer is investigating the scene of a domestic violence incident which involves subjects who could cause the Officer to experience emotional, political, or career pressures such as City Council members, judges or prominent citizens, the Officer is to request that a supervisor respond to the scene. Should the supervisor feel subjected to the pressures listed above, he/she should immediately call the Shift Commander for direction including, if necessary, having the Shift Commander respond to the scene. Upon completion of the preliminary investigation, the supervisor will ensure all required documentation is completed.

3) Responding Officer Duties – Responding Officers shall perform, at a minimum, the following actions upon their arrival:

- Obtain medical attention if needed
- Secure the scene
- Address the immediate and future safety of the victim(s)
- Perform an unbiased investigation under the guidance of the responding supervisor and in accordance with [RCW 10.99](#)
- Attempt to locate accused employee if he/she has left the scene
- All involved Officers will write supplemental reports

4) On Scene Supervisor Duties – A permanent rank supervisor shall respond to the scene of all domestic violence incidents within the City of Tacoma involving a Department Officer/employee and any other law enforcement Officer identified as a suspect. The supervisor will ensure that the victim's immediate safety needs are addressed. The supervisor will ensure that any children located at the scene are safe and secure, to include transporting to another location deemed safe by the supervisor, if appropriate.

- **If needed**, the supervisor will request CID Domestic Violence Detectives and Internal Affairs through the Shift Commander or FVC.
- Supervisors/Officers must be cognizant of the fact that it is not uncommon for domestic violence victims to later recant the allegation of the incident, thereby heightening the necessity of performing a complete, and thorough, preliminary investigation.
- Additionally, where probable cause exists, the supervisor and/or Shift Commander will make the arrest according to [RCW 10.31.100](#). The supervisor or Shift Commander will physically book the arrested Officer/employee.
- The supervisor shall ensure that photographs of the scene are taken, when appropriate, for evidentiary reasons.
- If probable cause exists to arrest the Officer/employee for domestic violence but the Officer/employee has left the scene, the on-scene supervisor will notify his/her chain of command or the Shift Commander of the circumstances surrounding the incident.
- If the Supervisor/Officer decides not to arrest the Officer/employee, the circumstances surrounding that decision shall be documented by the supervisor and forwarded to his/her chain of command.
- In the event the Officer is arrested, the supervisor shall relieve the accused Officer of all service firearms, even if a member of another Department. If the firearms have not been used in the commission of a crime and are not needed for evidentiary reasons, arrangements will be made to return the service firearm to the appropriate agency.
- The supervisor will confiscate personal firearms if they were used in the commission of the crime, were in plain view, or if they were voluntarily relinquished by the involved Officer/employee or owner.

5) Emergency Suspension – If an Officer of the TPD is arrested, the on-scene supervisor and/or the Shift Commander will impose an emergency suspension on the involved Officer and confiscate any and all issued firearms, ECT, badge, commission card, laptop if assigned, and vehicle if assigned. The supervisor will inform the Officer of the reasons for the action and order the Officer to report to the Assistant Chief of that Bureau at

0900 hrs on the next regular office day or as otherwise advised by higher authority. If the next day is not a regular office day, the Shift Commander is responsible for authorizing return to duty.

The supervisor will ensure that all reports are forwarded through the chain of command to the Chief of Police.

6) Shift Commander Notifications – If a Tacoma Police Officer/employee is arrested or there is probable cause for an arrest but the employee has left the scene, the Shift Commander will notify the Chief of Police, Internal Affairs, and the FVC.

- If a law enforcement Officer other than a TPD employee is arrested and/or there is probable cause for an arrest and the Officer has left the scene, the Shift Commander will notify the involved Officer's Department.
- If the arrested Officer is the Chief of Police, the Shift Commander will notify the City Manager, the Mayor, and the Pierce County Prosecutor.
- The Shift Commander will debrief all involved Officers and reiterate to them that confidentiality is vital to the investigation as well as the safety of the victim and will prohibit all Officers from discussing the incident and/or the whereabouts of the victim except as official police business.

7) Departmental Firearms and Property will be Seized with Probable Cause – If a Tacoma Police Officer is arrested for domestic violence, and an order for protection or a civil anti-harassment order is in existence and/or there is probable cause for an arrest on a domestic violence related offense, the supervisor shall relieve the accused Officer of his/her Department service firearm(s) and Department-issued laptop computer.

If an armed Officer from another jurisdiction is arrested, all firearms that can be removed legally shall be removed and placed into safekeeping. Where allowable under state law or federal law, all other firearms owned by, or at the disposal of the accused employee, may be removed to reduce the victim's risk. Because the victim may want a firearm for protection, the Department will consider his/her wishes as to the removal of all firearms.

8) Department will Ensure Cross Jurisdictional Cooperation – The Department shall develop cross-jurisdictional cooperation with SS911 Dispatch and all surrounding law enforcement jurisdictions to ensure timely notification of any incident involving a TPD Officer/employee.

C) Investigating Employee-Related Domestic Violence

1) The Department will Conduct Separate Investigations – The Department shall conduct separate and parallel administrative and criminal investigations (if the crime occurred within the City of Tacoma) of all alleged incidents of domestic violence by an employee of the Tacoma Police Department in a manner that maintains the integrity of both investigations.

The Department shall conduct a separate administrative investigation of all allegations of domestic violence by an employee occurring outside the jurisdiction of the City of Tacoma.

The Department will treat accused employees with respect as well as adhere to and observe all procedures to ensure that an accused employee's departmental, union, and legal rights are upheld during the administrative and criminal investigations.

2) Internal Affairs – will respond to the scene of all domestic violence arrests of TPD employees within the City of Tacoma and will coordinate its administrative investigation with the Domestic Violence Unit's criminal investigation.

Internal Affairs will **administratively** investigate all incidents of domestic violence involving TPD employees whether or not it occurred in the City of Tacoma. However, the Chief of Police may request that an outside law enforcement agency conduct the administrative investigation. If the investigation reveals a violation of policy, the Chief of Police will decide the appropriate discipline, up to and including termination, regardless of whether an arrest was made or criminal charges filed.

If a TPD employee is being investigated criminally, Internal Affairs will not question any of the participants without the approval of the criminal investigator. The criminal investigation will take precedence.

The City Manager, in consultation with the Mayor and the Pierce County Prosecutor, will decide who will perform the administrative investigation in the event the Chief of Police is the subject of a domestic violence investigation.

3) The Department will Take Administrative Action with Sufficient Evidence – If after a preliminary investigation there is a reasonable allegation that a TPD employee is involved in a domestic violence incident, then the Department will investigate. During either a preliminary investigation or a formal investigation, the Department may also carry out administrative action which may include placing the accused employee on other assignments such as administrative duties or administrative leave.

The Department will assign the accused employee to duties that do not require response to domestic violence cases, pending the administrative and criminal investigations for alleged acts of domestic violence and/or violation of Department policies.

4) The Department will Investigate and Discipline All Employees Involved – The Department shall investigate and take disciplinary action in cases where the administrative (I/A) or criminal investigation reveals that other employees are improperly and/or illegally involved. Situations where other employees might be implicated in improper or illegal conduct may include, but are not limited to:

- Employees with knowledge of an incident of domestic violence who did not report it as provided by this policy
- Employees who engaged in actions that could reasonably be perceived to interfere with the investigation
- Employees who by harassment/intimidation cause the victim to abandon the case

The Department shall refer all such matters to the prosecuting attorney for review and possible prosecution.

5) Domestic Violence Unit Detective Conducts Criminal Investigation – A CID Domestic Violence Unit Detective will investigate criminal allegations involving any TPD employee accused of domestic violence if the incident occurred within the City of Tacoma. The Chief of Police may ask an outside law enforcement agency to conduct the criminal investigation. In the event that the allegations are made against an Assistant Chief(s) or the Chief of Police, the City Manager, the Mayor, and the Pierce County Prosecutor will be notified. The City Manager will decide if the investigation will be handled within the Department or given to another law enforcement jurisdiction.

The investigating detective shall conduct criminal investigations involving employees in the same manner as any other criminal investigation.

The investigating detective shall completely investigate the allegations and refer the case for prosecutorial review even if the victim recants.

The investigating detective, in accordance with the employee's and victim's rights, shall ensure sufficient interviews be conducted, to include friends, witnesses, and family. Even though an initial report may already exist concerning an employee, reports of any subsequent or additional criminal incidents, which may include other employees engaging in surveillance or intimidation, shall be documented separately, assigned a case number, and investigated thoroughly.

The Domestic Violence Unit Detective shall work closely with the prosecuting attorney on each case. This detective shall present all the information to the appropriate prosecuting attorney for action and ask that a decision about the adjudication of the case be made as soon as practical.

Any Officer convicted of a domestic violence-related crime through criminal proceedings shall be dismissed as a Police Officer for the City of Tacoma.

6) City, State and Federal Laws will be Upheld in All Dismissals – The Chief of Police or designee, upon the decision to dismiss an Officer, shall do the following in accordance with Department and City personnel policies as well as union rights and state laws:

- Ensure that the victim is alerted prior to notification of the dismissal and offered available assistance, to include safety planning administered by a qualified domestic violence professional.
- Inform the Officer of available support resources, to include counseling.
- Notify the Washington State Law Enforcement Certification officials of the termination.

D) Training and Prevention

1) Preventing Domestic Violence Involving Employees – “Life Partners” academy provides skills to employees and partners. The Department will implement a “Life Partners” academy for all new employees and will encourage their “significant other(s)” to attend. “Life Partners” will help provide employees/Officers and

their families with realistic information concerning police work and its ramifications on their relationships. It will also help families recognize any personal issues they may have related to the law enforcement career and provide resources for dealing with these issues.

2) The Department Provides Domestic Violence Prevention Training – The Department will regularly develop training protocols for all Department employees to ensure information relating to domestic violence is being received by employees. All Department employees will receive mandatory instruction covering various domestic violence topics, which may include the following:

- Understanding domestic violence
- Department domestic violence Officer/employee involved policy
- Warning signs of domestic violence by Police Officers
- Victim safety
- Local, state, and federal domestic violence laws
- Role of local domestic violence advocates
- Outreach programs for TPD employees
- Supervisor responsibility regarding Officer/employee domestic violence

The Department shall continuously use a variety of training techniques including in-service training, roll call training, field training Officer instruction, and training bulletins to regularly reinforce all policies concerning Officer/employee involved domestic violence.

3) Employee Disclosure of Domestic Violence Participation not Entitled to Confidentiality – Any on-duty or off-duty Tacoma Police Department employee who discloses to any employee of the Tacoma Police Department that they have committed domestic violence against a significant other are not entitled to confidentiality. Reporting is mandatory. The disclosure will initially be reviewed and, if required, investigated administratively and/or criminally.

The Tacoma Police Chaplains will not have clergy privilege in any incident where a Tacoma Police employee has committed a crime to include domestic violence as defined by [RCW 5.60.060 \(6A\)](#).

Tacoma Police peer group counselors will not have “privileged communications” concerning the disclosure of a crime by a Tacoma Police employee, including domestic violence as defined by [RCW 5.60.060 \(6A\)](#).

The Department will not condone any employee concealing or interfering with domestic violence cases brought against fellow employees.

If a Tacoma Police employee is served with an “Order of Protection” and/or a domestic violence/stalking “Civil Anti-Harassment” order, they are required to notify a Tacoma Police Department supervisor immediately.

4) Employee Domestic Violence Victims Not Required to Report – The Tacoma Police Department does not require employees who are victims of domestic violence to report, even if the abuser is a TPD employee. However, they are strongly encouraged to contact a domestic violence advocacy group for assistance if they choose not to report.

5) Department Shall Train How to Recognize/Report Abusive Behavior – Employees receive training on how to recognize abusive behavior potentially indicative of domestic violence. Employees must report any observed abusive behavior indicative of domestic violence by other employees to their chain of command immediately.

6) Using Department Resources to Commit Domestic Violence is Prohibited – Any employee who threatens, harasses, or abuses someone using City resources such as work time, workplace phones, Fax machines, mail, E-mail, or other means shall be subject to corrective or disciplinary action.

The Tacoma Police Department will not tolerate domestic violence against any employee or an employee’s significant other while in City offices, facilities, vehicles, or while conducting City business.

E) Examining Applicants Prior to Hiring or Promotion

1) All Hires Require Thorough Background Investigation – The Department shall conduct thorough background investigations of all new lateral and entry-level applicants considered for employment. All

applicants shall be questioned about past allegations, arrests and/or convictions of domestic violence, sexual assaults, and stalking as well as past and present protective orders.

Prior to promotion, the ASB Chief, in conjunction with the SS911 Director, will conduct an NCIC records check on the Officers selected for promotion, regardless of rank.

2) Applicants with a History of Violence will not be Hired – Any applicant considered for employment with a history of committing violence such as domestic violence, child abuse, elder abuse, stalking, animal cruelty or sexual assaults will not be hired.

3) The Department Shall Advise Applicants of Routine Checks on Employees – The Department shall advise applicants considered for employment that computer criminal checks are conducted routinely on employees for possible protection orders.

4) Applicants Shall Receive a Polygraph Exam and Follow-up Review – The Department polygrapher will give each applicant considered for employment a polygraph exam. The polygrapher and assigned background investigator will also conduct a follow-up interview with the applicant.

5) Applicants Shall Receive a Psychological Exam and Follow-up Interview – The Department psychologist or psychiatrist will conduct an initial psychological exam and follow-up interview with all commissioned, animal control and forensics applicants considered for employment. The exam and the interview shall assist the psychologist/psychiatrist in assessing applicants for abusive or controlling tendencies.

6) All Hiring Requires Joint Staff Approval – The Department will not hire any applicant without a joint meeting of those staff members involved with the applicant, i.e., Hiring Officer, psychologist/psychiatrist, background investigator, and Human Resources representative. These members will work in concert to ensure all applicants are suited for a career in law enforcement.

F) Domestic Violence Victim Assistance

1) Victim Confidentiality – The confidentiality and safety of the victim are of the utmost importance to the Department. Therefore, if the victim wishes to be placed in an undisclosed “safe home,” he/she may use a domestic violence advocacy representative for the transport and placement. This purpose is to limit the TPD’s contact with victims, thus enhancing their confidentiality. Nevertheless, those employees who do have contact with victims shall keep all information concerning them confidential, including their whereabouts and safety plans.

2) The Department will Connect Victims with Advocacy Agencies – The Department shall work with community resources and advocacy agencies to connect victims, families and children with appropriate services.

The Department will respond to all requests for assistance, whether from the employee or those concerned with the well-being of the employee, themselves, or the employee’s children, by referring them to a list of non-punitive, confidential domestic violence state-certified professionals for assistance.

Department employees are encouraged and entitled to seek assistance through employee assistance programs and similar counseling functions in an effort to prevent a problem from escalating to the level of criminal conduct against an intimate partner or family member.

The Department shall publish and promote the procedure for seeking confidential internal and external referrals to all Officers seeking help in the area of domestic violence.

The Department has established and maintains ongoing relationships with victim advocates and domestic violence professionals in the community. These may include shelter staff, hotline crisis workers, social service providers, state-approved treatment providers, coordinating councils/coalitions, or others knowledgeable about the challenges facing domestic violence victims. They can serve as essential partners in effective community policing.

The Department, when requested by local domestic violence victim advocacy organizations, shall provide copies of all domestic violence training curricula, protocols, and policies for review and comment. The training curricula may include the following:

- Command notification
- Cross-jurisdictional policies and protocol

- General DV investigations and evidence collection
- Appropriate criminal charges
- Strangulation investigation
- Working with victim advocates
- Dominant aggressor/self-defense determination
- Use and limitation of danger assessment tools
- Officer safety
- Confidentiality issues
- Ethical considerations
- Criminal and civil liability
- Firearms removal and seizure

The Department shall provide the opportunity for local domestic violence advocacy groups and approved domestic violence treatment providers to be part of domestic violence training as both trainers and students.

3) All Department Employees will Watch for Suspect Activity – Through regular training, Department personnel shall be made aware of the increased danger to victims when they leave an abusive partner and/or when the Department terminates an employee. The FVC and the domestic violence advocate liaison shall caution the victim to be alert and report stalking activities on the part of the abuser.

Employees shall also be aware of possible witness or victim intimidation. Whenever employees suspect this is occurring, they shall immediately contact their supervisor, prepare a report, and immediately deliver it through their chain of command to the Chief of Police.

4) Employees Attending Court Proceedings – TPD employees will not accompany Police Officers/employee suspects to any domestic-related court proceedings while on duty unless subpoenaed to appear or ordered to do so by their chain of command. If appearing while off duty, they will neither carry nor display any TPD equipment to include assigned firearm(s) or insignia(s) on their person, concealed or not. They must be aware of the fact that their mere presence in domestic violence-related actions may appear intimidating to the victims.



TACOMA POLICE DEPARTMENT

Professional Standards

Sub-Section 1.8

Sets Forth the Department's
Policy Regarding
Department Complaints

Donald Ramsdell, Chief of Police

P1.8.1 COMPLAINTS/DISCIPLINE *CALEA 52.1.1*

(R 10/2015)

It is the policy of this Department to respond to all complaints against members and/or the Department to include anonymous complaints.

The Department makes information available to the public regarding methods of registering complaints against the Department or its employees via the Department's and City's websites and brochures. These brochures are located in several locations throughout the community including Police Headquarters and substations. *CALEA 52.1.4*

All files pertinent to investigations of complaints against members will be considered confidential and will not be released except by court order or as otherwise mandated by federal, state, or local law. It is the policy of this Department to not disclose the results of internal investigations except where mandated by federal, state, or local law. The decision to make a public statement will be made by the Chief's Office, and any statements will be issued from there. In the event of criminal charges being filed against a member, the Washington State Bench-Bar-Press guidelines will apply.

Nothing of a derogatory nature will be filed in either the individual's Bureau or personnel file without the information being initialed and dated by the member. In the event the member is unwilling or unable to sign, a Supervisor will sign indicating the information was reviewed and/or furnished to the member. A member may, within 30 days, submit a written response to any derogatory information contained in either the Bureau or personnel file. If submitted, this response will become part of the record of such information and will carry the same records retention schedule. No dissemination or disposition will be made of one without the other.

The Department recognizes that members have certain rights with respect to personnel actions and especially the handling of complaints and discipline. To that end, Employee Rights are outlined in [P1.8.1.C](#), of this policy as well as all collective bargaining agreements.

Complaints against the Chief of Police will be handled in the manner prescribed by the Tacoma Municipal Code and pertinent city rules and procedures.

A) Description of Terms as Applies to this Policy

Inquiry – An inquiry is a communication directed to a Supervisor which questions the conduct or performance of any member or the Department. Usually an inquiry is a question involving the reason or justification of the delivery of service or procedure used by a member of the Department. Inquiries will be handled at the supervisory level. *CALEA 52.2.1(a)*

Preliminary Investigation – A fact-finding activity wherein the Internal Affairs Investigator seeks to determine if corroborating information exists before deciding whether or not an investigation is warranted.

Complaint – A complaint is any communication, verbal or written specifically, conveying dissatisfaction with the performance or conduct of the Department or member(s) of the Department, or alleging misconduct or unlawful acts by member(s) of the Department. Complaints may be handled at the supervisory level or referred to Internal Affairs, as appropriate. *CALEA 52.2.1(a)*

Sustained – Sustained is a final disposition of a complaint when it is found that the member acted improperly with respect to the Department policy.

Not Sustained – Not sustained is a final disposition of a complaint when the investigation is unable to substantiate whether or not misconduct or violation of policy or procedures occurred.

Unfounded – Unfounded is a final disposition of a complaint when the investigation revealed that the facts or actions alleged did not occur.

Exonerated – Exonerated is a final disposition of a complaint when the investigation revealed that the facts or actions alleged were substantially correct; however, the conduct of the Officer was proper given the circumstances.

Emergency Suspension – An emergency suspension is a temporary suspension from duty for a current shift or remainder of a shift.

Progressive Discipline – *CALEA 26.1.4(a)* The concept of progressive discipline involves an attempt to retrain improper behavior using the least severe form of appropriate corrective action necessary and progressing through ascending stages of discipline when lesser forms have not succeeded in correcting the behavior. This concept does not imply that all situations must be dealt with by using every step in the process. Some incidents, because of the seriousness of the violation, may require more severe disciplinary actions beyond the initial step(s).

1) **Informal Discipline** – Informal Discipline may consist of counseling, verbal warnings or oral reprimands and consist of actions which do not become part of an employee’s permanent record. The length of time informal discipline documentation is maintained in the employee’s Bureau file is one year then destroyed, unless it is part of progressive discipline. *CALEA 26.1.4(b)*

- a) **Counseling** – Counseling is a superior-subordinate discussion for the purpose of clarifying/correcting a problem, and developing an understanding of proper procedures. Written counseling is appropriate when the problem is a lack of understanding of the policy, procedures, and/or delineated expectations for the job, rather than an intentional disregard for them. *CALEA 26.1.4(b)*
- b) **Verbal Warning** – A verbal warning is an admonishment by a Supervisor indicating that an act, conduct or performance is not appropriate or acceptable. It is intended as an initial step in informal discipline. Like counseling, it is intended to correct the behavior without the need to escalate to more severe levels of discipline. The verbal warning should be used in instances of minor infractions. More serious infractions or repeat infractions of a minor nature should be handled through more severe discipline. The verbal warning may be documented within the Bureau file, providing the documentation specifies that the incident is a verbal warning. *CALEA 26.1.4(b)*
- c) **Oral Reprimand** – An oral reprimand is a more severe admonishment for infractions or repetitions of infractions. The oral reprimand may be given by Supervisors one or more levels above the member's immediate Supervisor and may be communicated by an immediate Supervisor (i.e., for a Patrol Officer or Detective, this would be a Lieutenant). An oral reprimand will be documented and placed in the Bureau file and removed after one (1) year if no other incidents of a similar nature occur during that period of time.

2) **Formal Discipline** – includes both Bureau and Department written reprimands, suspensions, demotions, and termination of employment, and may only be imposed by, or with, the approval of the Chief of Police. Formal discipline consisting of Bureau written reprimands and Department written reprimands will be retained in the employee’s personnel file, according to collective bargaining agreement guidelines. All other forms of formal discipline will be retained in the employee’s personnel file permanently. *CALEA 26.1.4(c)*

- a) **Written Reprimand** – A written reprimand is a formal censure of the actions and/or conduct of an employee which should be accompanied by a warning that similar future actions or misconduct may result in more severe discipline. Written reprimands may be recommended by any Supervisor or higher but will require approval by the Chief of Police prior to being served on the employee. A written reprimand may be issued at the Bureau or Department level. An incident resulting in a Bureau written reprimand will be reviewed by the Bureau Command Staff prior to placement of the reprimand in the employee’s Bureau file. The reprimand will be removed after two (2) years if no other incidents of a similar nature occur during that period of time. An incident determined to be appropriate for a departmental written reprimand will be removed after five (5) years. An employee may submit a written rebuttal statement within thirty (30) days of receiving the Bureau/departmental written reprimand. Such rebuttal statement will be attached to the written reprimand. Materials concerning discipline shall not be relied upon by the employer in any subsequent disciplinary action involving the employee if the materials are more than three years old unless a valid separate agreement such as “last chance” or “return to work” agreement is in effect.
- b) **Suspension** – Required time off with or without pay at the Chief’s discretion and subject to collective bargaining agreements. *CALEA 26.1.4(c)*

B) Guidelines

1) **Handling Inquiries** – *CALEA 52.1.1* Members who receive inquiries regarding their own performance, from a person who reasonably has a right to know, are responsible for responding to the inquiry. If the inquirer is satisfied with the response and explanation, no further action is required. When inquiries are not satisfied, they should be referred to the member's Supervisor. Any non-supervisory member who receives an inquiry regarding another member of the Department will refer the inquiry to an on-duty Supervisor at the time of the inquiry.

A Supervisor who receives an inquiry will attempt to resolve the issue at that time or, if a callback is necessary, resolve the issue at the earliest practical time. The Supervisor will then enter the inquiry into the current electronic tracking program. (Refer to [Blue Team Complaint Process](#).) The Internal Affairs Section will maintain these electronic inquiries with current Internal Affairs files. Internal Affairs will retain the data for 39 months unless the involved personnel are named in any on-going litigation. The entry of this type of information into an electronic tracking program is primarily for the Department's protection in the event of future questions regarding the proper handling of the inquiry.

2) **Handling Anonymous Complaints** – *CALEA 52.1.1* In cases of anonymous complaints, receiving Supervisors will use their discretion in evaluating whether there is sufficient information for follow-up or further investigation. If, after a preliminary investigation and when feasible, the complaint is not supported by some corroborating facts or evidence, the information will not be entered against any member's record as a complaint, but will be entered as an inquiry. (Refer to [Blue Team Complaint Process](#).) If the preliminary investigation does develop some corroborating facts or evidence, it will be handled in the same manner as any other complaint. A finding of sustained will not be used as the final disposition of an anonymous complaint unless the finding is supported by facts or evidence independent of the anonymous complaint.

3) **Handling Complaints** – *CALEA 26.1.5, 52.1.1* Members of the Department who are the recipients of a complaint, regardless of the source, should take immediate steps to contact their Supervisor or a Supervisor in the Division to which the complaint is directed. In the event a Supervisor is not available from the concerned Division, any Supervisor may receive the complaint.

Upon receipt of a complaint, a Supervisor will conduct an initial interview to gather basic information and complete an entry into the electronic complaint tracking program. (Refer to [Blue Team Complaint Process](#).) If this Supervisor is not the involved employee's immediate Supervisor, he/she will forward it to the immediate Supervisor of the involved employee for their review as well as to their own Supervisor. The immediate Supervisor will review it, make any recommendations or comments they feel are appropriate, and forward it through their chain of command. Subject employee shall not be interviewed or compelled to provide a written report until the Division Commander has determined the appropriate investigative entity. The Division Commander of the involved employee will review it and determine the appropriate investigative entity, e.g., Supervisor, Department EEO, City EEO (in consultation with the Assistant Chief) or the Internal Affairs Section.

The Bureau Commanders will be responsible for notifying the Chief of Police as to the number and nature of all inquiries/Bureau level complaints within their Bureau. This information should be identified in the Bureau monthly report which is provided to the Chief of Police every 30 days. If the allegation is such that immediate notification of the Chief of Police is in the best interest of the Department, the Supervisor initially receiving the complaint shall notify the Chief of Police or the Shift Commander in accordance with the procedures listed in the Procedures Manual, "[Shift Commander, A\) Special Conditions](#)." *CALEA 52.2.2*

4) **Handling Investigations** – *CALEA 52.2.1(a)* Complaints handled at Bureau level to include, but not limited to, issues surrounding a member's work product and/or sick leave abuse shall remain with Bureau and unit Supervisors unless there is a potential for suspension, demotion, or termination from employment in the event the allegations are sustained. Whenever an investigation is conducted, the Supervisor responsible for the investigation will notify the member(s) concerned that an investigation is being conducted (criminal investigations excluded), the nature of the investigation, and the identity of the complaining party when externally generated.

Supervisors shall make an attempt to contact the complainant to obtain and document a detailed account of the complaint, including complainants who have submitted the complaint in writing. Supervisors shall attempt to conduct as complete an investigation as reasonably possible to include the contacting of potential witnesses.

The investigation, as with any investigation, shall be an objective, unbiased pursuit of the facts and all sides of the issue.

When an investigation indicates violations of policy and/or procedures not alleged in the original complaint, the additional facts should be investigated as individual complaints with the same thoroughness as the original complaint.

5) Handling Internal Affairs Investigations – *CALEA 52.1.3, 52.2.1(b), 52.2.2* The Internal Affairs Section is responsible for conducting investigations whenever an Officer uses deadly force, or allegations other than Discrimination/Harassment which, if sustained, could result in economic sanctions being taken against a member. The Internal Affairs Section reports directly to the Administrative Services Bureau Assistant Chief who reports directly to the Chief of Police. The Administrative Services Bureau Chief shall notify the Chief of Police as soon as possible concerning complaints assigned to the Internal Affairs Section. The Internal Affairs Lieutenant will brief the Chief of Police as to the status of all complaints assigned to the Internal Affairs Section on a bi-weekly basis.

Discrimination/harassment complaints will be handled by Department EEO, City EEO, or another agency for investigations; however, discrimination/harassment complaints that could result in economic sanctions may be assigned to Internal Affairs in coordination with the City's EEO.

Members who are the subject of an internal investigation retain their Fifth Amendment rights as they relate to criminal conduct only and are required to answer questions which relate to their conduct and/or job performance and cooperate with internal investigations. Failure to cooperate can be the subject of disciplinary action in and of itself, including termination. Statements made or evidence gained as a result of this required cooperation may be used for administrative purposes but may not be used in any criminal proceeding (commonly referred to as Garrity Rule).

Once Internal Affairs is assigned a complaint for investigation, with the exception of a preliminary investigation, IA personnel will ensure the following:

- The complainant is contacted and notified that the complaint is received and being investigated in Internal Affairs *CALEA 52.2.4(a)*
- The complainant is updated as to the status of the investigation *CALEA 52.2.4(b)*
- The complainant is notified in writing of the results of the investigation *CALEA 52.2.4(c)*

Internal Affairs investigations should be completed within 45 days after being assigned to the Internal Affairs Section. The complainant and the employee involved will be notified in writing of any delay. The complainant and the employee involved will be notified in writing every 30 days after the initial 45 days has expired as to the status of the case. The Internal Affairs Lieutenant and Administrative Services Bureau Assistant Chief will meet to discuss the progress of any Internal Affairs case that has not been completed after 90 days. *CALEA 52.2.3*

When an investigation has been handled by the Internal Affairs Section, the Internal Affairs Investigators and the Administrative Services Bureau Assistant Chief will first meet and review the sufficiency of the complaint and investigation with the member's Bureau Chief, Division Commander and Department Legal Advisor. The intent of the meeting is to inform the Bureau about the investigation and to guide additional investigation prior to disciplinary recommendations being made in sustained cases. The Division Commander and the Bureau Chief will then make a recommendation on the appropriate corrective action(s). Every investigation into an allegation of misconduct shall include a Conclusion of Fact which may include any policies, procedures, rules and regulations that may prevent future allegations of misconduct, as well as any modification or additional training needs. *CALEA 52.2.8* The decision shall be forwarded to the Chief of Police through Internal Affairs. The Chief of Police will afford the employee the opportunity to attend a pre-disciplinary meeting prior to taking any formal disciplinary action involving economic sanctions. (See U.S. Supreme Court case "[Cleveland Board of Education vs. Loudermill](#)."") *CALEA 52.2.2*

The final decision on disposition and formal discipline will rest with the Chief of Police. This final decision and a copy of the letter to the complainant will be sent back through the chain of command to the concerned member's appropriate collective bargaining unit and the Supervisor who conducted the investigation.

6) Handling an Emergency Suspension – *CALEA 52.2.7* An emergency suspension is a temporary suspension from duty for a current shift or remainder of a shift. Temporary relief from duty may require an employee to surrender Department-issued items (which may include any and all issued firearms, ECT, badge, commission card, take-home vehicle, and laptop). This shall be done with the least embarrassment possible.

A Supervisor may place a subordinate on an emergency suspension only when the grounds and need are evident. The suspension is intended to be a temporary step and to resolve the exigent circumstances present at the time.

Upon taking such action, the Supervisor will immediately notify the Shift Commander. The Division Commander, the Assistant Chief, and Chief will be notified by electronic mail unless immediate notification is deemed necessary by the Shift Commander. The Supervisor shall prepare an administrative report containing all relevant details of the matter to include the exigent circumstances, notification and directions provided the affected member. The report along with any supporting data will be forwarded to the Internal Affairs Section by the conclusion of the Supervisor's shift. Prior to relieving the member from duty, the Supervisor will inform the member of the reasons for the action and order the member to report to the Assistant Chief of that Bureau at 0900 hours on the next regular business day or as otherwise advised by higher authority. If the next day is not a regular business day, the Shift Commander is responsible for authorizing return to duty.

Member position, pay, and status will remain unaffected until such time as the matter has been properly investigated and concluded.

7) Handling Criminal Complaints – Upon receipt of a complaint, alleging criminal conduct on the part of a member of this Department, the person receiving the complaint will document the complaint and immediately forward the complaint to the Chief of Police, via the on-duty chain of command.

Investigations into alleged criminal conduct involving members of this Department will be handled as with any other criminal investigation. If there are attendant allegations of misconduct or violations of Department policies outside of the criminal allegations, the two investigations may occur concurrently, but will remain separate. Information developed by the criminal investigation may be used for administrative purposes. Information obtained solely by the administrative investigation may not be used in criminal action.

8) Discrimination/Harassment Complaints resolved at the Bureau level will be transferred to the Department EEO for logging, then to the City of Tacoma EEO office for records retention. Discrimination/harassment files will not be kept with the Bureau files. (See [P1.6.2](#) – [P1.6.3](#) for information regarding Discrimination/ Harassment complaints and EEO information)

9) Authority to Discipline – The final authority and responsibility for formal discipline rests with the Chief of Police and must be taken or approved by the Chief. Supervisors shall advise a subordinate that all dispositions and recommended discipline exclusive of the following list are recommendations only and that the final decision will be made by the Chief of Police.

Supervisors have the authority to take the following corrective measures:

- Counseling
- Verbal Warning
- Emergency Suspension
- Recommend Written Reprimand
- Recommend Formal Discipline

10) File Retention – *CALEA 52.1.2* Complaints handled by the Internal Affairs Section will be maintained in locked filing cabinet(s) within a secure area of the Internal Affairs Section. Complaints handled within the Bureau will be maintained and secured in locked file(s) within each Bureau. (See [P1.9, Records Retention](#), for additional resources information.)

- a) Bureau Files** – Information placed in the Bureau files pertaining to complaint/discipline resolution/disposition handled at the Bureau level will be retained for a period of one year then destroyed, with the exception of Bureau written reprimands which will remain in the file for 2 years if no other incident of a similar nature occurs during that period of time. The types of information that may be placed in the Bureau files relate to types of informal (Bureau level) discipline, i.e., reports of counseling, records of verbal warnings, oral reprimands and written Bureau-level reprimands. Since this documentation can be critical to the concept of progressive discipline, when information contained in Bureau files becomes part of the basis for subsequent formal discipline, the information should then be made a part of the immediate formal discipline (i.e., a record of an oral reprimand is contained in the Bureau files and a similar incident results in a written reprimand). The record of the oral reprimand should become a part of the formal discipline. Cases referred to the Internal Affairs Section

should contain notation that such information exists. Informal discipline that is more than one year old may not be used as a basis for supporting formal discipline.

- b) **Personnel (Departmental) Files** – Information pertaining to formal discipline will be permanently retained in the employee’s personnel file, with the exception of Bureau and Department written reprimands which will be retained in the employee’s personnel file according to collective bargaining agreement. Personnel files will be secured and maintained by the Office of the Chief of Police.
- c) **Internal Affairs’ Files** – are maintained sequentially by year. The City of Tacoma EEO office will retain discrimination/harassment files indefinitely. By law, the discrimination/harassment files must be retained for a minimum of three years. Other files will be maintained pursuant to Records Retention laws.

The only exception to the purging of a file would be a circumstance in which the file is the subject of a civil litigation, criminal litigation, or progressive discipline. When this situation exists, the file(s) will be retained until the matter is concluded in the judicial process.

Members can review their individual Internal Affairs records as well as review previous investigations of complaints against them and obtain copies of any materials. Division Commanders and Bureau Chiefs can review the files on a need-to-know basis.

11) Annual Reports – Information gathered by the Tacoma Police Department regarding Internal Affairs investigations will be compiled, analyzed, and made available to employees and the community. An annual report shall be compiled at the end of each calendar year by the Internal Affairs Section. This report will compile and analyze the data and content of the Internal Affairs investigations conducted each year. The report shall contain the following information:

- Numbers and types of investigations
- Types of findings and any discipline issued
- Indications of trends or patterns of investigations and findings
- Training accomplished or recommended
- Policy and/or procedure implications

This information shall be summarized and made available to employees for review and training. It shall also be available to the community upon request. *CALEA 52.1.5*

C) Employee Rights

1) **Investigations** – When a member is under an investigation which is likely to result in formal discipline, such investigation shall be conducted under the following conditions: (For the purpose of this policy, punitive action is defined as any action which may lead to dismissal, demotion, suspension, reduction in pay, or written reprimand.)

- Members under investigation for an incident which may lead to dismissal, demotion, and/or suspension, shall be informed personally and in writing a minimum of forty-eight (48) hours prior to the interview regarding the following: the employee’s rights and responsibilities relative to the investigation; the nature of the investigation; and the date, time, and location of the interview. Authorized personnel in the Internal Affairs Section are the only ones with authority to give forty-eight (48) hour notices. *CALEA 52.2.5*
- The investigation shall be conducted at a reasonable hour, preferably at a time when the member is on duty or during the normal waking hours for the member, unless the seriousness of the investigation requires otherwise. If such does occur during off-duty time of the member being investigated, the member shall be compensated for such off-duty time.

Prior to interviewing the member, the investigating Officers shall inform the member under investigation of others who will be present during the interview. All questions directed to the member under investigation shall be asked by no more than two investigators at the interview.

- **Special Circumstances** *CALEA 52.2.6 (a)(b)(c)(d)(e)*
 - If, during the course of an Internal Affairs investigation, there is reasonable suspicion that an employee is under the influence of alcohol, drugs or any other condition that may require medical

testing, the tests will be conducted pursuant to the City of Tacoma's Substance Abuse Policy and Procedures. (a)

- Employees are not required to participate in a line-up/show-up but may do so voluntarily. (c)
- Photographs of employees may be taken/used as part of an IA investigation. (b)
- Employees are not compelled to provide financial disclosure, but may do so voluntarily. (d)
- **Polygraph Examination** – Members shall not be compelled to submit to a polygraph examination against their will. (e)
- **Search of Locker or Storage Space** – Absent a member's consent or exigent circumstances, assigned storage space shall not be searched relative to a criminal or internal investigation without a search warrant having first been issued. The foregoing notwithstanding, the Department maintains a proprietary interest in all property issued or assigned, including storage space, and as such, may enter said storage space for inspections or administrative purposes absent a member's consent, provided the member using the storage space be given reasonable notice of the Department's intent.
- The Department reserves the right to enter, inspect, and/or reclaim the use of storage space absent member's consent, when the assignment of any storage space is not determinable after a reasonable effort has been made to determine who is using the space.

The member under investigation shall not be subject to offensive language, demeanor, or threatened with formal discipline. However, a member refusing to answer questions or submit to an interview shall be informed that failure to answer questions directly related to the investigation may result in termination. Promise or reward shall not be made as an inducement to answering any question. The employer shall not cause members under investigation to be subjected to visits by the press or news media without their express consent nor shall their home address and other personal information be given to the press or news media without their consent.

The complete interview of a member will be recorded and may be transcribed. Upon completion of the interview, the member will have access to a copy of the tape or transcription. Members being interviewed have the right to bring their own recording device and record the interview. Upon written request, the Department will be furnished with a copy of the tape.

If prior to or during the interview of member(s) it is deemed they may be charged with a criminal offense, the member(s) shall be immediately informed of their constitutional (Miranda) rights and warnings.

Upon filing of a formal written statement of charges, or whenever an investigation focuses on matters which are likely to result in formal discipline against a member, that member may request to be accompanied by a collective bargaining unit representative or person of their choice who may be present as an observer during the interview. This individual must not be a person subject to, or likely to be subject to, the same investigation.

This section shall not apply to any investigation of a member in the normal course of duty, counseling, instruction or informal verbal warning by, or other routine or unplanned contact with, a Supervisor or any other member, nor shall this section apply to an investigation concerned solely and directly with alleged criminal activities.

2) Exercise of Rights

Administrative Appeal – Members may not be subjected to formal discipline, denied promotion, or be threatened with such treatment because of the exercise of the rights to appeal granted under this policy. Nothing in this policy shall preclude the Department from ordering a member to cooperate with agencies involved in criminal investigations.

Formal discipline shall not be undertaken by the Department without providing an opportunity for administrative appeal, as outlined in the Notice of Intent of Disciplinary Action.

3) Entry in Personnel File or in Other Record – Documents containing negative comments about a member's conduct of job performance will not be placed in a member's personnel or Bureau file without the member reading and signing the document. If the member refuses to read or sign, that fact shall be noted on the document and signed by the Supervisor.

NOTE: This section will not apply to Supervisors' personal notes or journals.

4) Response to Adverse Comment Entered in Personnel File – Members may, within 30 days, file a written response to any adverse comment entered in their personnel or Bureau file. Such written response shall be attached to and accompany the adverse comment.

P1.8.2 TERMINATION OF AN EMPLOYEE *CALEA 26.1.7(a)(b)(c)*

(R 10/2015)

The Notice of Intent to Discipline for an employee to be terminated will include the below listed information:

- A written statement citing the reason for the termination
- The effective date of the termination
- Information where to obtain the status of Fringe and Retirement Benefits
- Examination process and Review Board
- Employee Rights of Appeal

P1.8.3 DISCIPLINARY CHARGES EXAMINATION PROCEDURE AND REVIEW BOARD

CALEA 26.1.4(c), 26.1.6, 26.1.7(a)

(R 10/2015)

A disciplinary examination procedure and Review Board is established for intended disciplinary actions involving permanent civil service members where the member can be subjected to a loss in pay step reduction. This policy and Board is established in compliance with City of Tacoma Personnel Management Policy #125.

Upon receipt of a Written Notice of Intent of Disciplinary Action, a member will have 48 hours (excluding weekends or holidays) to respond, in writing, to the Office of the Chief indicating a desire to examine the charges. Failure to respond within the 48 hours will be an automatic waiver of the review process.

There is nothing in this policy which will preclude a Supervisor from taking immediate action under emergency circumstances when the actions or conditions of an employee present a potential for public harm or detrimental consequences.

See Procedures Manual [“Disciplinary Charges, Examination Procedure and Review Board.”](#)



TACOMA POLICE DEPARTMENT

Professional Standard

Sub-Section 1.9

*Sets forth the Tacoma
Police Department Policy for
Records Retention*

Donald Ramsdell, Chief of Police

P1.9.1 RECORDS RETENTION *CALEA 12.2.2(b), 42.1.3(e), 82.1.3, 82.1.6.(a)(b)(c)(d)*

(R 09/2016)

The Tacoma Police Department utilizes the Records Management Guidelines and General Records Retention Schedules for Law Enforcement Agencies as approved and issued by the Washington State Local Records Committee in compliance with [RCW 40.14](#) "Preservation and Destruction of Public Records." The Chief of Police, in consultation with the City Attorney, determines which records may be retained longer according to guideline options due to potential or ongoing litigation. The Department Records Retention Committee, comprised of designated representatives and chaired by the Support Services Division Commander, shall meet at a minimum the first quarter each year. The Committee will determine document purging recommendations for the previous calendar year. The Committee shall be made up of two representatives from the Operations Bureau, two representatives from the Investigations Bureau, two representatives from the Administrative Services Bureau (in addition to the Committee Chair), and other members as may be designated by the Chief of Police on an as-needed basis. All retained records are secured and stored in hardcopy format and/or electronically. Storage and data backup are critical components of our Records Retention System and shall be provided for on a regular basis. Media tapes, disks and/or drives are stored off-site in a secured facility. Additionally, access security is strictly monitored for confidentiality, combined with a password audit to be completed at least annually.

The Department Legal Advisor maintains the Records Retention Handbook and oversees the adherence of the Department to the State guidelines.



TACOMA POLICE DEPARTMENT

Personnel

Sub-Section 2.1

*Sets Forth The Department's
Policy Regarding
Career Management*

Donald Ramsdell, Chief of Police

P2.1.1 RECRUITMENT/HIRING *CALEA 31.1.1, 31.2.2(a)(b), 32.1.1, 32.1.2, 32.1.3, 32.2.6, 32.2.7, 32.2.8* (R 10/2016)

The Tacoma Police Department is committed to ensuring that professional law enforcement selection methods are utilized in the hiring process.

The Tacoma Police Department utilizes a formal process for the selection of qualified applicants incorporating defensible minimum standards. The process consists of a job-related written examination measuring aptitude, a physical ability test, and an in-depth background investigation to determine if the applicant is a suitable candidate for the Department (not necessarily in the order listed). If approved, the applicant is offered a Conditional Offer of Employment. Results of any deception examinations will not stand alone but are to be used in conjunction with information gathered in the pre- and post-polygraph interviews. The applicant must also pass the psychological evaluation and medical examination to be given a final job offer.

The recruiting activities for all Tacoma Police Department employees are completed in conjunction, and in compliance, with the City of Tacoma’s Human Resources Department. Many aspects of the recruiting process require the collaboration of both Departments to achieve the maximum benefits.

The Support Services Division Commander is responsible for administering the recruiting/hiring program, with the assistance of the City of Tacoma Human Resources Department ([in accordance with City of Tacoma Personnel Policy 130](#)).

A) Recruitment *CALEA 31.1.2, 31.2.3*

All personnel assigned to recruiting duties are knowledgeable in personnel matters, especially Equal Employment Opportunity (EEO).

The full-time employees involved in recruiting and hiring efforts assigned to the Support Services Division will be trained in the following topics:

- The Department’s recruitment needs and commitments
- The Department’s career opportunities, salaries, benefits, and training
- The EEO and Civil Service compliance guidelines
- The community and its needs (including demographic data, community organizations, and institutions)
- Cultural awareness in different ethnic groups
- Methods of informal record keeping and systems for candidate tracking
- All components of the screening and selection process (i.e., background investigation, polygraphs, and psychological evaluations, etc.)
- Criteria that may disqualify candidates

B) Ethnic and Gender Representation *CALEA 31.2.1*

The City of Tacoma is committed to being impartial in all relations with employees and applicants for employment and to conduct all aspects of employment without regard to race, color, religion, gender, age, national origin, or ethnic heritage.

The City of Tacoma established a Recruitment Plan to emphasize the City’s commitment to comply with the various federal and state laws regarding recruitment and EEO.

C) Recruitment Plan

The City of Tacoma Human Resources Director has the ultimate responsibility for maintaining and furthering the goals of the Recruitment Plan and EEO compliance.

The City of Tacoma Recruitment Plan contains all elements required by EEO guidelines. The EEO plan contains specific action steps the City of Tacoma takes to ensure EEO is a reality, including advertising as an “Equal Opportunity Employer.”

The EEO plan ensures equal opportunities for employment to minorities and women. This commitment is reflected by the Tacoma Police Department’s history of employing minorities and women.

D) Job Announcement Content *CALEA 31.3.1, 31.3.2, 32.1.4*

Posting job announcements for all non-commissioned and commissioned positions within the Tacoma Police Department is the responsibility of the City of Tacoma Human Resource Department. Procedures for the creation and posting of these announcements are listed in the City of Tacoma Civil Service rules and regulations.

The Human Resources Department, after scheduling an examination, will release the Civil Service Commission job announcement and such recruitment measures deemed necessary to ensure the necessary number of qualified applicants for employment.

The job announcement will include statements on the following items:

- Class title for which applications are being solicited
- Pay grade of the class
- Duties, responsibilities and minimum qualification requirements of the class
- Identification of the parts of the examination to be used to measure qualification
- Time and place of the scheduled examination
- Period during which applications can be filed with the City of Tacoma Human Resources Department

At the time of their formal application, candidates for all positions are informed, in writing, of:

- All elements of the selection process
- The expected duration of the selection process
- The Department’s policy on reapplication

Entry-level job vacancies are advertised through electronic, print or other media. Notice of the City’s need for applicants will be posted in the City of Tacoma’s Human Resources office and the City of Tacoma’s employment website.

All City of Tacoma employment applications and recruitment announcements contain the phrase “Equal Opportunity Employer.”

The Tacoma Police Department’s job announcements and recruitment notices will advertise official application filing deadlines, if applicable.

The Tacoma Police Department’s recruitment literature depicts women and minorities in law enforcement roles to enhance its credibility and sincerity.

The Department seeks recruitment assistance, referrals, and advice from community organizations and key leaders. The Department also recognizes the positive value of such information and solicits this input on a continuing basis. In so doing, the Department will achieve broader dissemination and greater exposure of recruitment information.

E) Employment Applicant Acknowledgment *CALEA 31.3.3*

Coordination of all applicant contacts will be shared with the City of Tacoma Human Resources Department. The contacts will include the following:

- Acknowledged receipt of all employment applications
- Periodically informing applicants of the status of their applications
- Documentation and logging of all applicant contacts

The Support Services Division (Training Section) and the Human Resources Department shall design, and make available, recruiting displays and/or literature. The Tacoma Police Department shall provide speakers when an opportunity is presented.

F) Employment Applications Rejections *CALEA 31.3.4, 32.1.5*

Applications for positions within the Tacoma Police Department will not be rejected because of minor omissions or errors that can be corrected or rectified to the Department's satisfaction prior to the testing or interview process. All candidates not selected for positions are informed in writing.

G) Background Investigations Authority *CALEA 32.2.1*

The Chief of Police, or designee, is responsible for conducting background investigations for all Tacoma Police Department applicants. The purpose of the background investigation is to examine the personal history, behavior patterns, conduct, and suitability of all applicants to determine if patterns exist that would effect:

- The applicant's ability to meet legal requirements set forth by the Washington State Criminal Justice Training Commission, the Washington Administrative Code and the Revised Code of Washington
- The applicant's ability to meet internal departmental guidelines and hiring criteria
- The public trust
- The applicant's fitness to perform the duties of the position

1) Scope of Investigations *CALEA 32.2.2*

The background investigator will conduct investigations only subsequent to formal training to include, but not limited to, the following:

- An interview with the applicant
- Personal information
- Relatives, references and acquaintances
- Education
- Residences
- Employment experience
- Military service
- Financial history
- Legal
- Motor vehicle operation
- General information
- Drug possession
- Optional information
- Honesty
- Investigator's summary
- Support Services review by chain of command
- Medical, psychological and polygraph examinations
- Final hiring decision by Chief of Police or his designee

2) Background Investigators Protocol

Basic techniques for conducting background investigations are consistent with the Tacoma Police Department's policy.

3) Background Investigations Reporting *CALEA 32.1.6, 32.1.7, 32.2.3, 32.2.9*

The Assistant Chief of the Administrative Services Bureau is responsible for ensuring that complete reports or pre-employment background investigations are prepared and submitted in accordance with this policy. The Chief of Police shall have final authority to accept or reject the applicant.

Background Investigation files are to be maintained by the Hiring Officer. The reports are confidential and are to be inspected or reviewed only by the Chief of Police, the Assistant Chief, their designee(s) or by members of the Hiring/Background Detail. The files and reports are **not** available for public access.

The files should be maintained as follows:

- Medical and psychological results are maintained separate from the background file whether successful or unsuccessful
- Successful applicants: Permanently maintained
- Unsuccessful applicants: The original background investigation file will be maintained for a minimum of 3 years then destroyed.

Background investigation files may be made available to Investigators from outside agencies provided they have obtained a waiver from the applicant to release information.

P2.1.2 PERFORMANCE EVALUATIONS *CALEA 35.1.2*

(R 09/2012)

The primary purpose of performance management is to improve individual performance and professionally develop employees. As such, every employee of the Tacoma Police Department will receive a performance evaluation once a year from their immediate Supervisor. The system is forward-looking, not dwelling on the past, focusing on what can be done better to ensure success in the future. It is an ongoing process of communication between the Supervisor and the employee, focused on helping the employee achieve their best workplace results. Clear performance expectations should be communicated to the employee. These expectations are then used to assist the employee in their professional development. All employees responsible for fulfilling the role of “rater,” which includes all supervisors and above, will complete, at a minimum, “Supervisor Orientation” training.

Departmental core values are used to form the foundation of our performance evaluation system that strives to support our Department’s vision and values: *Act with Integrity, Respect for Our Employees and Citizens, Service to Our Community, Accountability for Our Actions, Team for the Common Good, Innovate to Better Serve, and Reverence for the Law.*

Building upon the foundation of our core values, the performance evaluation system then incorporates specific competencies that are critical to our Department’s success. Those competencies are: Appearance, Bearing and Attire, Communications, Problem Solving and Decision Making, Leadership, and Technical Proficiencies and Job Knowledge. Refer to the Procedure, [Performance Management System](#), for specific information regarding the procedures and processes governing performance evaluations.

P2.1.3 TACOMA POLICE TRAINING PROGRAM

(R 10/2016)

CALEA 1.3.12, 32.2.10, 33.4.1, 33.4.2(a)(b), 33.4.3(c)

Through the Police Training Program, the Tacoma Police Department will produce Officers who are dedicated to the profession of law enforcement, dedicated to the enhancement of the professionalism of the Tacoma Police Department, and will produce Officers who are competent to carry out the mission of service and protection for the citizens of Tacoma.

To accomplish this mission, the requisite knowledge and skills must be developed through training. Fundamental law enforcement training can be administered in an academic setting. However, whenever a Recruit Patrol Officer attempts to put theory into practice, the Recruit Officer requires close personal guidance and supervision until their performance meets acceptable minimum standards. This is a carefully designed program requiring a one-to-one Trainer to Officer ratio; a separate training chain of command; periodic review of the progress; a separate and distinct evaluation for the duration of the orientation period; and intensive remediation when the Recruit Officer’s performance falls below minimum standards identified in the Police Training Program.

The Police Training Program places Recruit Officers, newly graduated from the Washington State Criminal Justice Training Commission Basic Law Enforcement Training Academy (WSCJTC), and lateral entry Officers under the guidance and instruction of a Police Training Officer (PTO). This is an intensive, demanding relationship on the part of both the Recruit Officer and the Police Training Officer.

Police Training Sergeants and an Operations Administrative Sergeant will monitor the progress of the recruits and the performance of the Police Training Officers. A Board of Evaluators (BOE), made up of a Patrol Captain, Administrative Sergeant, Police Training Coordinator (PTC), and a designated Training Officer also evaluate the student Officer. The Administrative Sergeant and Police Training Coordinator (PTC) oversee the PTO Program to ensure that evaluations are prompt and the necessary training takes place. The Operations Bureau Commander, who is responsible for the overall program, is kept informed of progress and problems by the Patrol Captain and the Administrative Sergeant.

A) ENTRY LEVEL PROGRAM *CALEA 1.3.12, 32.2.10, 33.4.1, 33.4.2(a)*

The conception and implementation of the Police Training Program embrace a variety of features. The entry level Police Training Program is divided into five phases.

- **Pre-Academy Recruit Officer**

Assignment prior to attending the Police Academy, Recruit Officer’s chain of command will be the PTC through the Support Services Division (SSD). During this phase, Recruit Officers will be issued equipment, will attend pre Academy range training and the Human Resources benefit class.

- **Academy Phase – Student Officer** *CALEA 33.4.1*

While assigned to the Police Academy, the Recruit Officer must successfully complete the State Accredited Police Academy before they are sworn in as Tacoma Police Student Officers and advance to the Post Academy Phase of the program. The swearing-in ceremony marks the beginning of the Student Officer’s probationary year.

- Post Academy Phase – Student Officer** *CALEA 1.3.12*
 After graduation from the Police Academy, and before actually working with a PTO, the Student Officer will be assigned to the Tacoma Police Department’s Support Services Division for a 6- to 8-week period. During this assignment, the Student Officer will learn laws, procedures, report writing, geography, weapons, and policies that are specific to the Tacoma Police Department and exclusive of the State Academy.
- PTO Program – Student Officer** *CALEA 33.4.3(a) (f) (g) (h)*
 The Student Officer will then begin a 16- to 18-week Police Training program where they will be transferred to the Operations Bureau and assigned to several PTOs for identified periods to include the following:
 - Phase A** (One month rotation)
 - Non-Emergency Incident Response
 - Subject to Daily Training Logs written by PTOs
 - Phase B** (One month rotation)
 - Criminal Investigation
 - Includes one week mid-term evaluation written by PTO
 - Subject to Daily Training Logs written by PTOs
 - Phase C** (One month rotation)
 - Patrol Activities
 - Subject to Daily Training Logs written by PTOs
 - Phase D** (One month rotation)
 - Emergency Incident Response
 - Includes two-week final evaluation written by PTO
 - Subject to Daily Training Logs written by PTOs

- Prescriptive Training**
 Prescriptive training is a Student Officer-designed action plan that will be used to address specific training deficiencies. Student Officers that are having difficulties comprehending and applying training in a given core competency or competencies, should have a prescriptive training plan designed.

Prescriptive training plans should be designed following a process to identify the root cause of the training deficiency. The following outline can be used to design a prescriptive training plan:

- Training deficiency
- Training plan
- Determine performance outcome

Considerations to assist the Student Officer may include reducing the stress of the training program, a fresh point of view (PTO change), a dedicated training exercise, mentoring or peer assistance, and performance contracts.

The Student Officer’s training program is designed to have input from the Student Officer to assist trainers in identifying the individual Student Officer’s learning style. It is the goal of the prescriptive training plan to assist Student Officers with achieving their own learning objectives.

There shall be only one (1) prescriptive training allowed during either Phase A or B, and one (1) prescriptive training allowed during either Phase C or D. There shall be no more than two (2) prescriptive trainings during the PTO program. If a Student Officer received prescriptive training and does not satisfactorily integrate back into the applicable phase, then the Board of Evaluators will convene to determine final disposition.

Upon successful completion of the performance outcomes documented in the prescriptive training plan, the Student Officer will continue to the next phase in the PTO program.

- Final Probationary Officer Phase** *CALEA 32.2.10, 35.1.5*
 The Probationary Officer is assigned to a squad in the Patrol Division and is available for assignment as any other Officer. The Probationary Officer’s Patrol Sergeant will be responsible for completing a Monthly Probation Report on the Probationary Officer. The Monthly Probation Report will be completed for every calendar month until the Probationary Officer advances to permanent status. The probation reports are due on the Student Officer’s monthly rotation date. Recruits (entry-level probation) have a separate probation form than the Department Performance Evaluation form.

- An Officer's probationary year ends one year from date of commission
- The Monthly Probation Report will also be based on the Police Training Program's Standardized Evaluation Guidelines (Reference TPD's Student Officer Entry Level Procedure handbook).

B) Lateral Entry Program *CALEA 33.4.1*

Lateral Officers will go through the same entry-level program as the entry-level hires, and the program will be modified to meet the individual requirements of the Lateral Officer.

C) Chain of Command

The Student Officer's chain of command will be as any other Officer in his/her assigned patrol squad:

- Police Training Officer
- Police Training Coordinator
- Patrol and/or Administrative Sergeant
- Lieutenant
- Captain
- Operations Bureau Assistant Chief
- Chief of Police.

The Support Services Division is responsible for the pre-academy/academy/post-academy operation of the Police Training Program. The Administrative Sergeant and Police Training Coordinator shall be responsible for the selection, training, and retention of Police Training Officers and for assuring that the established program procedures are adhered to and updated as necessary to keep the program effective and efficient. This type of command chain requires a constant communication between the Police Training Officer, Patrol and/or Administrative Sergeant, and the Police Training Coordinator. The Police Training Coordinator shall discuss training matters with the Student Officer's Police Training Officer and Patrol Sergeant at any time to gather pertinent information about the Student Officer's performance.

D) Police Training Officer *CALEA 33.4.3(b) (d) (e)*

Police Training Officers are selected, retained, and dismissed by the Operations Bureau Assistant Chief, Captains and Operations Administrative Sergeant. Police Training Officers are required to meet the training requirements of the Tacoma Police Department. PTOs are compensated, per the Tacoma Police union contract, for the time they spend as a Training Officer with a Student Officer. The number of Police Training Officers depends on Department need. Officers selected for the program must:

- Have three years of police experience, with two of those years on the Tacoma Police Department
- No disciplinary action involving a suspension within the past two years

See Procedures Manual, [Police Training Program](#), for additional information.

P2.1.4 PROBATION – Time in Rank/Commission/Civilian *CALEA 32.2.10, 34.1.3, 34.1.7* (R 10/2016)

A) Preparation of Probation Reports

The purpose of the probation report is to document the duty performance of the individual concerned during his or her probationary period. Raters and endorsers of probationary reports will ensure that the reports are factual and accurately portray the duty performance of the rated individual for the rating period concerned. The adjectival scores and the narrative portion must be in agreement. Vague or meaningless terminology will not be used, i.e., "This employee is progressing at an average rate."

The Division Commander will be responsible for the completion of the report and return to the Chief's Office. Where possible, the rater should be the immediate Supervisor or superior who has intimate knowledge of the duty performance of the rated individual. The endorser should be the individual who is the next Supervisor, or level in the chain of command of the rater.

Any conflicts or differences between the adjectival ratings and the narrative rating should be resolved by the endorser prior to submitting the report to the Chief of Police.

Probation Reports shall be submitted according to the following frequency:

- Initial appointment (temporary or permanent): one report every month for the first 12 months
- Promotional appointment: one report every month for the first 6 months (*CALEA 34.1.7*)
- Any additional circumstances shall be according to current Personnel Management policy

B) Standards

Definition and standards will be used by all Supervisors charged with the responsibility of rating probationary employees.

It is extremely important that the probationary employee be measured against these standards and not against the Supervisor's concept of what an employee should be, or against another individual's performing in the particular employee classification.

Insofar as possible, the evaluation should be based on the work performance and personal qualities established during the rating period. Prior ratings should be considered only where there is a direct relationship between the former rating and the current rating. For example, if an employee has received previous corrective instructions on a specific matter, but has continued substandard performance, there must be some influence of the former rating on the current report.

Raters must base their evaluations on personal observations. They must be prepared to cite examples of performance upon which evaluations have been made and be prepared to discuss them with the employees so that there is a mutual understanding of rating and how improvements may be made.

All probation reports will require a brief narrative statement of the employee's rating in the "Additional Comments" section of the probation report. These comments should be specific and consistent with the alpha-numerical ratings. Specific comments will be required when a rating of exceptional, poor or failing is given with any given quality category. Any appreciable change from a previous rating within any category will also require the reason be stated in the comments portion of the report.

C) Temporary Time in Rank *CALEA 34.1.7*

This policy follows [City of Tacoma Municipal Code 1.24.790](#), which states that temporary appointments in rank may, at the discretion of the appointing authority, be counted toward a probationary period requirement (up to three months), if such appointment immediately precedes permanent appointment, is in the same class, in the same department, and the appointee is on an eligibility list for such position.

D) Probationary Period *CALEA 34.1.7*

All promoted employees will serve time in a probationary period according to applicable Collective Bargaining Agreement and/or [TMC 1.24.780](#).

E) Process

If the promoted employee served time in a temporary appointment immediately preceding employee's permanent appointment, time served may be credited towards the probationary period up to a maximum of three months.

Temporary time in rank will be applied to the probationary period requirement according to the following procedures:

- The employee must submit a written request to credit time served in a temporary appointment immediately preceding the permanent appointment toward the six-month probationary period.
- The Chief of Police will consider the request and render a decision. The Chief may credit up to three months of the required probationary period. The Chief reserves the prerogative to deny all or part of the request for credit.
- The Chief's recommendation must be approved by the City's Human Resources Department.

F) Probation and Performance Review Board General Information *CALEA 34.1.3(e)*

Every permanent employee of the Tacoma Police Department serving a probationary period in a promotional position, or upon completion of a performance review, who fails to successfully complete the probationary period or a performance review, shall have the right to appear before a departmental Review Board prior to final action being taken.

All employees of this Department shall be initially notified of this right at the time of adoption of this plan or at the time of appointment, whichever is appropriate. A copy of this plan will also be attached to the probationer's copy of the individual's first month's probationary report each time that individual begins a probationary period. A copy of this plan will also be attached to the first performance review which the employee receives.

At the time notice is given to an employee that he/she has failed or is failing his/her probation or performance review, that employee shall be reminded of the right to appear before a departmental Review Board and the employee shall be asked if he/she wishes to invoke that right.

The purpose of the departmental Review Board shall be to insure fairness in probationary or performance failures and assure that employees affected by such actions have an opportunity to have their views fully aired. The task of the Review Board is not to substitute its judgment for that of the Department/Division head or reviewer, but rather to insure that a substantial basis for the Department/Division head's opinion or review results exists in fact.

The findings of the Review Board will be advisory in nature and its findings will be reduced to writing and transmitted to the City Manager, with copies to the Personnel Department, the Chief of Police, and the petitioner.

Also see Procedures Manual, [Probation and Performance Review Board](#), for additional information.

G) New Employees

The probation failure review of new employees will occur within the organizational unit of the Department. The process will involve a routine review by the Division/Section Commander and not a Board as provided for promotional positions. If the Division/Section Commander is the rater, the review will be conducted by an Assistant Chief. The intent of the reviewer will be to determine if substantial basis for the decision to terminate exists. The reviewer's decision will be reduced to writing and distributed as provided previously for promotional positions.

P2.1.5 CAREER ROTATION

(R 03/2010)

Career rotation assignments have a direct bearing upon the efficiency and effectiveness of the Tacoma Police Department as well as the personal and professional career goals of its employees. Career rotation is intended to provide an equitable opportunity for PPOs, PPSs, and Sergeants to experience other facets of law enforcement, in addition to a general duty assignment.

A) Definitions

- A general duty assignment is a uniformed position in Operations assigned to primary call responding duties.
- All positions outside of general duty, with the exception of the Public Information Officer and K-9 (subject to service life of canine), will be subject to career rotation. *CALEA 16.2.3.a*

See Procedures Manual, [Career Rotation](#), for additional information.

P2.1.6 PROMOTIONAL REQUIREMENTS *CALEA 34.1.1, 34.1.2, 34.1.3(b)(c)(d)*

(R 10/2016)

The Chief of Police will request examinations be announced and conducted by the Human Resources Department for all promotional positions prior to the expiration of a two-year eligibility list.

The Support Services Division will work collaboratively with the Human Resources Department to develop the measurement instruments that are used in determining the skills, knowledge, and abilities of employees for promotional positions.

If a new eligibility list is not established before the two-year expiration date and a vacancy occurs, the vacant position will be filled from the existing eligibility list for the position, provided that it does not exceed a three-year period.

Examination Requirements

To be eligible to take a promotional examination, applicants must meet the following minimum requirements according to City of Tacoma Personnel Rules 1.24.410, as excerpted, *“On promotional examinations the minimum requirements for eligibility shall be accumulated up to and inclusive of the date prior to the anticipated establishment of the new list.”*

Captain

Two years' experience as a permanent rank Police Lieutenant with the Tacoma Police Department and an Associate Degree from an accredited college or university. Proof of completion of at least two full years of college credits towards a four-year degree at an accredited college or university would satisfy this requirement. The promotional process is accommodated via an assessment panel from which a two-year eligibility list is established.

Lieutenant

Three years' experience as a permanent rank Police Sergeant with the Tacoma Police Department and an Associate Degree from an accredited college or university. Proof of completion of at least two full years of college credits towards a four-year degree at an accredited college or university would satisfy this requirement. The promotional process is accommodated via an assessment panel from which a two-year eligibility list is established.

CALEA 34.1.3(c)

Sergeant

Five years' experience as a Police Patrol Officer and/or as a Police Detective with the Tacoma Police Department. The promotion process is accommodated via a written examination followed by an oral board, from which a two-year eligibility list is established.

Detective

Four years' experience as a commissioned Police Patrol Officer with the Tacoma Police Department. The promotional process is accommodated via a written examination followed by an oral board, from which a two-year eligibility list is established. *CALEA 34.1.3(b)(d)*

P2.1.7 REINSTATEMENT TO COMMISSIONED OFFICER STATUS*(R 03/2010)*

Former Officers who apply to return to the Tacoma Police Department must qualify for reinstatement under the terms of Tacoma Municipal Code (TMC) 1.24.750 as amended.

- 1) All former Officers who apply for reinstatement to the Tacoma Police Department must submit to the following process and criteria before they will be considered for reinstatement.
- 2) The former Officer must submit a letter to the Chief of Police and Director of Human Resources requesting reinstatement.

If the former Officer left employment as a result of a voluntary resignation, the letter seeking reinstatement must be submitted and received within two years from the date of resignation.

If the former Officer was involuntarily separated from employment due to mental or physical incapacity, then the letter seeking reinstatement must be submitted and received within two years of being released to work by the former Officer's treating physician.

There must be a position available within the Department at the same rank as the one held by the individual when they left.

If items 1 and 2 above are met, a background investigation will be completed prior to the former employee being given a conditional offer of employment.

The conditional offer of employment will also require the former Officer to successfully participate in and pass the following:

- Physical examination equal to those physical examinations required of new and lateral applicants
- Polygraph examination
- Psychological examination
- Other pre-employment tests or examinations as may be stated, exclusive of a civil service test, and as may be in use by the Department as part of the hiring process for new and lateral applicants

Upon completion of above items, the same will be reviewed and considered by the hiring detail as to whether or not an offer of employment will be extended.

If an offer of employment is extended, it may require the former Officer to successfully:

- Complete a designated Washington State Criminal Justice Training Commission academy (no less than the equivalency academy will be required for all persons separated for more than two years).
- Complete the probationary period, including any special terms or considerations placed on reinstatement.

In addition to the above, individuals who leave or who have left the Department because of a medical condition will be required to meet the criteria of [RCW 41.26](#), the Law Enforcement and Fire Fighters (L.E.O.F.F.) Retirement Systems, Plans 1 or 2, as may be applicable.

P2.1.8 RETIREMENT AND SEPARATION*(R 10/2016)*

The presentation of a Retirement Badge/Department Identification Card may be authorized by the Chief of Police under the following conditions:

Disability Retirement

- The Officer must have fulfilled a minimum service career of 15 years with Tacoma Police Department
- Disability retirement must be under honorable conditions
- The disabling injury must have occurred while acting in the line of duty or other on-the-job injury.

Length of Service Retirement

An Officer who retires meeting the standard length of service (15 years) requirements for retirement.

Concealed Pistol Documentation on Retirement Identification Cards

Law Enforcement Officers retired for service or physical disability may be exempt from concealed pistol licenses. If retired Officers are qualified for the license, the Chief of Police may sign concealed pistol documentation on the retirement identification card. The documented retirement identification card must be on the retired employee when carrying a concealed pistol.

See Procedures Manual, [Retirement and Separation](#), for additional information.

P2.1.9 AWARDS *CALEA 26.1.2*

(R 11/2015)

The following departmental policy will be used for awarding medals and other appropriate honors to those who perform outstanding service. It is intended that the awards, by providing for recognition of various acts or meritorious accomplishments, will promote esprit de corps and contribute to improved levels of service.

See Procedures Manual, [Awards](#), for additional information.

Departmental Awards (The following require Awards Board action)

Medal of Valor (Chief of Police Review)

The Medal of Valor is the highest recognition of outstanding officer achievement presented by the Tacoma Police Department. The Medal of Valor shall be awarded to commissioned members of the Tacoma Police Department who distinguish themselves with extraordinary acts of bravery or heroism above and beyond that normally expected in the line of duty. Members must have displayed extreme courage by placing their own safety in immediate peril in an effort to provide protection or preservation of life.

Award: Medallion, Perpetual Plaque, Bar, Certificate

Medal of Courage (Chief of Police Review)

The Medal of Courage shall be awarded to citizens and non-commissioned personnel who assist law enforcement and distinguish themselves through acts of bravery or heroism beyond what would be expected of a civilian. (The action must display extreme courage by placing their own safety in immediate peril.)

Award: Medallion, Perpetual Plaque, Certificate

Award of Honor (Chief of Police Review)

This award, consisting of a plaque bearing the deceased member's photograph, date of birth and date of death, along with the badge number (commissioned) and replica of the departmental shoulder patch, shall be presented to the member's next of kin by the Chief of Police. This plaque shall carry the following inscription: "Killed while serving in an official capacity as a member of the Tacoma Police Department." This award shall only be made when a member is killed in the line of duty.

Award: Medallion, Perpetual Plaque, Plaque

Life Line Award (Chief of Police Review)

The Life Line Award shall be awarded to any member of the Tacoma Police Department who, while serving in their official capacity, receives a wound or injury of a degree necessitating hospitalization or the immediate care of a physician. This injury must be of a serious nature, capable of causing death or permanent disability. To qualify for this award, the wound or injury must have appeared to have been caused by the deliberate actions of another in an attempt to cause injury to the member or some other person, thing or property.

Award: Perpetual Plaque, Bar, Certificate

Medal of Merit (Chief of Police Review)

The Medal of Merit shall be awarded to commissioned members of the Tacoma Police Department who distinguish themselves by excellence in events which involve tactical action and which involve some risk to the Officer.

Award: Perpetual Plaque, Bar, Certificate

Distinguished Service Medal (Chief of Police Review)

The Distinguished Service Medal shall be awarded to members of the Tacoma Police Department who distinguish themselves by extraordinarily superior achievement and/or service over a sustained period of time. *Award: Bar, Certificate, Perpetual Plaque*

Award of Merit (Chief of Police Review)

The Award of Merit shall be awarded to members of the Tacoma Police Department whose performance in a single incident or project, under unusual, complicated or hazardous conditions, was exemplary.

Award: Certificate

Lifesaving Medal (Chief of Police Review)

The Lifesaving Medal shall be awarded to members of the Tacoma Police Department who, by their immediate actions, have saved a human life under unusual and/or extraordinary circumstances. The action must have been personally performed by the member. A competent authority must confirm the life-sustaining action.

Award: Perpetual Plaque, Bar, Certificate

Team/Unit Citation (Chief of Police Review)

The Team/Unit Citation shall be awarded when the performance of an entire standing Team or Unit (SWAT, DRT, EOD, Honor Guard, Lab Team, Search & Rescue, etc.) is exemplary and no single member's performance is more outstanding than the rest of the Team or Unit. The performance may be a one-time event or a record of exemplary performance over a period of time. In making nominations for these awards, nominators should keep in mind the need to document aspects of the performance that exceeds the usual high standards of the Tacoma Police Department and extend to an exemplary level.

Award: Certificate

Employee of the Month (Chief of Police Review)

The Employee of the Month Award shall be awarded to employees who have demonstrated a pattern of behavior that exemplifies the highest ideals of the Tacoma Police Department. In the event no nominations are received for the current month, nominations from the previous two months shall be reconsidered.

Award: Desktop Plaque

NOTE: This award can be received as many times as deserved and an employee receiving this award can also receive another medal for the same act.

Community Ambassador Award (Chief of Police Review)

The Community Ambassador Award is given to a Department employee, citizen, group or organization. To be eligible, the recipient must have cultivated a productive working relationship between community members and the Tacoma Police Department during the previous calendar year. Department employees eligible for this award must distinguish themselves beyond the scope of designated Department responsibilities.

Award: Plaque

K-9 Achievement Award

The K-9 Achievement Award shall be awarded to police dogs that perform duties under unusual or extenuating circumstances or render outstanding service over an extended period of time and leave the K-9 service in good standing.

Perpetual Plaque

Law Enforcement Award of Merit (Chief of Police Review)

The Law Enforcement Award of Merit shall be awarded to members of other law enforcement agencies who distinguish themselves by excellence in an event which involves tactical action and which involves some risk to the Officer.

Award: Plaque to be presented at annual Awards Ceremony

Officer of the Year (Chief of Police Review)

The Officer of the Year will be awarded to a member of the Department who has served the Department in the past year in an outstanding substantive manner. Candidates will be chosen from those commissioned Officers who are nominated for this specific award or have received a Department award or written commendation during the previous calendar year. Nominations must be received by January 21 of the year following the previous calendar year.

Award: Plaque/Bar

Employee of the Year (Chief of Police Review)

The Employee of the Year will be awarded to a member of the Department who has served the Department in the past year in an outstanding substantive manner. Candidates will be chosen from those non-commissioned personnel who are nominated for this specific award or have received a Department award or written commendation during the previous calendar year. Nominations must be received by January 21 of the year following the previous calendar year.

Award: Plaque

Certificate of Merit (Chief of Police Review)

The Certificate of Merit shall be awarded to citizens and/or members of agencies who render valuable assistance to the Tacoma Police Department.

Award: Plaque

(The following awards require action as noted)

The Ryker Award

The Ryker Award shall be awarded to any police dog(s) killed while performing their duties.

Award: Perpetual Plaque, Plaque to Handler

Harold Thornburg Trophy

The Harold Thornburg Trophy shall be awarded to the member of the Tacoma Police Department with less than five years of service who achieves the highest average score during annual firearms qualifications. Should there be a tie score, a trophy match will determine the winner. The trophy match will be completed no later than March 31. The recipient's name shall be placed upon an appropriate plaque which will be conspicuously displayed in Police Headquarters.

Award: Perpetual Plaque, Certificate

A. V. Fawcett Trophy

The A. V. Fawcett Trophy shall be awarded to the member of the Tacoma Police Department with more than five years' service who achieves the highest average score during annual firearms qualifications. Should there be a tie score, a trophy match will determine the winner. The trophy match will be completed no later than March 31. The recipient's name shall be placed upon an appropriate plaque which will be conspicuously displayed in Police Headquarters.

Award: Perpetual Plaque, Certificate

(The following do not require action by the Awards Board)

Traffic Section

Flying Wheel Pin

The Flying Wheel Pin is awarded to Officers that complete the 80-hour, State-Certified Motorcycle Operator's Course, and the Officer must ride with a motorcycle instructor for two weeks. If both stages are successfully completed, the Officer is awarded the pin.

Flying Wheel Patch

The Flying Wheel Patch will be awarded to any Traffic Officer who has been assigned to the Traffic Division and has successfully completed the State-Certified Basic Accident Investigation School. Also, the Officer shall have successfully handled a fatality accident as the primary investigator and have successfully completed the scene diagram at another fatality accident. Only after all of the above criteria have been met shall the Officer be awarded the Flying Wheel Patch.

Award: Flying Wheel Patch

Unit Awards (Chief of Police Review)

The following Unit pins will be awarded to Department members who have completed that Unit's basic course of instruction, be deployable, and have performed continuous service within that Unit for a period of 18 months.

- D.U.I.
- E.O.D.
- H.E.A.T.
- Honor Guard
- I.M.T. (M.C.U.)
- K-9
- LAB
- M.S.U.
- Search and Rescue
- S.I.
- S.R.T.

Other Departmental Recognition

Appreciation of Service Certificate

The Appreciation of Service Certificate shall be presented to members of the Tacoma Police Department who have served the Department and are retiring on length of service or are separating from the Department in good standing. Members need not have distinguished themselves in any one outstanding achievement; however, job performance must have been accomplished in a dedicated manner and in an honorable fashion.

Award: Certificate

Written Commendation

A written commendation shall be awarded to any member of the Tacoma Police Department. The commendation shall consist of a written communiqué presented in recognition of outstanding performance of duty. The written commendation shall document the duty performance. The commendation may be written by any member having direct knowledge of the recipient's outstanding duty performance.

P2.1.10 OFF-DUTY *CALEA 22.3.3, 22.3.4(a)(b), 22.3.5*

(R 01/2015)

The primary duty, obligation and responsibility of an employee is to the Tacoma Police Department. Police employees who engage in secondary employment must comply with Department policy and procedures governing off-duty employment and the Washington Industrial Safety and Health Act.

Off-Duty Employment Status

Employment Status – Employee

- An employee is required to complete a W-4 form at the beginning of employment with the off-duty employer
- An employee is included in an employer's payroll system
- An employee will receive a W-2 form at the end of the year for income tax records

Employment Status – Independent Contractor

- No W-4 form is completed before employment
- The individual will work for a mutually agreed upon amount, normally agreed to before services are rendered, either on an hourly- or per job-basis
- The amount of compensation is reported on a 1099 Miscellaneous form at the end of the year
- The individual is NOT on the City's payroll (e.g., security job at a dance or a special event)

Business License Requirements

A Business License is *not* required if:

- The employment status is as an "employee" of the off-duty employer.

A Business License is required if:

- Employee is paid as an "independent contractor"
- Contact the City Compliance Officer with the Tax and License Division of the City of Tacoma for more information

Off-Duty Permit

Prior to engaging in any Police-related off-duty employment or business, employees must complete an Off-Duty Employment Permit for each separate employment.

Approval *CALEA 22.3.4(a), 22.3.5(a)*

Each Off-Duty Employment Permit must be approved by the Division Commander. Approval must be received at this level before engaging in off-duty employment. Since there are some legitimate last-minute situations that may make it difficult for Officers to obtain approval from their Division Commander, the employee's Lieutenant, other on duty Lieutenant or Shift Commander, has the authority to grant tentative approval for off-duty employment. In those instances, the approving party should write a memo to the Division Commander indicating approval was granted and that submission of the form should follow.

Upon being tentatively approved, the Off-Duty Employment Permit will be forwarded by the Shift Commander to the Division Commander for final approval. The original will be forwarded to the Chief's office for recording purposes.

The issuance of a permit authorizes only the work, location, and conditions specified on the permit.

Use of Department Vehicle

- Department vehicles may be authorized in Police-related off-duty employment by the Division Commander. Such approval must be obtained prior to the use of any Department vehicle for off-duty employment and so noted on the off-duty employment application, as well as the applicable Memo of Understanding (MOU).
- Police Department operational needs and availability of vehicles will, in all circumstances, take precedence over the use of any Department vehicle requested for off-duty employment.

All off-duty permits shall expire December 31 of each year. If a continuation of employment is desired, the employee will be required to submit a new Off-Duty Employment Permit.

Limitations on Appropriate Off-Duty Employment *CALEA 22.3.3, 22.3.5*

Permission for off-duty employment will NOT be granted in any of the following situations:

- At any occupation of a nature which would tend to lower the dignity of the Police service in any manner.
- At any employment which has any connections with the towing of vehicles under city contract.
- In performance of tasks other than those of a Police nature while in Police uniform.
- As a process server, bill collector or private investigator, or in any employment in which Police authority might tend to be used for private purposes of a civil nature.
- At any work site where there is a labor dispute involving a strike.
- Officers are prohibited from being employed (salaried or other compensation) in a Police function at apartment complexes or condominiums when that complex is also the Officer's personal residence.
- At any employment which may require access to Police information, files, records or services as a condition for employment.
- At any employment which assists (in any manner) the case preparation for the defense in any criminal action or proceeding.
- At any establishment whose **primary** business during the hours of employment is the sale of intoxicating liquor for on-premise consumption such as taverns or bars. This order does not prohibit employment by the State of Washington at state-operated facilities where the consumption of liquor is not permitted or where the sale and consumption of liquor is secondary to the main activity; for example, athletic events, dances, or other social functions.
- No Tacoma Police Officer shall perform Police functions for a private employer beyond the jurisdiction of the corporate limits of the City of Tacoma without having received previous written approval from the outside Police agency having jurisdiction.

Limitations on Performance of Approved Off-Duty Employment

Employees directed to report for overtime work will do so regardless of their off-duty employment situation.

An indication of poor health (i.e., excessive sick leave use, poor work performance or misconduct) may result in denial or revocation of an off-duty work permit.

All employees working off-duty employment must be in compliance with the Department policy entitled Employment Activities While on Sick Leave ([see P1.1.6.35](#)).

An employee, while on a regular work schedule, may not work more than 80 hours per week combined on and off duty (week = Mon – Sun).

Each employee is responsible for having an accurate and correct record of all off-duty business or employment on file in the Office of the Chief of Police.

While engaged in off-duty Police employment, Officers shall adhere to all rules, regulations and orders governing conduct or equipment used while on duty. *CALEA 22.3.4(b)*

Employees shall not work off duty until completion of their initial probationary period.

SS911 Dispatch Notification

When working in a Police capacity, upon reporting to the off-duty job site, the Officer will notify SS911 dispatch (via MDS or radio) of the following:

- Location
- Duration of shift
- Ocean number
- Telephone number where the Officer can be reached

Officers working off duty are ultimately responsible to the direction of on-duty TPD Supervisors.

Off-Duty Employment at Night Clubs and Lounges – Guidelines *CALEA 22.3.4(b)*

Officers will be allowed the use of a patrol vehicle in the course of their off-duty employment at these establishments upon completion of an Off-Duty Memorandum of Understanding with the Tacoma Police Department concerning specific guidelines regarding the use of Tacoma Police Officers, vehicles, etc. Only those establishments who sign the Memorandum of Understanding will be allowed to hire off-duty Tacoma Police Officers.

While working off duty for these establishments, Officers shall not stand post inside nor near the doorway of the business.

There shall be a minimum of two Officers working on Friday and Saturday nights.

If the establishment's capacity reaches more than one hundred (100), between Sunday through Thursday, then a minimum of two Officers shall be employed.

Officers shall only enter these establishments under the following circumstances:

- To respond to an emergency situation
- At the request of the employer or his/her personnel or security staff
- To conduct brief high-profile security checks of the premises

Officers shall conduct profile patrols in the immediate vicinity outside of the business.

Off-Duty Employment Protocols

Officers are expected to effectively and properly handle all violations of the law that they may encounter while working in an off-duty capacity, including any violations that may be committed by the business for which they are employed (i.e., code and/or liquor violations).

In instances where Officers are required to take official action such as an arrest, report writing, booking of prisoners or the handling of evidence, they continue to be employed and paid by the off-duty employer in the normal course of the off-duty employment assignment. In the event such activity goes beyond the time of the off-duty employment, Officer(s) shall adhere to TPD Policy – Off-Duty Police Activities. No overtime shall be authorized except as specifically approved by a supervisor.

Off-Duty Employment Subject to Calls

Officers are subject to call for duty at any time. Officers failing to respond when so called or notified for extra or special duty will be subject to disciplinary action.

Off-Duty Activities

It is the general policy of the Tacoma Police Department to compensate Officers who become involved in necessary Police activities in an off-duty status when that activity meets the criteria for overtime compensation and when these Officers are not working in a Police-oriented activity and being compensated by another employer.

When Officers become involved in Police matters while off duty, they will immediately contact a Patrol Supervisor regarding the circumstances.

The Patrol Supervisor will analyze the situation and determine to what extent the off-duty Officer will continue to be involved. Follow-up and report writing responsibility will be transferred to duty personnel at the earliest possible time.

When Officers become involved to the degree overtime pay is necessitated, they will submit a Compensation Request (PD 063) to the Patrol Supervisor mentioned above for approval.

Correct Address and Telephone Numbers

Members shall keep the Office of the Chief of Police notified of their correct address of residence and telephone number and shall report any change within 24 hours after making such change. Telephone numbers shall be kept confidential when so requested. If there is no telephone available at the residence, the telephone number of a close neighbor or someone who can be called in an emergency to notify said member must be on file.

Police Department as Mailing Address

Members shall not give as their personal address the address of the Police Department. Private correspondence shall be addressed to each member's home or to an address other than that of the Police Department.

Neighborhood Disputes

Officers shall not attempt to exact Police authority in controversies arising between their relatives and/or neighbors, nor shall they make any arrests or use any force in quarrels between themselves and relatives and/or neighbors, except in self-defense, the defense of another, or when a serious offense has been committed.

Ownership and/or Vested Interest

Employees are prohibited from purchasing or having a vested interest in:

- Any establishment that sells or dispenses intoxicating beverages within the corporate limits of the City of Tacoma
- Any other establishment within the corporate limits of the City of Tacoma where there is an obligation for continuous police scrutiny

Non-Sanctioned Survival Training

The Tacoma Police Department does not sanction or approve of survival training which is not a part of an approved departmental training program operated under the control of a departmentally approved training Officer.

P2.1.11 MODIFIED LIGHT DUTY/TRANSITIONAL ASSIGNMENTS *CALEA 22.2.1(c)* *(R 10/2016)*

The Tacoma Police Department is committed to maintaining employee productivity and well-being, and to successfully return employees to work as soon as practical. It is also Department policy that there are no guaranteed permanent light duty/transitional assignments.

LEOFF II Officers/Non-Commissioned Employees

The Department may assist an employee who is determined by medical evidence to be unable to perform his/her regular duties, but can perform the essential functions of other positions, by providing temporary transitional assignments during convalescence from an injury or illness.

See Procedures Manual, [Modified Duty/Transitional Assignments](#), for additional information.

P2.1.12 EARLY INTERVENTION SYSTEM *CALEA 35.1.9* *(N 03/2010)*

PURPOSE: An Early Intervention System and Program (EIS) is designed to help identify and assist employees who exhibit signs of job stress, training deficiencies, and/or personal problems that may affect job performance that is contrary to the mission and values of the Tacoma Police Department. The goal of the program is to support the employee's career development through coaching, training, and correcting behaviors that may cause performance concerns.

The intent of the Early Intervention System is not disciplinary or punitive in nature. This process will give a Department member the best chance to succeed by identifying problems and/or deficiencies as early as possible to change the unwanted behavior prior to entering any disciplinary tracts.

It is the policy of the Tacoma Police Department to provide early identification of employees who demonstrate potential symptoms of job stress, training deficiencies, or personal problems that affect safety or job performance.

The Tacoma Police Department shall employ an Early Intervention Tracking System to assist in the early identification and provide various assistance strategies to address the specific issues affecting the employee.

See Procedures Manual, [Early Intervention System](#), for additional information.

P2.1.13 PHYSICAL FITNESS *CALEA 22.3.2*

The Tacoma Police Department encourages employees to maintain a satisfactory level of general health and physical fitness for their own well-being. The functions of a law enforcement Officer frequently require a level of fitness not demanded by many other occupations, and satisfactory levels of fitness reduce the need for sick leave.



TACOMA POLICE DEPARTMENT

Personnel

Sub-Section 2.2

Set forth the Tacoma Police Department's Leave Policy

Donald Ramsdell, Chief of Police

P2.2.1 SICK LEAVE – PLANNED AND UNPLANNED *CALEA 22.2.1(a)(c)*

(R 01/2017)

Leave referenced in this Policy, except "Sick" (see Permissible Use of Paid Sick Leave), shall be taken in full hourly increments.

Unplanned use of sick leave may be used for employee or family emergencies. If advanced notice is not possible, the employee shall notify his/her Supervisor of the need for and the request of the time off prior to the beginning of his/her shift.

The City of Tacoma Human Resources Risk Management Office, hereafter referred to as Risk Management, is responsible for administering Safety programs, Reasonable Accommodation (ADA), the Family and Medical Leave Act (FMLA) and Worker's Compensation (OJIs).

Reporting to the Chief of Police Absences over 30 Days and Hospitalizations of Employees

Each Bureau is responsible for notifying the Chief of Police of employees who are on extended sick leave (over 30 days) or who have been hospitalized.

- **Absence over 30 days:**

On the first of each month, each Bureau is responsible for preparing a list of personnel who are on extended sick leave (over 30 days), as designated by the Bureau Chief, and submit an administrative Intra-Departmental Memorandum (IDM) of their listed personnel. The IDM must be forwarded through the chain of command to the Chief of Police by the 10th day of each month. The administrative IDM should contain the following information:

- Name of employee
- Date contact was made with the sick employee
- How the contact was made (by telephone or in person) and by whom
- Anticipated date of return to duty, if known
- Other information pertinent to return to duty status which may be of interest to the Department

- **Reporting Hospitalization**

If an employee of the Department is hospitalized (personal or OJI), it will be the responsibility of the immediate Supervisor, or Bureau Chief or designee, to forward an IDM to the Chief of Police to include the following information:

- Name of employee
- The date and time of hospitalization
- Anticipated date of return to duty, if known
- Other information pertinent to return to duty

Place of Convalescence

If an employee's place of convalescence is other than the address listed in Department records, or when an absence from the place of convalescence will exceed 24 hours, the Chief or his/her designee will be notified by the employee at least three (3) days prior to the change of convalescence, if known.

Attending Court While Ill or Injured

When employees are off duty due to an extended illness or injury/disability leave (i.e., more than 10 days), current Procedure, [Court Procedure](#), will apply.

Surrendering Departmental Property and Restricting Access to Police Facilities

When deemed appropriate by the Chief of Police or designee, an employee on disability leave, suspension, administrative leave, or leave of absence may be required to surrender, but not limited to, their departmental badge, all commission cards, firearm(s), assigned take-home vehicles(s), ECT, and laptop. In the event an Officer is on leave for mental conditions, mental disabilities or emotional stress, the aforementioned are automatic as well as having their access to police facilities and records restricted.

Division commanders will assign a contact person to the employee to assist with any matters the employee may have at a police facility. Throughout the duration of sick leave for mental or emotional stress, an Officer is relieved from the obligation of taking proper police action that would ordinarily fall to a Police Officer in an off-duty status.

Reporting Mental Conditions or Disabilities Caused by Stress ([WAC 296-14-300](#))

In instances when an employee is using sick leave due to mental conditions or disabilities caused by stress (previously referred to as “stress or burnout”), the following reporting requirements must be met:

- **Treatment**
 - **Physician** – If the employee is treated by a physician for mental conditions or disabilities caused by stress, a letter from the employee’s physician stating such is required. The physician’s letter must address the physical manifestations of stress that support the condition or diagnosis, and which are causal factors preventing an employee from performing duties in the Police Department.
 - **Licensed Clinical Psychologist** – A report from the psychologist addressing the same criteria, as cited above, will be required during treatment of the employee; however, a psychologist’s report does not negate the need for the letter from the physician.
 - **Psychiatrist** – If the employee consults a psychiatrist, a letter from a physician is not necessary as the psychiatrist’s report is sufficient. The report must also address the same criteria as cited above.
 - The letters from the physician, licensed clinical psychologist or psychiatrist will be forwarded to Risk Management. The employee will notify the appropriate chain of command and the Operations Administrative Sergeant the letter has been delivered. The Bureau Chief or designee will then obtain relevant information from Risk Management as needed. This is to ensure the privacy of the medical information contained in the physician’s letter.

Occupational Illness/Injury

If an employee claims the mental condition or disability is a result of a job-related injury, refer to the [Occupational Illness/Injury](#) section of this policy.

Returning to Work

Once an employee reports illness from a mental condition or disability caused by stress and this is supported by a physician, licensed clinical psychologist or a psychiatrist’s diagnosis, the employee must then receive a clearance before returning to work. The clearance must be from the employee’s physician or the employee’s psychiatrist, or from both the licensed clinical psychologist and physician. The employee must submit the clearance to Risk Management and notify the appropriate chain of command and the Operations Administrative Sergeant the clearance has been delivered. The Bureau Chief or designee will obtain relevant information from Risk Management before the employee returns to work.

The employee’s Supervisor is responsible for ensuring the returning employee is re-issued any equipment that is necessary to perform his/her duties.

Supervisory Visits

If the employee is using sick leave due to a mental condition or disability caused by stress or other psychological reasons, the physician’s opinion must be obtained as to whether or not a visit to the employee might be therapeutic or if it might interfere with medical treatment.

NOTE: If the employee is protected under FMLA (Human Resources Risk Management will notify Supervisors via letter if the employee is protected under FMLA), the Department cannot contact the employee’s physician directly.

A) LEOFF II

1) Permissible Use of Paid Sick Leave (LEOFF II and Non-Commissioned Personnel)

Sick leave may be taken in increments of tenths (0.10) of an hour for the following:

- a) **Employee Illness or Injury**
 - Injury or illness of employee to such extent as to constitute a hazard to the safety or health of himself/herself or other employees
 - Medical or dental care for the employee
 - Quarantine of employee due to exposure to a contagious disease
 - On-the-job injury, refer to the [Occupational Illness and Injury](#) section of this policy and the [Modified Duty/Transitional Assignments](#) Procedure.
- b) **Care for children under the age of 18**

When there is a health condition that requires treatment or supervision.
- c) **Bereavement**

Upon approval by the Chief, a maximum of four days' sick leave may be granted for the death of a spouse, father, mother, foster parent, brother, sister, child, or foster child of the employee. For the purpose of attending the funeral, upon approval by the Chief, a maximum of one day of sick leave may be granted for the death of a grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, or sister-in-law of the employee or the death of a father, mother, foster parent, brother, brother-in-law, sister, sister-in-law, child, foster child, grandparent, or grandchild of the spouse of the employee.

d) Family Illness or Injury

Serious injury or illness to those relatives living with and dependent upon the employee, constituting an emergency or crisis, and requiring the attention of a physician is subject to the approval of the Chief and for a maximum of four days. In the event of any such absence, a statement by the attending physician attesting to the nature and seriousness of said injury or illness shall be required if requested by the Chief. Refer also to [P2.2.5](#), the Family and Medical Leave portion of this policy.

e) Armed Forces

Pre-induction physical for service in the Armed Forces.

f) Pregnancy

Illness or disability due to pregnancy or conditions related thereto, refer to the [Family and Medical Leave/Pregnancy](#) portion of this policy.

2) Sick Leave/Disability *CALEA 22.2.2(c)*

a) Reporting

- Employees taking time off for a non-emergency medical or dental appointment will take sick leave/benefit. If this is not possible, employees, with prior supervisory approval, may be allowed to adjust their working hours.
- As soon as employees of the Department know they will be unable to report to work due to illness or injury, they will notify their Supervisor and provide an anticipated length of the absence.
- Operations Officers unable to contact his/her Supervisor will contact the Patrol Operations Office at least one (1) hour before the start of their normal shift unless there are extenuating circumstances that prevent advanced notification. The Desk Officer will note the Officer's name on the sick board and then forward the information to the proper Supervisor.
- Non-Operations personnel will contact his/her Supervisor or designee.

b) Extended Illness or Injury

- Employees unable to work for an extended period due to a non-work related illness or injury shall do the following:
 - Notify the appropriate chain of command and Operations Administrative Sergeant. Provide only general reason for extended leave (illness, injury, etc.) with date of expected return or next medical appointment.
 - Provide a signed physician release from work statement (i.e., doctor's note), which should contain the estimated time/date until recovery or next appointment, directly to Risk Management. See also "Physician Signature Requirements" section below.
 - Provide updates on any changes in recovery time to Risk Management and the Operations Administrative Sergeant after each medical appointment.
 - If the employee has used all sick leave and is not able to return to either regular duty or a light duty assignment, there may be the option of pursuing the leave sharing option.
 - The employee may be eligible for protected leave under the Family and Medical Leave Act (FMLA). Refer to the [Family and Medical Leave](#) (FMLA) section of this policy.

c) Physician Signature Requirements

A signature will be required by the employee's physician for all absences in excess of four days and for all absences related to mental conditions or disabilities caused by stress, or when specifically requested by the Chief or Human Resources Department.

d) Use of Forms

All forms must be completed and submitted with the proper documentation before the end of the pay period following the sick leave use.

e) Return to Work

- The employee must submit a physician's statement indicating the employee is cleared to return to work, in either full or modified duty, to Risk Management prior to the employee returning to work.
- The employee must notify their chain of command and the Operations Administrative Sergeant that the physician's release has been submitted to Risk Management. The Bureau Chief or designee, usually the Operations Administrative Sergeant, will confirm with Risk Management the physician's release has been received and notify the chain of command.
- **Modified Duty/Transitional Assignment**

If the illness/disability prevents the return to regular duties, a temporary assignment may be an option. Refer to Procedure, [Modified Duty/Transitional Assignments](#).

- **Demotion for Physical Incapacity**

If an employee becomes physically incapacitated for the performance of regular duties, he/she may request a demotion to a class of duties which he/she is able to perform.

- **Reinstatement Rights**

If illness or injury resulted in an involuntary separation from the Department, the employee may have reinstatement rights.

3) **Occupational Illness or Injury** *CALEA 22.2.1*

a) **Long-Term Disability**

If the employee, after six months of disability, is unable to perform the duties of the position, the employee may be eligible for a position that requires less than the former regular duties.

b) **Catastrophic Accidents and Inpatient Hospitalization**

On-the-job injury which results in the death or probable death of an employee **or** inpatient hospitalization (i.e., admitted overnight) carries the following requirements.

- Notification

- The City Safety Officer **MUST** notify Labor and Industries (L&I) within 8 hours of the injury or accident. Therefore, Supervisors **MUST** notify the City Safety Officer as soon as practicable to ensure timely reporting to L&I.
- Notification to the City Safety Officer can be made at 253-591-5745 or 253-591-5403.
- The City Safety Officer will then notify L&I to report the injury or accident.
- **DO NOT** move any equipment involved in the accident unless it is necessary to remove any victims or prevent further incidents and injuries.
- Assign personnel to assist L&I investigators (i.e., immediate supervisor, witnesses or other employees the investigator feels are necessary to complete the investigation).
- Conduct an internal preliminary investigation.

c) **Employee Responsibility**

- Employees shall address immediate medical needs and notify their Supervisors of the occupational injury/illness.
- Employees shall assist their supervisor with the [Supervisor's Report of Incident or Injury](#) (HRE 002) form and sign the form (if possible).
- If medical attention is/was/will be sought, **THE EMPLOYEE MUST COMPLETE A SELF-INSURER ACCIDENT REPORT (SIF-2) form.**
- Employees shall have the Doctor complete the Activity Prescription Form (APF) included with the "Workers Compensation Information Packet" (OJI Packet).
- Employees shall have the Doctor complete a "Provider's Initial Report" (PIR). Request the Doctor send the completed form to the City's self-insurance administrator (currently Eberle Vivian). The form is not included with the OJI Packet. The Doctor should already have the form.
- Employees shall forward the original Self-Insurer Accident Report (SIF-2) and completed Activity Prescription Form (APF) via interoffice mail to Risk Management or by email to the current Risk Management Worker's Compensation contact within the Human Resources Department as soon as possible, but not more than three (3) days from the date of discovery of the illness/injury.
- Employees should keep copies of documents for their records.
- Employees shall complete time cards with appropriate codes.

d) **Supervisor Responsibility**

- Respond to the scene or otherwise make in-person contact with the employee.
- Provide employee with the "Worker's Compensation Information Packet" (OJI Packet) if medical attention is sought, or possibly sought, in the future.
- Complete a Supervisor's Report of Incident or Injury (HRE 002) report for every reported incident of illness or injury related to work, regardless of whether or not the employee sees a doctor. The report narrative should contain the following:
 - A description of how the occupational injury/illness was sustained.
 - All supporting information, (e.g., investigative findings, existence of photos, recommendations for correction of the unsafe condition, when possible).
 - A claim number is not required unless the occupational injury/illness is attributable to a previously reported incident, in which case the prior claim number will be used.
 - Details regarding the incident, personal medical information, medical documents, or allegations made by one individual about another are **NOT** to be included in this report.
 - With all illnesses or injuries, supervisors will provide a copy of the completed [Supervisor's Report of Incident or Injury](#) (HRE 002) form to the employee and to the Operations

Administrative Sergeant for review by the Safety Committee and Command staff, preferably by the end of the employee's shift or duty day to ensure timely notification.

- Forward the original signed form to the Risk Management Office via interoffice mail or scan and email to the current Risk Management Workers Compensation contact within the Human Resources Department.
- If the injury results in time loss from work, the Supervisor will inform the employee's chain of command and the Operations Administrative Sergeant. An email with the employee's name, general nature of the injury (e.g. "hand injury" or "dog bite") and estimated date of return, if known, will suffice. Avoid sending personal medical information, medical documents or any diagnosis. The [Supervisor's Report of Incident or Injury](#) (HRE 002) should cover the rest. If more information is needed, follow-up can be done through Risk Management.
- If the employee is hospitalized, the Supervisor will be responsible for ensuring an IDM is generated and forwarded to the Chief of Police, as referenced on page 1 in the Reporting Hospitalization to the Chief section of this policy. Provide the required information to the Operations Police Administrative Support Specialist (PASS), who will prepare the IDM.
- If the employee is hospitalized as an inpatient (admitted), the supervisor shall notify the City Safety Officer as referenced in the above "[Catastrophic Accidents and Inpatient Hospitalization](#)" section above.
- The Supervisor is responsible for ensuring the timely submittal of all occupational injury/illness forms.

e) Unit/Division/Bureau Commander's Responsibility

When an employee suffers an occupational injury/illness, the employee's Commander will be responsible for ensuring a [Supervisor's Report of Incident or Injury](#) (HRE 002) is completed and forwarded to Risk Management, and a copy provided to the Operations Administrative Sergeant for review by the Safety Committee within three (3) days of the date the injury/illness occurred. Any report filed later than the three (3) day period will require the approval of the Chief of Police.

f) If medical attention is/was/will be sought for the occupational injury/illness:

- The employee must complete a Self-Insurer Accident Report Form (SIF2).
- SIF2 forms may be obtained from the employee's Supervisor or the Operations Desk.
- The employee must complete the entire worker section of the SIF2. *Note: Do not use the Department address as the mailing address.*
- Employees will ensure the Doctor is aware the City is self-insured.

g) If the occupational injury/illness causes time loss from work:

- The employee must obtain a written physician's disability statement/release from work. Employee should use the Activity Prescription Form (APF) included with the Workers Compensation Information Packet (OJI Packet).
- Notify the chain of command and Operations Administrative Sergeant with estimated date of return if unable to return to work.
- The physician's disability statement/release-from-work notice will be submitted to Risk Management.
- If light duty is sought, refer to the Department Procedure, [Modified Duty/Transitional Assignments](#).

h) Activity Prescription Form (APF)

Employee completes an APF form with their Doctor during each new Doctor appointment and sends originals directly to the Risk Management Office. Make copies of a blank form if additional appointments are expected.

If APF form indicates:

- Full duty, No restrictions: If full duty release comes after the initial medical appointment, no other notifications are necessary. Forward the APF form to Risk Management. If full duty release comes after a period of time loss due to the illness or injury, then notify the chain of command and provide a copy of the APF form to the Operations Administrative Sergeant.
- Modified duty or changes in duty restrictions: Notify chain of command, provide a copy of the APF to the Operations Administrative Sergeant, and follow the [Modified Duty/Transitional Assignments](#) procedures (where applicable).
- No release to duty: Notify chain of command and provide a copy of the APF to the Operations Administrative Sergeant.

4) Reoccurrence of Previous Occupational Illness or Injury

Employees are encouraged to discuss the reoccurrence with their physician. Employees must then ensure their physician files a request to re-open the claim and forward it to Risk Management.

5) Reporting Work-Related Injury for Mental Conditions or Disabilities

If a LEOFF II or non-commissioned employee states that the injury is job related and desires to file a Labor and Industry claim, a Self-Insurer Accident Report (Form SIF2), and a [Supervisor's Report of Incident or Injury](#) (HRE 002) are required. Follow the Occupational Injury/Illness practices listed in section 3 above.

a) Supervisor's Duties

- Responsible for notifying the Division Commander immediately after the employee claims a mental condition or mental disability caused by stress. If the Division Commander is not available, the Shift Lieutenant will be notified.
- Responsible for following the Occupational Illness/Injury practices listed in section 3 above.

b) Division Commander or Shift Lieutenant

Once the Division Commander or the Shift Lieutenant is notified by a Supervisor that an employee claimed a mental condition or mental disability caused by stress, the Division Commander or Shift Lieutenant will immediately relieve the employee of his/her duty and ensure Department property is surrendered by the employee, as indicated in section titled [Surrendering Departmental Property and Restricting Access to Police Facilities](#) of this policy. The Shift Lieutenant will then notify the Bureau Commander and the Chief of Police of the employee's injury/illness.

P2.2.2 SICK LEAVE ABUSE REVIEW AND CORRECTIVE ACTIONS

(R 03/2010)

Employees will be considered to be abusing sick leave and/or malingering if one or more of the following factors are corroborated:

- Employee feigned the illness or injury for which time is claimed
- Injury or illness for which time is claimed is the direct result of dissipation
- Employee activities while on sick leave are inconsistent with the illness or injury claimed

P2.2.3 LEAVE OF ABSENCE (LOA) WITHOUT PAY *CALEA 22.2.1*

(R 09/2016)

Purpose: This policy is intended to address leave of absence without pay requests of Police Department employees where the reason for the request is not otherwise governed by a furlough, military, family, medical or pregnancy-related leave policy of the City or Police Department ([Personnel Management Policy 120](#), Tacoma Municipal Code [\(TMC\) 1.12.200-.270](#). (This policy is not intended to govern hardship leaves of absence.)

A) Leave of Absence Notice

Leave of absence without pay requests for other than a furlough, military, family, medical, or pregnancy-related leave shall be submitted in writing to the Chief of Police not less than 120 calendar days prior to the first day of the requested leave period. The request shall include both the reason for the request and the inclusive dates. Responses to requests shall be provided in a timely manner. Granting of such requests shall be at the discretion of the Chief of Police.

B) Use of Paid Leave

Generally, use of paid leave (accrued vacation and compensatory time), if available, should be encouraged before unpaid leave is granted. An employee may be granted unpaid leave when otherwise eligible for paid leave; however, the employee will not be permitted to alternate between an unpaid status and paid status for the purpose of earning additional benefits. Availability of other employment benefits while on unpaid leave is governed by City Personnel Management Policies and the Tacoma Municipal Code.

C) Employee Status when on Approved Unpaid Leave

When on approved unpaid leave, an employee must remain in an unpaid status until the leave is completed or canceled in accordance with [TMC 1.12.270](#). Any off-duty work permit shall be suspended during the term of the unpaid leave of absence unless the leave request specifically requests otherwise.

D) Consideration of Leave without Pay Requests

The following criteria will be applied when considering whether to grant or deny leave of absence without pay requests:

- The reason for the leave of absence must provide the employee with an educational, professional, or developmental opportunity that will be of benefit to the employee's law enforcement career or of benefit to the Department.
- The period of leave should not exceed 90 days or approximately 3 calendar months. Leave requests for periods in excess of 90 days must set forth the reason(s) for a longer period in order for the request to be considered.
- Leave of absence without pay requests shall not be granted more than once every 10 years per employee, absent exceptional circumstances.
- In considering leave of absence without pay requests, the Chief of Police shall take into consideration factors including, but not limited to, the employee's duties and/or assignments with the Department, the Department's ability to function efficiently and effectively without the employee during the period of the proposed leave, the employee's work history, commitment to a law enforcement career, and commitment to returning to the Department at the conclusion of the leave.

P2.2.4 MILITARY *CALEA 22.2.1*

(R 01/2017)

Employees of the Tacoma Police Department who are members of a military reserve unit of the United States will be entitled to take part in annual active duty training and monthly training assemblies to fulfill their military obligation.

A) Reporting Requirements

All reservists must submit the following information through their chain of command to the Office of the Chief:

- Name of reservist
- Branch
- Station
- Unit
- Specialty
- Rank

Submit any change in status within 30 days of occurrence.

B) Annual Training

Twenty (20) days prior to departure, submit to immediate Supervisor for approval:

- Two copies of orders.

Upon completion of training, obtain completion statement from commanding military officer showing inclusive dates of service and successful completion.

Immediately upon return to the Department, submit statement through chain of command to Police Finance. (If this statement is not submitted, City Human Resources may withhold pay for the hours in question.)

C) Monthly Training

The policy adopted by the Tacoma Police Department anticipates that the military obligation for reservists will be one weekend a month and, as such, the Department is willing to accommodate an individual on a once-a-month basis where a shift change is required. Provide Supervisor with annual schedule of monthly training assemblies.

Since these monthly training assemblies are normally scheduled on weekends, the Department will adjust the working schedule of the employee to allow attendance without loss of pay or the necessity to use vacation or holidays. Reservists whose unit will allow them to attend "Equivalent Training" on their regular days off are encouraged to do so.

Additional weekends off should be taken by the employee-reservist with use of vacation leave, holiday leave, or leave without pay.

Contact Supervisor personally 20 days in advance of drill to ensure that there are no conflicts in scheduling.

D) Family Members of Military Personnel

Employees who are qualifying family members may be entitled to protected leave under the Family and Medical Leave Act (FMLA) for qualifying exigencies, or illness or injury related to the family member's military service. See Family and Medical Leave Act (FMLA) section of this policy.

P2.2.5 FAMILY AND MEDICAL LEAVE ACT (FMLA) CALEA 22.2.1(e)

(R 01/2017)

In compliance with the Family and Medical Leave Act of 1993 (FMLA), the Tacoma Police Department may place eligible employees on up to 12 weeks of job-protected leave in a 12-month period for specified family and medical reasons. For more details, call the City Human Resources Department Risk Management office.

A) Eligibility

In order to qualify to take FMLA leave under the Act, the employee must meet **all** of the following conditions:

- The employee must have worked for the City of Tacoma at least 12 months, or 52 weeks. The 12 months, or 52 weeks, need not have been consecutive.
- The employee must have worked for the City of Tacoma for at least 1,250 hours during the 12-month period immediately preceding the date the leave is scheduled or determined to begin.

NOTE: Exempt employees who have worked 12 months or 52 weeks are presumed to have worked 1,250 hours, unless they are on a formalized reduced work schedule.

B) Types of Leave Covered

- 1) Twelve (12) workweeks of leave in a 12-month period for:
 - The birth of a child and to care for the newborn child within one year of birth.
 - The placement, with the employee, of a child for adoption or foster care and to care for the newly-placed child within one year of placement.
 - To care for the employee's spouse, child, or parent who has a serious health condition.
 - A serious health condition that makes the employee unable to perform the essential functions of his/her job.
 - Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."
- 2) Twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Note: Employees who have an on-the-job injury are automatically covered under FMLA as long as they meet the minimum requirements of FMLA.

C) Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. "Serious health condition" includes:

- An illness, injury, impairment, or physical or mental condition that involves:
 - Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
 - A period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activity that also involves continuing treatment by (or under the supervision of) a health care provider; or
 - Any period of incapacity due to pregnancy, or for prenatal care; or
 - Any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
 - A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or
 - Any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than three (3) consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.)

D) Leave Requirements

Foreseeable

- Give Division Commander 30 days' notice in advance of taking the leave.
- Contact Risk Management, who will mail and/or email a notification letter and form(s) to be completed by the employee.

- Complete and submit to Risk Management all the FMLA paperwork.

Unforeseeable

- Notice must be given as soon as practical, ordinarily within one or two business days of the date the employee learns of the need for the leave.
- Verbal notice is sufficient.
- Contact Risk Management who will mail a notification letter and form(s) to be completed by the employee.
- Complete and submit to Risk Management all the FMLA paperwork within 15 days of verbal notice to the Division Commander.

Employee does not mention FMLA

Notice of employee eligibility status must be provided by the employer (City) the first time an employee takes leave for an FMLA-qualifying reason. Supervisors should be aware of the following:

- If a Supervisor becomes aware of an employee who may qualify for FMLA, they should notify the Risk Management office. An email will suffice. Under FMLA, the employer has an obligation to notify the employee within 5 days when the employer acquires knowledge that the employee leave MAY be for an FMLA-qualifying reason.

Note: The definition of a Serious Health Condition includes an absence of more than 3 days that also involves continuing treatment or supervision from a healthcare provider. This can be as simple as missing 3 days of work because of illness and receiving a lab test, prescription and/or follow-up appointment. Therefore, a Supervisor should notify Risk Management on the 4th day of absence to ensure compliance. Be aware that if an employee calls in sick on a Friday, is off for the weekend, and is still sick on a Monday, all of the days would be considered (i.e. 4 consecutive absences).

E) Benefits while on Leave

When an employee is on authorized FMLA leave, the City will continue the employee’s health benefits during the leave at the same level and under the same conditions as if the employee had continued to work.

IF an employee chooses not to return to work for reasons other than a continued serious health condition, the City may require the employee to reimburse the City the amount it paid for the employee’s health insurance premium during the leave period.

IF the employee pays a portion of the health care premium, life insurance, or disability policy, it is the employee’s responsibility to continue to make this payment.

IF the payment is more than 30 days late, the employee’s coverage may be discontinued for the duration of the leave period, or the City will recover any payments made on behalf of the employee at the end of the leave period.

F) Return to Work

The employee must obtain a written statement releasing the employee to duty. The release-to-duty statement must be submitted to Risk Management prior to returning to duty.

P.2.2.6 MILITARY DEPLOYMENT (EXCEEDING 90 DAYS) & REINTEGRATION *(R 09/2016)*

It is the policy of the Tacoma Police Department to provide communication, support and assistance to any employee who may be called up for active military duty. The Department recognizes that the transition in and out of an active duty assignment can be challenging to both the employee and their family. In order to mitigate some of the stress associated with this process, the Department has established the following process for military deployment and reintegration.

The Operations Administrative Sergeant will act as a point of contact for the deployed employee for any needs that the employee or the Department may have that occur during deployment. *CALEA 22.2.8(a)*

A) Initial Active Duty/Deployment: Prior to deployment, the employee will meet with the Department HR designee to answer any questions regarding finances, leave balances, health and medical coverage, and provide information on the Employee’s Assistance Program (EAP). The Operations Administrative Sergeant will be the Department HR designee, unless otherwise indicated by the Operations Bureau Chief. *CALEA 22.2.8(b)*

B) Out Processing Exit Interview: The deploying employee will schedule an out processing appointment with their Bureau Commander, or designee, for an exit interview two weeks prior to deployment. *CALEA 22.2.8(c)* The exit interview is designed to help ensure that all questions/concerns are addressed prior to the employee’s deployment.

When practical, the deployed employee is requested to remain in contact with the Department via email to keep current on Department activities. It is strongly encouraged that when the deployed employee obtains a military email address that they contact the Operations Administrative Sergeant to establish a line of communication. If the deployed employee desires, they may request the Operations Administrative Sergeant provide their email to additional Department employees for further contact. *CALEA 22.2.8(g)*

C) Equipment Storage: The deploying employee will contact the Department Quartermaster for the temporary return of all Department property with the exception of uniforms, gun belt, handcuffs, baton, badge, and employee ID. Upon the deploying employee's return, he/she will contact the Quartermaster for the re-issuance of equipment. *CALEA 22.2.8(d)*

D) Reintegration: The employee, upon return from deployment, will contact the Operations Administrative Sergeant to schedule an in-processing interview with the employee's Bureau Commander or designee. *CALEA 22.2.8(e)*. The purpose of the in-processing interview is to help with the transition back into the workforce. All first line supervisors should be aware of EAP and resources available for employees returning from active duty.

The returning employee will contact the Training Sergeant to schedule initial, refresher or qualification training requirements before returning to assigned duties. These requirements include: *CALEA 22.2.8(f)*

- Weapons qualifications
- Use of force Policy
- Vehicle Pursuits
- Emergency Vehicle Operations
- Search and Seizure
- Policy and Procedure updates
- Computer/Cell Phone updates

The Training Sergeant and/or the employee's chain of command may request, through the Bureau Commander's approval, the returning employee be progressively reintegrated into their assigned position. The returning employee's immediate supervisor will coordinate the reintegration. The period of reintegration will depend on the time of the employee's absence and other factors that may have impacted the deployed employee. *CALEA 22.2.8(f)*



TACOMA POLICE DEPARTMENT

Personnel

Sub-Section 2.3

*Sets forth Tacoma Police
Department's Policy on Uniform/
Grooming/Equipment*

Donald Ramsdell, Chief of Police

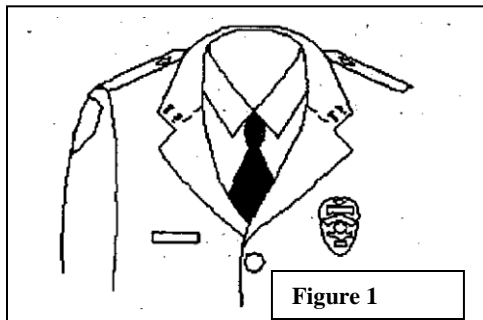
P2.3.1 UNIFORM REQUIREMENTS *CALEA 22.2.5, 26.1.1, 41.3.4*

(R 09/2016)

A) Wearing of the Uniform

- Members of the Tacoma Police Department shall keep their clothing or uniform in good repair, cleaned and pressed. Shoes will be shined, and metal parts of the uniform will be polished.
- The uniform will be worn while on duty, while in a uniform capacity, unless otherwise directed by the Bureau Chief.
- Except when acting under the proper and specific orders of a Supervisor, Officers on duty shall maintain a neat, well-groomed appearance and shall style their hair according to Department policy.
- Members of this Department should display a professional, businesslike appearance in the course of their duties as each individual's appearance reflects on the image of this Department. It is the responsibility of all Division Commanders to ensure that proper [Uniform and Equipment Inspections](#) are completed and recorded at a minimum of two times per year, April and October.
- The long sleeve button down shirt and jumpsuits will be worn open-throated with a standard round neck; white, navy blue or black T-shirt without a tie (see Figure 7).
- The short sleeve button down shirt will be worn with a standard round neck; white, navy blue or black T-shirt without a tie (see Figure 6).
- Lost or damaged equipment and clothing is to be reported immediately to member's supervisor. Equipment and clothing lost or damaged through negligence may be chargeable against the member. A report detailing the lost or damaged equipment will be prepared by the member and submitted to his/her Supervisor for review.
- All police uniforms are to be worn in a complete set (appropriate shoes and socks; uniform pants; uniform shirt with tie, when appropriate; and appropriate nylon or leather gun belt). Optional issue such as raincoats and issued jackets can be worn dependent upon Officer's preference. No Officer will split their uniform, i.e., civilian shirt with uniform pants, motorcycle helmet with civilian attire, etc. The only exception allowable will be a civilian jacket over a complete uniform when traveling to or from work, when not in a Department vehicle.

B) Regulation Uniform Classifications



1) **Formal Dress Uniform** – Optional (see Figure 1)

The Department dress uniform shall consist of the navy blue, single-breasted, three-quarter length blouse, white long sleeve dress shirt, black tie, and Department-issue trousers. The blouse will have "V" notched lapels, epaulets, and a four-button front. Tacoma Police (T.P.) collar emblems will be worn on the blouse lapel. The blouse will not have any outside pockets or pocket flaps. Side vents on each hip will allow access to the belt.

Shoulder emblems – Sergeant and Patrol Specialist emblems will be worn on the blouse in accordance with existing regulations (see Figure 5). No other cloth emblems will be worn on the sleeves.

2) **Class A Regulation Uniform** – The Class A regulation uniform will consist of navy blue long sleeve shirt, navy blue uniform trousers, navy blue uniform necktie, and eight-point hat. The gun belt shall be the nylon or leather type without shoulder strap. The gun belt and related accessories will be polished leather or nylon. Footwear will be either single stitching or plain-toed, smooth black leather shoes with black laces. The shoes will be shined to a high gloss. The Class A uniform will be worn by Officers attending formal events, funerals, etc. The Class A uniform will also be worn upon direction of higher authority.

3) **Class B Regulation Uniform** – The Class B regulation uniform will consist of navy blue long or short sleeve shirt and navy blue uniform trousers. The long sleeve shirt will be worn open throated and without a necktie. (Exception: Whenever an Officer appears at formal events or upon direction of higher authority, the long sleeve shirt collar will be buttoned and a tie will be worn.) Footwear will be either single stitching or plain-toed, black leather shoes with black laces. Buckles, straps and buttons on shoes are not permitted. Loafers, Western boots, and engineer-type boots are not permitted. Athletic type footwear is permitted, but must be black leather, single stitching or plain-toed, and devoid of ornamentation (manufacturers' names or logos). The uniform commando sweater may be worn with the Class B uniform. *CALEA 41.3.4*

4) **Class C Regulation Uniform** – The Class C regulation uniform will consist of the following additional special use clothing:

- Uniform jumpsuit, navy blue, one-piece jumpsuit (coveralls) issued by the Department, may be worn by all members in a uniform assignment, whether temporary or permanent assignment.
- Motorcycle breeches, navy blue in color, uniform motorcycle jacket, and motorcycle helmet – shall be worn by Officers assigned to motorcycle duty.
- Tactical uniform (currently assigned) shall be worn by specialty team members when training or on special assignment.
- Other specialty uniforms (Bicycle, K-9, Range) as determined by Bureau Commander or designee.

5) **Command Staff Uniform – Optional** – The command staff uniform may be worn by Lieutenants and above. The uniform shall consist of a long or short sleeve white shirt worn with the navy blue uniform trousers. The short sleeve shirt will be Department issued. The long sleeve shirt will be a plain white dress shirt worn with a navy blue necktie and may be worn with a uniform commando sweater. The regulation Sam Browne-type gun belt will not be worn; however, a Department-approved hand gun must be properly holstered when the uniform is worn.

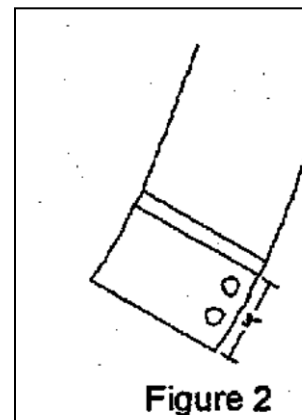


Figure 2

C) **Insignia of Rank**

Insignia of rank will be worn on all uniforms. The placement of insignia worn on the uniform is shown on the illustrations in this section. Sleeve cuff stripes shall be worn only on the dress uniform blouse (see Figure 2).

1) **Formal Dress Uniform**

- Chief of Police – shall wear three metal gold-colored stars on each shoulder of the dress uniform blouse and three one-half inch cloth gold-colored stripes on each sleeve cuff of the uniform blouse. Bottom of the cuff braid will be three inches from the bottom of the sleeve (see Figure 2).
- Assistant Chief of Police – shall wear one metal gold-colored star on each shoulder of the dress uniform blouse and two one-half inch and one-quarter inch gold-colored stripe on each sleeve cuff of the uniform blouse. Bottom of the cuff braid will be three inches from the bottom of the sleeve (see Figure 2).
- Captain – shall wear two metal gold-colored bars on each shoulder of the dress uniform blouse and two half-inch cloth gold-colored stripes on each sleeve cuff of the uniform blouse (see Figure 2).
- Lieutenant – shall wear one metal gold-colored bar on each shoulder of the dress uniform blouse and one half-inch cloth gold-colored stripe on each sleeve cuff of the uniform blouse. Bottom of the stripe will be three inches from the bottom of the sleeve (see Figure 2).
- Sergeant – shall wear one-quarter inch gold wire centered on a one-half inch royal blue cuff braid on the dress uniform blouse. Bottom of the cuff braid will be three inches from the bottom of the sleeve (see Figure 2).
- Detective and Police Patrol Officer – shall wear one-half inch royal blue wire cuff braid on the dress uniform blouse. Bottom of the cuff braid will be three inches from the bottom of the sleeve (see Figure 2).

2) **Class A & B Uniform**

- Chief of Police – shall wear three gold-colored cloth stars sewn to the uniform shirt epaulets (see Figure 4).
- Assistant Chief of Police – shall wear one gold-colored cloth star sewn to the uniform shirt epaulets (see Figure 4).
- Captain – shall wear two gold-colored cloth bars sewn to the uniform shirt epaulets as shown on the illustration (see Figure 4).

- Lieutenant – shall wear one gold-colored cloth bar sewn to the uniform shirt epaulets as shown on the illustration (see Figure 4).
- Sergeant – shall wear three blue-colored cloth chevrons on each sleeve of the uniform shirt (see Figure 5).
- Police Patrol Specialist – shall wear two blue-colored cloth chevrons on each sleeve of the uniform shirt (see Figure 5).

3) **Class C Uniform** (Example: Department-issued Jumpsuits)

- Tactical Uniform
Lieutenants and above – shall wear a black-colored metal rank emblem affixed to the collars of the tactical uniform - with a gray/black-colored cloth badge.
Sergeants – shall wear a black-colored metal chevron affixed to the collars of the tactical uniform - with a gray/black-colored cloth badge.

4) **Command Staff Uniform**

Gold-colored cloth board insignia of rank will be worn on the epaulets of the short sleeved white shirt or the epaulets of the uniform commando sweater.

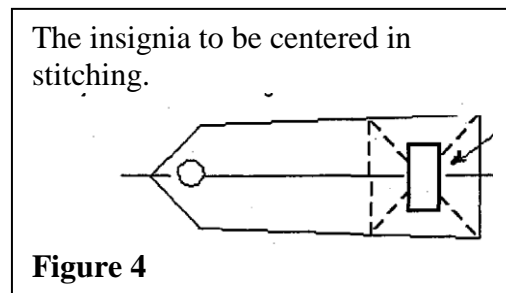
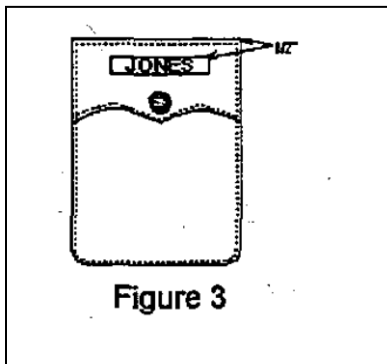
5) **Regulation Uniform Items**

- Uniform Police Cruiser Jacket
Lieutenants and above – shall wear gold-colored rank emblems that are sewn to the epaulets of the jacket, with a gold-colored cloth badge.
Sergeants – shall wear three blue-colored cloth chevrons sewn on each sleeve of the jacket - with a gold colored cloth badge.
Police Patrol Specialist – shall wear two blue-colored cloth chevrons on each sleeve - with a silver-colored cloth badge.
- Uniform Commando Sweater
Lieutenants and above – shall wear gold-colored cloth boards insignia of rank on the epaulets of the sweater with a gold-colored cloth badge.
Sergeants – shall wear three blue-colored cloth chevrons sewn on each sleeve - with a gold-colored cloth badge.
Police Patrol Specialist – shall wear two blue-colored cloth chevrons on each sleeve with a silver-colored cloth badge.
- Rain Gear – no insignia of rank will be affixed to rain gear

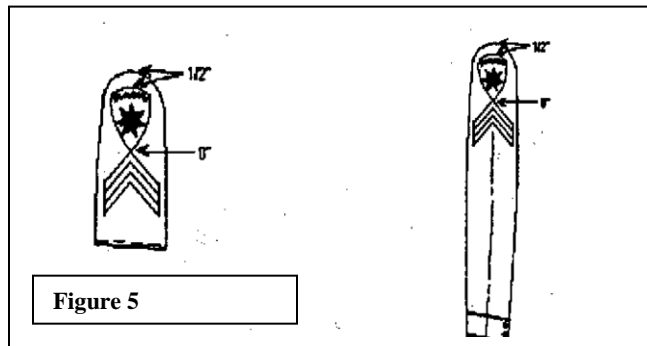
6) **Nameplates** – will be furnished by the Department and will be worn on the uniform at all times. They are to be centered on the flap of the right breast pocket of the uniform shirt, as indicated in Figure 3. Embroidered nameplates in the same fashion.

- Nameplates will be worn on the uniform commando sweater. They are to be centered one-half inch from the top of the reinforcing patch on the right breast area of the sweater.
- Gold nameplates will be worn on the right breast of the dress uniform blouse, approximately even with the lower half of the badge (see figure 1).

7) **The departmental insignia** of rank for Chief, Assistant Chief, Captain, and Lieutenant will be worn on the epaulet of the Department issued uniform shirts and jackets as shown in Figure 4.



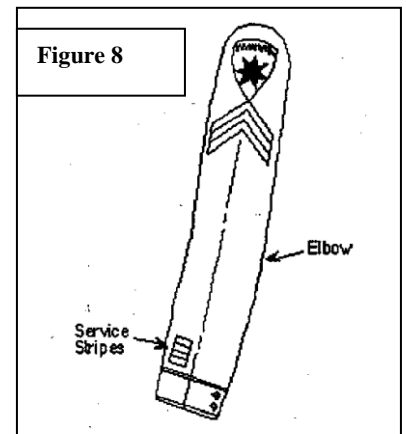
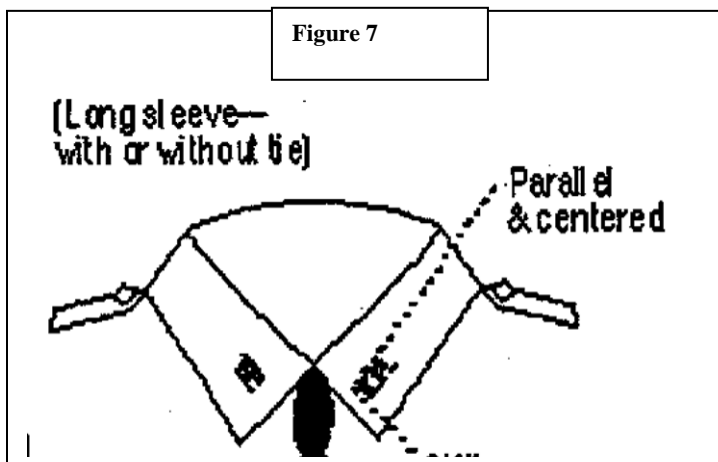
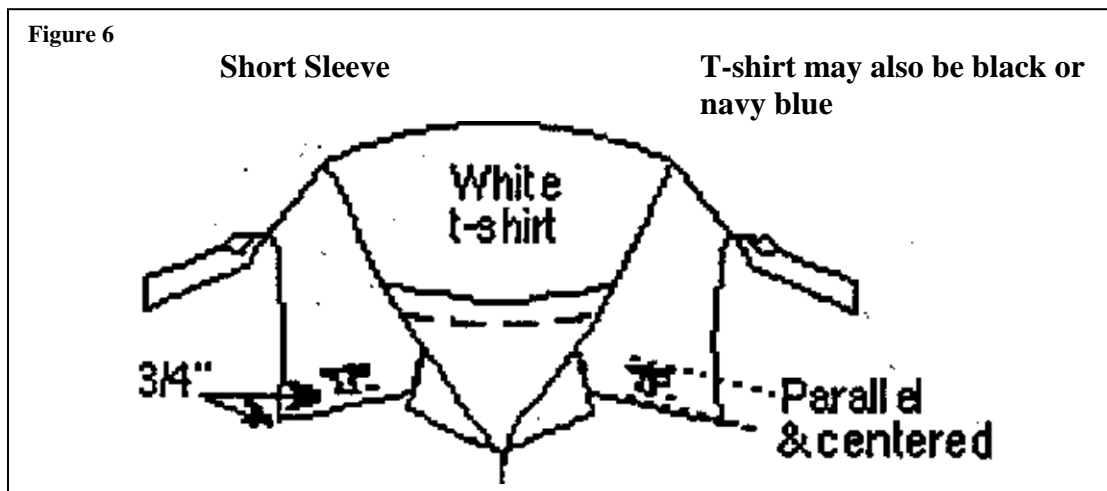
- 8) The insignias for Sergeant and Police Specialist will be worn as shown in Figure 5.



- 9) A cloth badge of appropriate rank will be issued and worn on the outside of the outer uniform garment. It shall be sewn over the left breast pocket area, plainly exposed to view at all times when on duty, unless otherwise permitted by proper authority.

- 10) The gold/silver TPD collar ornament will be worn on all uniform shirts as shown in Figures 6 and 7.

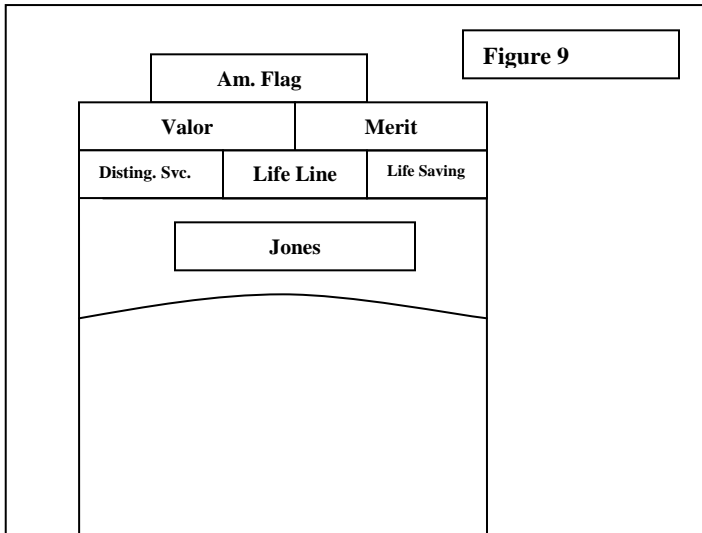
Example: Silver for all ranks below Sergeant and gold insignia for Sergeant and above.



- 11) **Service Stripes:** Horizontal stripes, one-quarter inch x one inch long, blue color. They shall be sewn on the left sleeve, with the bottom stripe one inch above the cuff and one-half inch forward of the press line on

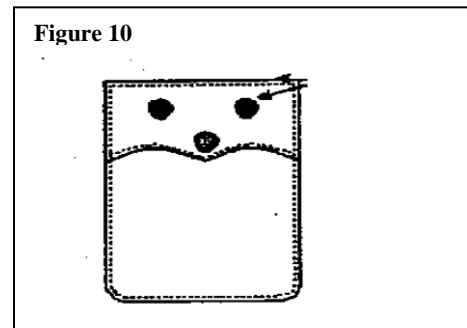
all long sleeve button down shirts, as per the illustration. The stitch shall be concealed, using a thread to match the background material. When adding service stripes, the entire strip shall be replaced (Figure 8).

The Department shield (shoulder patch) will be centered below the epaulet, one inch below the seam on the shirt sleeve and jacket sleeve.



12) Authorized Decorations

- Department awards, such as the Medal of Valor, will be worn centered one-quarter inch above the top edge of the right shirt pocket. If more than one award is received, the awards will be off centered with the highest award to the left of the other (as seen from facing the shirt). If more than three awards are received, the highest award will be centered one-quarter inch above the other three. If all five departmental awards are received, they will be worn as shown in Figure 9.
- Multiple presentations of the same award (i.e., a second Medal of Valor) will be indicated by a star attached to the award bar. Additional stars will be received for each presentation of a like award. Only one award of a like kind (with proper number of stars) will be worn on the uniform.
- City award pins (Safe Driving, Years of Service, etc.) and departmental unit pins (DARE, Traffic, SWAT, Bicycle, K-9, DRT, EOD, etc.) will be worn on the left shirt pocket flap, centered one-half inch below the top edge of the pocket. Only two City award or Department unit pins may be worn at the same time. Officers may select two from those they have received. If two pins are worn, they will be positioned as shown, in figure 10.
- The Flying Wheel Patch, which is approximately one and one-half inch in diameter, will be sewn onto the right sleeve, four and one-half inches above the bottom of the cuff and one-half inch forward of the sleeve press line on the long sleeve uniform shirt. Only qualified Traffic and former Traffic Officers can wear the patch. The patch may be worn on other long sleeve uniform garments (excluding leather jacket and dress uniform). The stitch shall be concealed using a thread which matches the background material of the patch.
- Wearing of "American Flag" pins. Uniformed members are authorized to wear an "American Flag" pin on the uniform shirt centered above the right pocket or, if another authorized insignia or departmental award is worn above the pocket, the lower edge of the pin shall be one-quarter inch above such other authorized insignia or award. The pin shall be of appropriate size. The wearing of the flag pin shall be optional with each member.
- Other items of decoration or adornment not specifically listed within these rules and regulations may not be worn unless authorized by the Chief of Police in writing.



D) Accessories

All uniformed Officers shall wear the following described uniform accessories, as directed.

- 1) Shoulder Patches – Department-issued shoulder patches shall be centered one inch below the epaulet on each arm of the uniform blouse, shirt, cruiser jacket, commando sweater, and jumpsuits. The patch shall be sewn on by machine or cross-stitched by hand, using thread matching the color of the uniform item.
- 2) Service Stripes – (see Figure 8) service stripes denoting each three years of Tacoma Police Department service shall be worn on the left sleeve of the navy blue long sleeve uniform shirt.
- 3) Belt – shall be leather, black in color and of conservative design, equipped with buckle of conservative design, and not over two inches in width. Metal buckles will be silver for uniformed members below the rank of Sergeant; gold for Sergeant and above.
- 4) Uniform Shoes – shall be black, single stitching or plain-toed shoes shined to a high gloss, which will be worn with the Formal Dress and Class A Uniforms. Athletic type footwear may be worn with the Class B and C Uniform. Loafers, western boots, and engineer boots will not be worn with any combination of Department uniform.
- 5) Stockings – shall be solid black or dark blue in color. Exceptions: due to medical reasons, must be certified by a doctor for inclusion in member's personnel file and updated every two years by the member, or will have been deemed expired.
- 6) Ties – navy blue ties will be issued by the Department. They will be worn with the long sleeve uniform shirt. The tie will be worn outside the shirt and not tucked in.
- 7) Rain Gear – uniformed members may wear rain gear authorized by their supervisor.
- 8) Headgear – will be Department issue only. Wearing of the police hat is recommended.
- 9) Chin Strap – flexible metal, silver for uniformed members below the rank of Sergeant: gold for Sergeant and above.
- 10) Pistol grips – shall be functional and of conservative design and color and approved by the Range Master.
- 11) Department Issue Nylon Gear Utility Belt or Leather Belt – shall be black and must conceal any other belt worn.
- 12) Gloves – shall be black unless otherwise directed for Traffic or special occasions. Gloves are optional with the dress uniform; however, if worn, the gloves will be either white or black dress gloves.
- 13) Rubber Overshoes – shall be completely black in color and of conservative design.
- 14) Holsters – only that uniform holster issued by the Department or one of acceptable quality and design, and approved by the Department Range Master, shall be worn on duty.
- 15) Magazine Carrier – only that magazine carrier issued by the Department or one of similar design, approved by the Department Range Master, shall be worn on duty.
- 16) Key Holders – only that which has been issued by the Department or one of equal quality and design, approved by the Bureau Chief or designee, shall be worn on duty.
- 17) Handcuff Cases – only that handcuff case issued by the Department or one of acceptable quality and design, approved by the Bureau Chief or designee, shall be worn on duty.
- 18) Tie Bar – the tie bar issued by the Department is to be worn when wearing a tie with the long sleeve button down uniform, and with the Class A uniform.
- 19) Turtleneck Shirts – only Department issue turtleneck shirts are authorized for long sleeve wear and jumpsuits.
- 20) Belt Keepers/Leather Belts (except for the Department issue nylon belt keepers) – shall be silver snaps for uniformed members below the rank of Sergeant; gold for Sergeant and above.

P2.3.2 UNIFORM, PLAIN CLOTHES AND GROOMING *CALEA 26.1.1, 41.3.4*

(R 09/2016)

Uniform or plain clothes should not detract from the professional appearance expected from the members of the Department. Clothing shall be clean, in good condition, and should not disrupt the workplace. Supervisors are responsible for contacting employees whose attire is not in compliance with Department standards. The exceptions for attire and grooming apply only to personnel working undercover or on special assignments who may deviate from this policy, with permission of their Bureau Chief or designee; however, such non-regulation clothing/grooming may be worn only while actually engaged in the special assignment.

A) Plain Clothes Dress for Employees

- 1) Acceptable attire for employees include business dresses or suits with skirts or slacks, blazers, leather jackets, dress slacks, casual pants, blouses, turtleneck shirts, shirts with collars, and sweaters. Casual jackets that do not display logos/commercial designs are permissible at the discretion of employee's supervisor. No shorts, no low-cut blouses or see-through attire is permissible.
- 2) Court attire shall always be a business dress, suit or blazer with either a skirt or slacks, and blouse/shirt. Skirt length should be conservative.

- 3) Footwear: Acceptable footwear includes dress shoes, leather casual shoes or boots. Athletic shoes are appropriate for training, undercover work, callout responses, or those situations permitted by a supervisor such as a medical excuse. Commissioned Officers should wear footwear that is secure on the foot and that can be worn in an emergent situation. Flip-flops and open-toed shoes are not authorized for commissioned employees.
- 4) Jeans, athletic shoes and any dress standard other than mentioned above may only be worn with prior permission from employee's Bureau Chief or designee.
- 5) Plainclothes Officers may wear stud-type earrings only and are limited to a maximum of two stud earrings in each ear lobe. This exception does not apply to employees while wearing a uniform.

B) Grooming Standards for all Commissioned Employees

- Hair (male) – Hair shall be neatly cut, clean, and well-groomed. Hair shall not stand out (extend) more than two inches from the head. Hair may not extend below the bottom of the uniform shirt collar. Hair may cover the ear but not extend below the bottom of the ear.
- Hair (female) – Hair shall be neatly cut, clean, and well-groomed. Hair shall not stand up nor extend more than two inches from the head. Long hair that extends below the uniform shirt collar must be worn up in such a manner to meet the above criteria.
- Mustache and Beard – Mustaches shall be permitted but must be neatly trimmed in appearance. The moustache may extend one-half inch laterally and not more than one-half inch below the corner of the mouth, nor cover the upper lip. The wearing of beards, Van Dykes or goatees shall be left up to the direction of the Bureau Chief based upon work assignment.
- Sideburns – Sideburns shall be neatly cut, clean, and well-groomed. Sideburns shall not exceed below the bottom of the ear nor exceed one and one-half inches at the widest point.

C) Jewelry/Accessories

Jewelry shall not be worn while in uniform except for a ring, a watch, and a bracelet. Authorized decorations and accessories on uniforms are detailed in [P2.3.1\(C\)\(12\)](#) and [P2.3.1\(D\)](#) above. Any deviations from the above standards shall be at the discretion of the Bureau Chief.

D) Tattoos

Tattoos shall be permitted but must be concealed when appearing in court or wearing a Class A uniform.

E) Collective Bargaining Agreements

Only collective bargaining agreement exceptions pertaining specifically to this subject matter may supersede this General Order.

F) Exceptions

The exceptions for attire and grooming apply only to personnel working undercover or on special assignments who may deviate from this policy, with permission of their Bureau Chief or designee; however, such non-regulation clothing/grooming may be worn only while actually engaged in the special assignment.

G) Compliance

Incidents of out of compliance shall be addressed and reconciled by the supervising authority immediately, as well as corrective action, up to and including discipline. All compliance issues will be resolved according to applicable sections of P1.8, Complaints/Discipline.

P2.3.3 EQUIPMENT *CALEA 1.3.6, 1.3.9, 1.3.10, 1.3.12*

(R 09/2016)

A) Use of Department Equipment

Employees shall use Department equipment only for its intended purpose in accordance with established Department procedures. They shall not modify, alter, change, mar, mark or deface any City equipment and/or property without the expressed approval of the Chief of Police. All Department equipment issued to employees shall be maintained in proper order. Violation of this rule will subject employees to discipline.

Officers, when not working within the scope of a Department assignment but while maintaining themselves as representative of the Department and/or using Department equipment or uniforms, shall not, without specific permission from the Chief of Police: address public gatherings, lecture, appear on radio or television, prepare articles for publication, act as correspondent to a newspaper or periodical, release or divulge investigative information or any other matters of the Department.

B) Equipment to be Inspected before Use

Employees shall examine all Department equipment or vehicles assigned to them prior to use. Any damage or operational defects discovered will then be reported to the employee's supervisor.

C) Disposition of Equipment

Upon termination, retirement or resignation of an employee, all Department-issued equipment and supplies shall be returned. Division Commanders shall ensure that a commissioned Officer's badge, commission card, radio, and all Department-issued weapons are relinquished to the Department at the time the Officer is notified that his/her employment is to be terminated. If the Officer possesses a commission card from any other law enforcement agency, it shall also be surrendered.

D) Unauthorized Weapons *CALEA 1.3.9*

Weapons not specifically authorized by policy, procedures or by other official documentation of the Department are prohibited, and employees shall not carry nor use any such prohibited weapon in an official police capacity. Such prohibited weapons shall include, but not be limited to, clubs, saps of any kind, weighted gloves, brass knuckle devices, and twist chains.

E) Use of Weapons *CALEA 1.3.6*

Officers shall not use or handle weapons in a careless or imprudent manner. Officers shall use weapons in accordance with the law and departmental procedures. Officers shall promptly file a written report as may be required in accordance with Use of Force procedures following any unintentional or intentional discharge of a weapon.

F) Display, Loading, and Unloading of Firearms

Officers shall not draw or display their firearms except:

- As authorized by law
- For an official inspection
- For approved departmental training purposes on a Department-approved or controlled range
- When they believe themselves or another person to be in potential danger
- When necessary for cleaning or maintenance and then only in a location not immediately accessible to the general public

G) Care of Firearm

Officers shall keep all firearms that are issued or approved by the Department properly cleaned, lubricated, and kept in good operating condition at all times.

H) Types of Firearms Issued *CALEA 1.3.9*

When on duty or engaged in any police-related employment, Officers shall carry that firearm which is issued by the Department or approved by the Range Master.

Exceptions – Under certain circumstances and when the nature of an Officer's duties require, the Chief of Police may authorize an Officer to carry a sidearm other than that permitted above as a primary weapon, providing the weapon uses ammunition that is not of greater size or penetrating ability than Department-issued ammunition, and the Officer has qualified with the weapon within the past six months. The Range Master is responsible for maintaining documentation relative to the types and specifications of all firearms approved for use by Department personnel.

I) Type of Ammunition Authorized for Primary Weapon *CALEA 1.3.9*

Only Department-issued ammunition will be used or carried as replacement ammunition while on duty or engaged in any police-related employment. Altering ammunition in any way is strictly forbidden. The Range Master is responsible for maintaining documentation relative to the types and specifications of all ammunition approved for use by Department personnel.

J) Firearms – Off-Duty Employment *CALEA 1.3.9*

All firearms regulations for Officers on duty shall apply to off-duty Officers engaged in any police-related employment.

K) Second On-Duty Weapon *CALEA 1.3.9*

A second on-duty weapon is a firearm carried in a concealed manner as a backup firearm to be used in deadly physical force situations only when the primary sidearm has been rendered inoperable or when the use of the backup weapon is the most prudent action under the circumstances facing the Officer.

Second on-duty weapons may be carried only under the following conditions:

- When kept in a holster that securely affixes it to the Officer. When affixing the second duty weapon, it shall not have the capability of falling away or off the Officer. The individual Officer shall have the second duty weapon holster approved by the Range Master.
- When it is approved by the Range Master.
- For safe and effective use in an urban environment, the ammunition carried is Department-issued only and shall be approved by the Range Master.
- Prior to carrying the second on-duty weapon, the make and model must be registered with the Range Master. The Officer must also demonstrate to the Range Master an ability to use the weapon safely and proficiently.
- The second on-duty weapon qualifications must be done annually.

The Department will provide ammunition for the second on-duty (back-up) weapon. The ammunition must feed and function reliably in the firearm in which it is used.

The second on-duty weapon should be accessible with the opposite hand. The Officer will be responsible for all maintenance and repair costs and will ensure the firearm is clean and serviceable while carried on duty.

L) Off-Duty Handguns *CALEA 1.3.9*

Officers who wish to carry handguns other than Department issue or approved alternate service weapon while off duty must register and show proficiency at least once with the handgun. The ammunition carried for the off-duty handgun will be comparable to the currently approved ammunition for safe and effective use in an urban environment. Shooters will demonstrate to the satisfaction of the Range Master that they have adequate knowledge of the handgun regarding safe handling, operation, and cleaning techniques. These handguns will be maintained in good operating condition at the owner's expense.

M) Use of Rifles *CALEA 1.3.10*

The Department authorizes the use of rifles by Department members who have demonstrated an ability to use the weapon safely and proficiently to the Range Master. This will include the ability to shoot, carry, clean and maintain the weapon to the satisfaction of Department standards set by the Range and authorized by the Chief of Police.

1) Authorized Personnel *CALEA 1.3.9(a)(b)(c)*

All commissioned personnel may carry an authorized rifle while on duty. They must annually demonstrate the ability to use and maintain the weapon properly and safely.

2) Inspections *CALEA 1.3.9(c)*

Range Master or Department Armorer will inspect the authorized firearms annually during in-service training.

3) Security of Weapon *CALEA 1.3.9(f)*

Officers are responsible for the security of their firearms.

a) Handguns – The Tacoma Police Department provides a safe method of home storage for the duty handgun issued to each commissioned Police Officer. This is not only for the security of the weapon, but also for the safety of the Officer's family. As part of an Officer's initial uniform issue, each Officer will receive a locking device capable of securing the duty handgun. It is the expectation that the Officer will secure his/her duty handgun with this device or suitable secure location (i.e., gun safe, privately owned lock box, etc.) when the handgun is taken home.

b) Rifles:

- Officers are responsible for the security of the rifle.
- Officers with an assigned vehicle and an approved security locking rack or other mechanism for the rifle may leave the rifle in the vehicle while off duty, if they remove the magazine and clear the chamber.
- Officers who are able to place their assigned vehicle in a locked yard/garage of an occupied residence may leave the weapon in the vehicle while off duty.

- Officers without such locking rack or mechanism in their vehicle or who are unable to leave the vehicle in the locked yard or garage of an occupied residence will not leave the weapon in the vehicle while off duty. Any alternative locking mechanism must be an approved installation; no unauthorized alterations to Department vehicles are allowed.
- The Department retains the right to inspect proposed sites of vehicle storage to approve for leaving the weapon in the vehicle.
- In all cases, vehicles will be locked when unattended.

N) Qualifications *CALEA 1.3.10, 1.3.11, 1.3.12*

Before carrying or using any Department weapon, an Officer shall be trained by an instructor who is currently certified to give instruction with that weapon. Training will include laws concerning the use of force, lethal force, and Department policy regarding the same. The training will include familiarization with the weapon, its operation, and safe-handling procedures.

Before carrying any weapon on duty, or off duty under the authority of the Tacoma Police Department, an Officer will demonstrate proficiency in the use of the weapon to an instructor certified to instruct in the use of that particular type of weapon. This may include, but not be limited to, achieving minimum qualifying scores on prescribed courses of weapon handling and demonstration of knowledge of the laws and Department policy regarding use of force and lethal force.

Any Officer not having the above required initial training or who does not pass the proficiency examination for a specific weapon shall not be authorized to carry or use that weapon in any capacity.

At least annually, all agency personnel authorized to carry weapons are required to receive in-service training on the agency's Use of Force policies and demonstrate proficiency with all approved lethal weapons and electronic controlled weapons that the employee is authorized to use. In-service training for other less lethal weapons and weaponless control techniques shall occur at least biennially. Proficiency training must be monitored by a certified weapons or tactics instructor, and both proficiency and training must be documented. The Department shall have procedures for remedial training for those employees who are unable to qualify with an authorized weapon prior to resuming official duties.

Officers carrying a rifle will be required to demonstrate the abilities stated in the Policy on a regular basis. The training and qualification on the rifles will occur at least annually. Failure to demonstrate the listed abilities to Department standards at least once a year may result in required retraining or result in suspension of the authorization to carry the weapon.

All commissioned personnel are required to qualify with their service weapon twice annually. Exemptions to this requirement may be granted by the Division Commander in the event of illness, incapacitation or extended leave.

The first qualification period is from January 1 through June 30. The second qualification period is from July 1 through December 31. Harrison Police Range will be open for a specific period of time during each qualification period.

To facilitate qualification, each Division will assign their personnel to relays on the schedule provided. It will be the responsibility of each Division Commander to ensure that the Officers appear on the days assigned. It will be the responsibility of all Officers to ensure that they meet the requirements of qualifying during both qualification periods. Officers will be permitted to fire for qualification once during each period while on duty. Any additional voluntary firing will be done on the Officer's own time.

Officers may be assigned to participate in additional specialized firearms-related training or familiarization (i.e., shotgun course, chemical agents, shoot-don't shoot, etc.). Division Commanders will be notified of absences or failures and any recommendations for improvement.

In the interest of safety, all personnel shall adhere to firearms safety rules as posted and to orders of the Range Master without regard to rank.

O) Service Weapon Modification and Accessories *(Ref. P2.3.3 S)*

Alterations, modifications or repairs to Department issue service weapons will be performed by a Department-approved gunsmith. The Department will only authorize payment for those repairs to Department issue service weapons which have had prior approval by the Range Master. Any such costs for non-Department issue weapons will be the responsibility of the individual Officer.

Accessory items will not be added without approval of the departmental Range Master. Specifically, items such as trigger shoe adapters and hammer spur covers are prohibited.

Weapon-mounted flashlights are considered a weapon accessory and may be approved by the Range Master on an individual basis once certain criteria are met. See Procedure – [Equipment, O – Use of Rifles](#), and [P – Service Weapon Modification and Accessories](#). Officers shall use due diligence while using pistol-mounted flashlight accessories to avoid violating the four fundamental firearms safety rules including: “Never point a gun at anything you’re not willing to shoot.”

P) Type of Inflammatory Agent Authorized (Pepper Mace) *CALEA 1.3.9*

Employees will only carry the inflammatory agent approved and issued by the Department. The inflammatory agent may be carried either on or off duty and is recognized by the Department and the employee as a less-than-lethal weapon. Employees are prohibited from carrying or equipping themselves with any similar or substitute weapons.

Q) Type of Electronic Control Tool (ECT) *CALEA 1.3.9*

Employees will only carry the ECT approved and issued by the Department:

The ECT may be carried when on duty or any police-related employment and is recognized by the Department and the employee as a less-than-lethal weapon. Employees are prohibited from carrying or equipping themselves with any similar or substitute weapons. The Range Master is responsible for maintaining documentation relative to the types and specifications of all ECTs approved for use by Department personnel.

R) ASP® or Wooden Tactical Baton™ *CALEA 1.3.9*

The ASP® or wooden baton issued by the Department is **required** police equipment and will be carried in a holder on the belt **by all uniformed personnel, the rank of Sergeant and below** while on duty in the field or acting in an official capacity in a uniformed off-duty position. The Quartermaster is responsible for maintaining documentation relative to the types and specifications of all ASP®/wooden tactical batons approved for use by Department personnel.

S) Type of Flashlight *Ref: P2.3.3 O*

The flashlight is mandatory police equipment and will be available for use at all times. The type of flashlight used is at the discretion of the individual Officer. *Weapon mounted* flashlights are considered a weapon accessory and are not mandatory. See Procedure – [Equipment, O – Use of Rifles](#), and [P – Service Weapon Modification and Accessories](#).

T) Protective Vests *CALEA 41.3.5, 41.3.6*

All commissioned Officers will be issued the Department-approved protective vest. The Department-approved protective vest shall be worn under the following circumstances:

- All commissioned Officers, while working in uniform, in either an on-duty or Department-approved off-duty capacity, shall wear the Department-approved protective vest.
- All commissioned Officers working plain clothes assignments shall wear the protective vests while engaging in the execution of high-risk duties (such as planned warrant executions, drug raids, SWAT functions) whenever discharging those duties, and may not be granted exceptions otherwise granted below. The protective vest shall be kept immediately available for use at all times when not being worn.
- Exceptions:
 1. Specialized units or functions (i.e., SWAT, Meth, SAR, etc.) as identified in operational handbooks shall wear protective equipment based on their particular requirements.
 2. Covert activities in which the wearing of the vest would either jeopardize the life of the Officer or the investigation.
 3. Special events or assignments approved by the Chief of Police or designee.
 4. Administrative personnel who are not routinely engaged in field contacts and duties.
 5. Medical conditions may excuse the wearing of the vest but must be verified in writing by a physician and maintained in the personnel file located in the Office of the Chief of Police.

U) Knives and Multi-Tools *CALEA 1.3.9*

Upon Supervisor approval, on-duty personnel may be allowed to carry a knife or multi-tool on their person or duty belt to use for the following purposes:

- As an operational utility tool; and/or
- As a last-resort defensive weapon under exigent circumstances.

Use of a knife as an offensive or defensive weapon shall be considered use of deadly force ([see P3.1.6](#))

Types of knives described in this policy are defined as follows:

- Fixed-blade knife: Any single- or double-edged blade, with or without a point or serrations, secured to an immovable handle, which has no moving parts, and is normally carried in a sheath.
- Folding-blade knife: Any knife with a single- or double-edged blade which can be folded, bent, or otherwise secured in such a fashion that renders it safe or inoperative; and can be carried in a sheath, clipped within a belt, pocket, boot, or carried in a pocket.

Automatic or spring-assisted knives which usually have a locking mechanism and require manual manipulation to close are allowed. (Reference [RCW 9.41.250 Dangerous Weapons-Exemption for Law Enforcement Officers](#))

Officers assigned to Specialty Teams (SWAT, HEAT, etc.) may carry a fixed-blade knife in a sheath or pouch and secured to a belt, equipment bag, or drop holster while participating in Special Teams Operations only (the Special Teams Supervisor will be the approving authority during Operations/Training only). The blade and overall length is to be determined by the Special Teams Supervisor.

Officers may carry a folding blade knife or multi-tool on duty:

- In a sheath or pouch on the duty belt as long as the sheath or pouch is similar in color and construction to the issued duty belt and has a retention device (snap, Velcro, belt loop, etc.);
- Clipped within a belt, pocket or boot (i.e., Motor Officers).

Folding blade knives or multi-tools worn on the duty belt or otherwise exposed may have a blade length not to exceed 4 inches.

Fixed-blade knives may not be carried by on-duty Officers unless:

- Completely concealed in the officer's uniform in a sheath or pouch that has some type of retention device (snap, Velcro, compression, etc.);
- If worn outside of the uniform; blade length is not to exceed 3 inches and the handle may not be of a color and type that it draws attention to the knife or causes it to be prominently displayed (e.g., push daggers). It must be in a sheath or pouch that has some type of retention device.
- Special Teams exception.

On-duty Officers carrying approved knives shall:

- Carry the knife in a professional and discreet manner;
- Handle the knife or multi-tool in a safe manner;
- Be responsible for the operational maintenance and safe storage.

V) Operating Vehicles

Employees shall operate Department vehicles in a careful and prudent manner and shall obey all laws and all departmental orders pertaining to such operation. Vehicles should be locked whenever they are left unattended and beyond the immediate control of the driver (except when necessary in emergency situations).

When Department wagons or vans are staffed by two or more persons, a passenger will act as a ground guide when backing these vehicles. The passenger will be responsible for the proper use of backing procedures.

W) Information Technology (IT) Equipment

Employees shall use and operate only Department-approved and issued IT equipment when accessing various Criminal Justice Information Systems (CJIS). IT equipment shall be used only in accordance with existing policy and departmental orders pertaining to such operation. IT equipment should be secured whenever they are left unattended and beyond the immediate control of the employee (except when necessary in emergency situations).

P2.3.4 INSPECTION SCHEDULE *CALEA 53.1.1*

(R 01/2015)

A) Uniform and Equipment Inspections

It is the responsibility of all Division Commanders to ensure that proper uniform and equipment inspections are done on a regular basis.

Formal uniform inspections shall be conducted two times per calendar year, April and October, by shift Commanders and Sergeants. Informal inspections shall be conducted as needed. Supervisors of plain clothes personnel shall ensure that their personnel are inspected regularly.

Supervisors conducting inspections shall check personnel appearance and equipment (including Department-issued computers, cell phones and other Information Technology equipment) for conformance to departmental regulations.

Deficiencies found (e.g., worn or improperly fitted uniforms, substandard equipment) will be noted by the inspecting supervisor, with recommendations for correction.

Inspecting supervisors will advise employees of noted deficiencies, and allow a reasonable amount of time for the deficiency to be rectified.

If an employee takes no action to rectify noted deficiencies, the inspecting supervisor may require the employee to submit an Administrative Report detailing why the problem has not been corrected.

P2.3.5 LOST/STOLEN/DAMAGED EQUIPMENT *CALEA 17.5.2*

(R 09/2016)

Employees shall promptly report in writing the loss of or damage to any City equipment issued to them or under their control. See Procedure "[Property-Loss/Damage of Departmental/Personal](#)" for additional information.

The Quartermaster will be responsible for issuing all uniforms and uniform equipment.

Any employee needing uniforms or uniform equipment must have an Equipment and Uniform Request (Form PD-133). After filling out the form, it must be signed by a Sergeant and a Lieutenant or Division Commander.

The completed form and the uniform(s) or equipment to be replaced must be taken to the Quartermaster for issue.

The Quartermaster will at no time issue replacement uniforms or equipment unless the items to be replaced are returned to the Quartermaster.

The Quartermaster will maintain an inventory form for each employee, showing the issued items and their serial number, if any.

Upon termination, retirement, or resignation of an employee, all Department-issued equipment and supplies shall be returned. A hold shall be placed on the employee's final paycheck until all items have been returned to the Quartermaster of the Department.

Division Commanders shall ensure that a commissioned Officer's badge, commission card, radio, ECT, laptop, and Department-issued weapons are relinquished to the Department at the time the Officer is notified that he is to be terminated. If the Officer possesses a commission card from any other law enforcement agency, it shall also be surrendered.

P2.3.6 PROPERTY CONTROL/INVENTORY *CALEA 1.3.9, 17.5.1, 17.5.3*

(R 09/2016)

The Quartermaster is responsible for maintaining an inventory tracking database showing items issued for each employee with exception of firearms, ECT, rifles, and web gear which will be the responsibility of the Range Master.

The Quartermaster shall conduct an annual audit of personal equipment maintained in stock. This report will be forwarded through the chain of command to the Support Services Division Commander.

The Facilities/Fleet Coordinator is responsible for maintaining a current list of all assigned and unassigned vehicles.

A) Other Agency Equipment and Property

Each section/unit/special team shall maintain a list of property assigned to the section/unit/team. It is the responsibility of the Unit/Team Commander to ensure the list is forwarded to the Support Services Division Commander. A list will be updated immediately whenever a section/unit/team purchases new equipment.

B) Issuing/Reissuing Agency Owned Property *CALEA 1.3.9, 17.5.2*

The Quartermaster is responsible for the issuing and reissuing of authorized personal equipment and apparel as outlined in Policy [P2.3.1](#).

The Range Master is responsible for the issuing and reissuing of Department firearms, ECT, rifles, ammunition and web gear using the Range Master database.

Individual responsibility for Department-owned property rests with the person who is assigned the property. Lost or damaged property will be reported in writing immediately to an employee's immediate Supervisor.

See [Equipment - Issuing/Reissuing of Department Owned Uniforms and Equipment](#) in Procedures Manual for additional information.

C) Operational Readiness *CALEA 17.5.3*

Each Bureau Commander or his/her designee is responsible to ensure agency-owned property assigned to his/her Bureau is maintained in a state of operational readiness. Each Officer is responsible to ensure all equipment assigned to him/her is maintained in a state of operational readiness.

- **Operational Readiness** shall mean that such equipment receives the appropriate care, cleaning, preventative maintenance, and repair required to be immediately available and functioning properly.



TACOMA POLICE DEPARTMENT

Personnel

Sub-Section 2.4

Set forth the Compensation Policy of the Tacoma Police Department

Donald Ramsdell, Chief of Police

P2.4 COMPENSATION

(R 07/2013)

It is the policy of the Tacoma Police Department to comprehensively and accurately address all matters relating to compensation in compliance with the Washington State Auditor, City of Tacoma Municipal Code, applicable Collective Bargaining Agreements, and applicable Department Policies and Procedures. For the purposes of this policy, "Compensation" is deemed to refer to and encompass all employee pay, categorization of pay, overtime, compensation requests, vacation, holiday, and advance pay.

P2.4.1 TIME CARD

(R 09/2016)

Time card function and application is the fundamental method by which the Tacoma Police Department payroll is accurately maintained and tracked. For these reasons all Department payroll expenditures must be accurately identified on the time cards by accurate date, times, and previously assigned codes. The Washington State Auditor requires that all employees and their immediate Supervisors sign their time cards, in permanent ink, before payroll submission or within 7 to 10 days after the payroll period. Unsigned time cards are not accepted. Please see the Procedures Manual, [Compensation – Time Cards/Coding](#), for instructions relating to, but not limited to, coding, supervisory approval, corrections, etc.

P2.4.2 OVERTIME

(R 09/2016)

The Department strives to maintain comprehensive and error-free tracking and remittance of overtime requests. In order to aid the Department in this effort, all employees shall clearly and completely fill out, accurately code, and obtain proper supervisory approval on all overtime requests. The Department overtime compensation practices shall accurately reflect current Collective Bargaining Agreements (CBAs), as they apply to City of Tacoma salary classifications. See Procedures Manual, [Compensation – Overtime](#), for procedures and instructions.

P2.4.3 ADVANCED PAY ASSIGNMENT

(R 09/2016)

The Department recognizes the need for advancing personnel to the next higher position during the temporary absence of supervisory or command personnel. This accomplishes both the need for sustaining the responsibilities of the vacated position, as well as further developing experience and talent in a temporary capacity for Department members in their career path. Employees will be given temporary assignments to higher classes when there is a definite need for the positions to be filled and they substantially assume the duties of such positions. Such assumption of duties necessarily will result in the relinquishing of regular duties to a substantial degree.

Temporary advanced assignments will not be made automatically but will be predicated on actual need on a daily basis. These temporary advancements will not be made if the position(s) in question can be adequately filled by others of the same rank on regular assignment (i.e., currently on duty).

Whenever five or more regular employees are on duty in a Division/Unit, a Supervisor will be designated. In exceptional cases, a Supervisor may be designated when fewer than five regular employees are on duty. See Procedures Manual, [Compensation – Advance Pay Assignment](#), for criteria and instructions.

P2.4.4 STANDBY STATUS

(R 09/2016)

To set forth a consistent policy with regard to standby status for commissioned Officers, the following method in which standby status is designated and compensated for in agreement with Tacoma Police Union Local #6 and #26 shall apply:

Criteria

See current contract language for Local #6, Article 23, Special Provisions.

See current contract language for Local #26, Article 19, Special Provisions.

Current Collective Bargaining Agreements are located on the [Cityweb, Labor Relations website](#).

Employees are compensated for assignment to “standby status” ONLY for hours outside their regular shift times, including assigned days off and only outside hours for which other compensation is paid.

Employees must receive prior notification and/or authorization from a Supervisor before assuming and being compensated for standby status.

Employees on standby status must be in telecommunications, pager, radio or phone range to ensure their availability to return to duty, if necessary, within approximately 30 minutes of the notification to return to duty.

The day-to-day use of vacation, holidays, compensatory time, and wellness days will not normally affect the standby status of an employee as long as personnel adhere to the availability requirements outside of regular work hours. These requests will be reviewed and approved by a Supervisor on a case-by-case basis.

Employees using sick leave of any kind during regular work hours shall not be eligible for standby status until returning to work for one complete shift.

Employees attending training functions within the travel area (not qualifying for meal and lodging reimbursement) may remain on standby status so long as they adhere to the availability requirements outside of regular work hours.

Employees are not eligible for standby compensation for any hours in which they are in any other paid status.

The standby rate of pay shall not be affected by day of week, time of day, or official holiday. Time and one-half rates of pay, with regard to standby compensation only, do not apply.

Employees working in Divisions with mandatory holiday requirements are exempt from the listed requirements while officially assigned to standby status.

P2.4.5 VACATION, HOLIDAY, AND COMPENSATORY TIME SCHEDULING *(R 09/2016)*

The policy and standard within the Department is to provide for the scheduling of vacations, holidays, and compensatory time in compliance with all respective Collective Bargaining Agreements, and/or employee classification according to [Section 1.12.080 of the Tacoma Municipal Code \(TMC\)](#). The Department recognizes that in some cases collective bargaining language may supersede a specific section of the TMC regarding an identical issue. See the Procedures Manual, [Compensation – Vacation, Holiday, and Compensatory Time](#), for instructions regarding the aforementioned, as they apply to each Bureau and in conjunction with the respective Collective Bargaining Agreements.

P2.4.6 COMMUNITY SERVICE

The Tacoma Police Department participates in numerous community and fundraising events. The Department adopts the City’s policy and procedures on City supported community service activities as outlined in [Personnel Management Policy #180](#). Generally, all events requesting Department participation for fundraising purposes will be done on a volunteer basis and not on a paid duty time. This includes preparation and/or practicing for the event.

P2.4.7 SPECIALTY PAY *(R 09/2016)*

The Department recognizes some commissioned assignments require special training, skills, and education to perform the necessary function. Those Department members receive monetary compensation beyond the basic pay rate. The job assignments and pay rate are outlined in the Collective Bargaining Agreements. Examples include, but not limited to, those Officers assigned to: Motorcycle, SWAT, K-9 Handler, Training Officer, Bomb Technician, Search and Rescue, and Washington State Criminal Justice Training Commission.

A) Bilingual Program

The Tacoma Police Department recognizes the benefits of having employees who can act as foreign language interpreters. This program reflects the City of Tacoma’s community needs and will support the Tacoma Police Department’s investigative and outreach efforts.

Eligible Officers belonging to Local #6 will receive an application rate of pay of two (2) percent above his/her base pay per the Collective Bargaining Agreement. The pre-determined languages and the number of participants selected shall reflect the needs of the Department as determined by the Chief of Police. The Department reserves the right to add or delete languages, and increase or decrease the number of participants. Please see Procedures Manual, [Bilingual Program](#), for additional information.



TACOMA POLICE DEPARTMENT

Personnel

Sub-Section 2.5

*Sets Forth the Policy
On Line of Duty Death/Injury
Of the Tacoma Police Dept.*

Donald Ramsdell, Chief of Police

P2.5.1 LINE OF DUTY DEATH

(R 09/2016)

It shall be the policy of the Tacoma Police Department to provide liaison assistance to the immediate survivors of a Tacoma Police Officer who dies in the line of duty.

The purpose of this policy is to establish clear processes and guidelines that will ensure the proper support and emotional care for the Officer's family, co-workers, and other survivors following a line-of-duty death. This policy serves merely as a guide. It is not intended to address every possible circumstance concerning this complex issue.

A) Definition

To qualify as a line-of-duty death, two elements must be met:

- Death resulted while Officer was an active member of the Department
- Death resulted while performing a police-related function

Death may have occurred either on duty or off duty. Death may have resulted from a felonious incident as well as an accident.

The Chief of Police has the option of instituting this policy or portions of this policy in the case of an Officer's natural death.

See Procedures Manual, [Line of Duty Death](#), for additional information.



TACOMA POLICE DEPARTMENT

Use of Force

Sub-Section 3.1

Sets forth the Tacoma Police Department's Use of Force Policy

Donald Ramsdell, Chief of Police

P3.1 USE OF FORCE POLICY CALEA 1.3.1, 1.3.2, 1.3.4

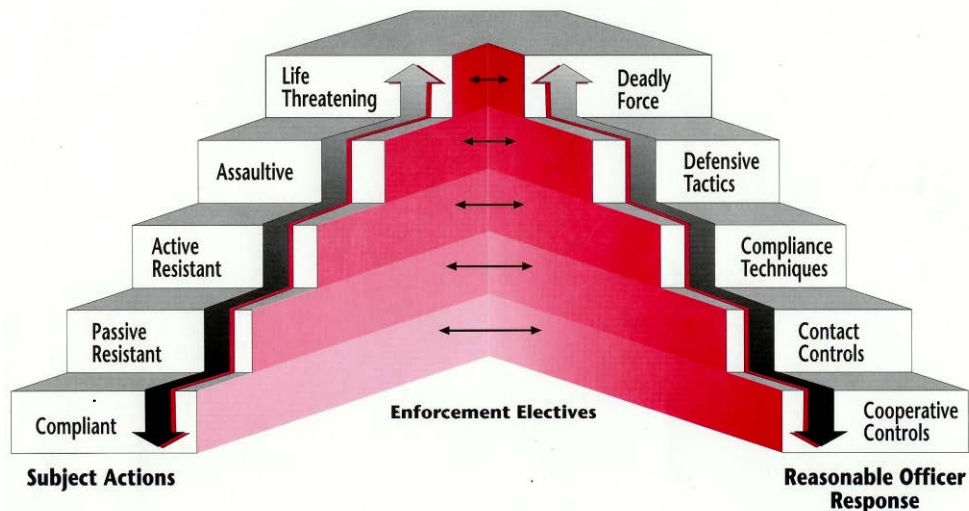
(R 02/2015)

This policy shall establish the professional philosophy of the Tacoma Police Department relative to proper use of force in the performance of service to the community. Officers of the Tacoma Police Department may use **force** when **necessary**, and shall use only that **force** which is reasonable. All **force** applications shall be in conformity with the statutes and Constitutions of the United States and the State of Washington. All commissioned Tacoma Police employees are authorized to use force as defined by [RCW 9A.16.020](#).

Limited commission Officers, i.e., Animal Control Compliance Officers (ACCO), use of force authority post-application is identical to that of fully commissioned Officers and shall be applicable according to the restrictions of the approved tools and training authorized for their use.

Force usage shall be consistent with the Tacoma Police Department's Integrated Force Management program founded upon the Department's **use of force** model.

FORCE MODEL



The Department's **use of force** model is designed to proportionally align Officer's use of **force** with subject actions. This model also allows for escalation, stabilization and de-escalation, as the subject's actions change. Although this model is in an escalating progression, all **tools** and techniques need not be used and/or exhausted prior to moving to a higher or lower level. Circumstances will dictate response.

During the course of interaction with the public, an Officer may encounter all types of responses from **compliant** interaction, to **life threatening**. **Enforcement electives** relating to subject actions make available **tactics**, techniques and **tools** based on **reasonable Officer** response. Based on training and the reasonable risk assessment of the circumstances, Officers may respond to subject actions in order to gain compliance and control situations. Timing is an important element of the risk assessment process and is demonstrated by the Officer's response to the actions of the subject, measured in terms of immediacy and necessity.

Members of the Department must generally employ the **tools**, **tactics**, and **timing** of **force** application consistent with the model's directions and departmental training modules. This model, while requiring the Officers to maintain **controlled superiority** over a subject, supports the practice of **progressive application of force** as part of a continuous risk assessment process. Risk is assessed objectively based on the on-scene **reasonable Officer's** perspective taking into account the facts and circumstances of the particular situation that are known to the Officer.

Due to the fact that Officer-citizen confrontations occur in environments that are potentially unpredictable and are tense, uncertain and rapidly evolving, Officers may use *tools* and *tactics* outside the parameters of departmental training. All such applications of *force* shall meet the same standard of reasonableness as those which have been previously identified and approved. No distinction shall be made relative to the age of the suspect regarding the use of force. Reasonable *timing* and *tactics* shall be the determining factors.

When situations are reasonably stabilized, application of *force* must proportionally de-escalate or cease in accordance with the subject actions, when control is gained or threat is removed.

3.1.1 USE OF FORCE GENERAL DEFINITIONS *CALEA 1.3.2, 1.3.6*

The following definitions are for terms used throughout Use of Force policy and found in bold, italicized letters.

- ***Attack Defense*** – Forceful countermeasures to a life threatening subject to gain or regain control.
- ***Authorized Emergency Vehicle*** – Any police department vehicle used in the performance of duties equipped with audible signals and visible lights.
- ***Canine Search Deployment*** – Application of the police canine as a search tool for either persons or evidence.
- ***Controlled Superiority Principle*** – Principle that an Officer must always maintain balanced, controlled superiority over a subject’s level of non-compliance.
- ***Directed Canine Deployment*** – Application of the police canine as a tool of defense or apprehension.
- ***Draw and Direct*** – The forceful display of a tool by a police Officer to gain compliance or to de-escalate and stabilize a subject.
- ***Electronic Use of Force (EUF) Report*** – Used for documenting ***Reportable Use of Force***.
- ***Enforcement Elective*** – Tools, tactics and timing parameters available at each level of force application.
- ***Force*** – Any effort toward detention or control.
- ***Force Continuum*** – Progression of risk assessment, including escalation, stabilization and de-escalation, relating to proportional force application correlating subject actions and reasonable Officer response.
- ***Imminent Danger*** – A danger that is threatening, menacing, impending, proximate or immediate in nature. Imminent danger is the threat as perceived by the on-scene reasonable Officer.
- ***Integrated Force Management*** – The systematic alignment of policy, training, practice, supervision, and review of all force-related issues and practices.
- ***Mechanical Assistance*** – Use of any effort to further noncompliance or resistance.
- ***Necessary*** – means that no reasonably effective alternative to the use of force appeared to exist and that the amount of force used was reasonable to effect the lawful purpose intended. [RCW 9A.16.010](#).
- ***Neuro-Muscular Control*** – The isolation of a particular joint and leveraging it in an attempt to force the joint to move past its normal range of motion usually causing pain and compliance. Types of neuro-muscular controls are armbars, small joint manipulation, wristlocks, etc.
- ***Personal Weapon*** – Use of body parts to gain or regain control.
- ***Progressive Application of Force*** – Patterned cause and effect relationship of logic and law that correlates subject action and Officer Response.
- ***Qualified Medical Assistance*** – Shall include members of any county or municipal fire department, ambulance service or health care facility who are employed to apply and/or administer first aid treatment.
- ***Reasonable Officer Standard*** – Standard of professional conduct relating to force application based on training, experience, facts and perceptions known to the Officer at the time. The Reasonable Officer Standard is based on the Objective Reasonableness Standard.
- ***Objective Reasonableness Standard*** – The courts use a balancing test consisting of a citizen’s right to be secure against unreasonable seizures and the need for government intrusion on those rights (law enforcement). In other words, the force used by an officer must be balanced against the heinousness of a person’s activities and the threat they pose.
- ***Reportable Use of Force*** – is defined as any incident where, under the color of authority, a Tacoma Police Officer employs a contact control (where injury occurs) tool, (excluding Draw and Direct), or any physical ***force*** to:
 - Compel a non-compliant person to obey direction
 - Overcome resistance during arrest or detention
 - Defend self or another from an aggressive action by a suspect
- ***Serious Bodily Injury*** – Bodily injury which involves a substantial risk of death, serious permanent disfigurement, or protracted loss or impairment of the function of any part or organ of the body.
- ***Tactics*** – Application of the tools.
- ***Timing*** – When the proper force is used by degree and design.
- ***Tool*** – Any device, mechanical means or strategy used in the application of force.

- **Unintended Fatality** – A fatality resulting from the application of any force not intended to be lethal in nature.

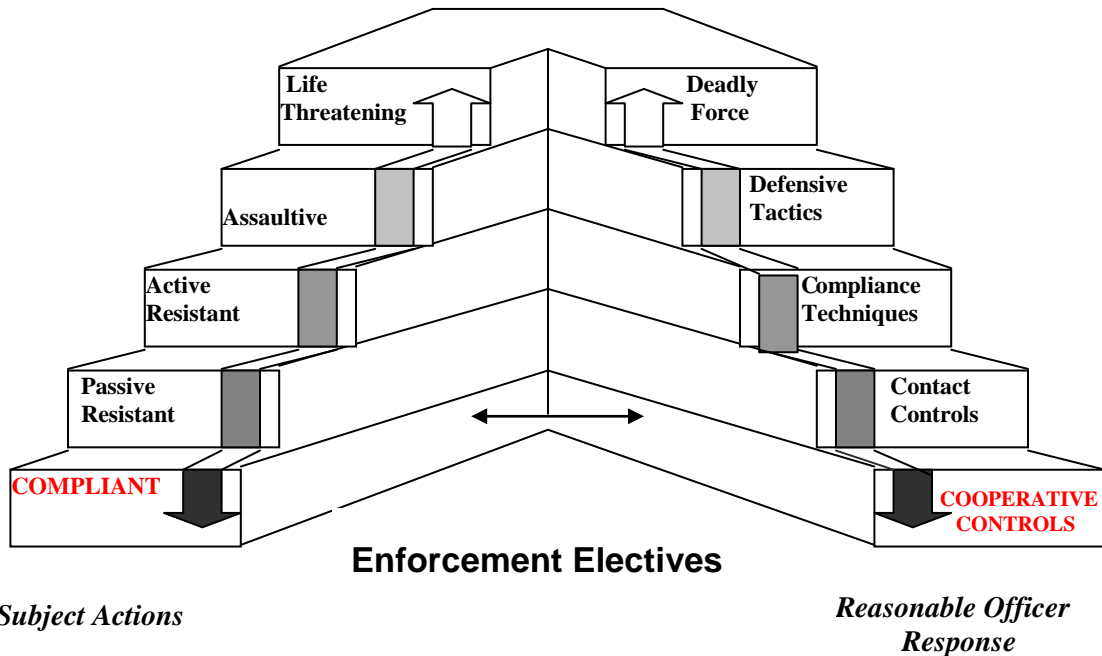
USE OF FORCE – PROCEDURES:

P3.1.2 COMPLIANT-COOPERATIVE CONTROLS *CALEA 1.3.1*

A) **Definitions**

- **Compliant** – Cooperative response to lawful commands.
- **Cooperative Controls** – Fundamentals of professional training designed to be employed with compliant subjects that capitalize on the acceptance of authority to gain cooperation and control.

FORCE MODEL



B) **Enforcement Elective**

Enforcement electives are those *tools, tactics* and techniques made available at each level of force application. Regarding cooperative controls, the following **enforcement electives** are consistent with the Tacoma Police Department's Integrated Force Management program and *use of force* model:

- Mental Preparation
- Spatial Positioning
- Communication Skills
- Handcuffing Technique
- Search Techniques
- Opposite Sex Searches
- Frisk Techniques
- Escort Controls
- Transport Controls
- Arrest Tactics
- **Draw and Direct**

C) **Duties and Responsibilities**

Officer Responsibilities:

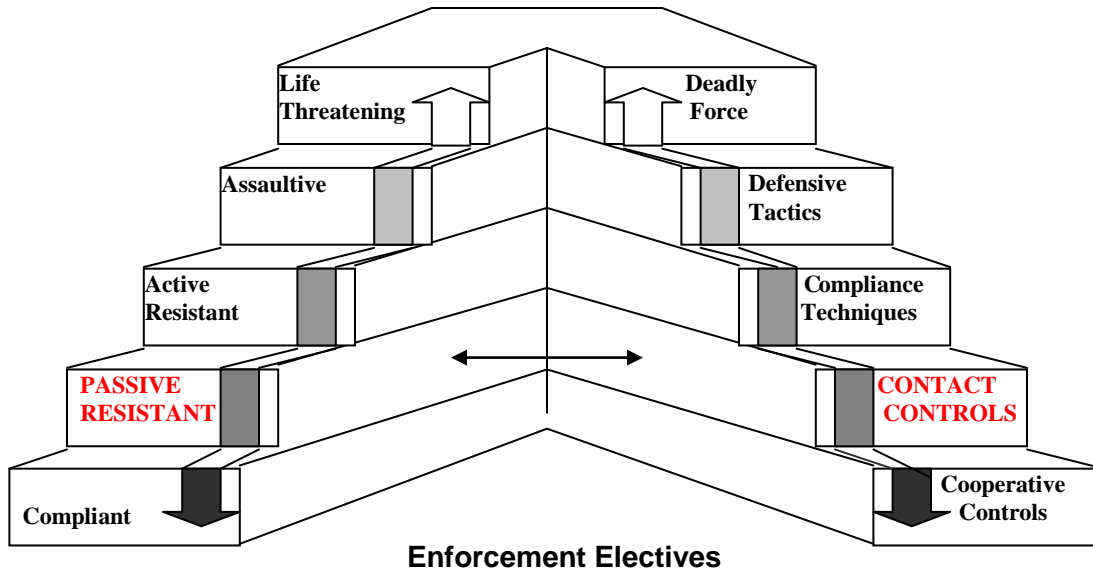
- Refer to actions in the Incident Report Narrative, if applicable
- **Draw and Direct** techniques used to de-escalate subjects and gain control shall not be a **reportable use of force**

P3.1.3 PASSIVE RESISTANT-CONTACT CONTROLS CALEA 1.3.1, 1.3.7

A) Definitions

- **Passive Resistant** – Non-compliance to lawful authority without physical or *mechanical resistance*
- **Contact Controls** – Tactical skills designed to be deployed upon *passively resistant* subjects to proportionally gain control and cooperation

FORCE MODEL



Subject Actions

*Reasonable Officer
Response*

B) Enforcement Electives

Enforcement electives are those *tools, tactics* and techniques made available at each level of *force* application. Regarding *contact controls*, the following *enforcement electives* are consistent with the Tacoma Police Department's Integrated Force management program and *use of force* model.

- *All Cooperative Control Enforcement Electives*
- Advanced Communication Skills
- *Contact Controls*
- Arrest Tactics

C) Duties and Responsibilities:

1) Officer Responsibilities CALEA 1.3.6

- If necessary, request *qualified medical assistance* for treatment
- Notify immediate Supervisor
- Refer to actions in the Incident Report Narrative
- Look for, identify and document all visible injuries
- Inquire of, and document, complaints of non-visible injuries

2) Supervisor Responsibilities CALEA 1.3.7

- If injuries result, respond to the scene and/or hospital
- Investigate and review the use of force incident
- Report findings in an *Electronic Use of Force Report* and forward through chain of command for review

(Refer to [Blue Team UOF/Pursuit/MVC Process](#))

3) Chain of Command Responsibilities CALEA 1.3.7

- Review *Electronic Use of Force Report*
- Make comments if necessary

(Refer to [Blue Team UOF/Pursuit/MVC Process](#))

P3.1.4 ACTIVE RESISTANT-COMPLIANCE TECHNIQUES *CALEA 1.3.1, 1.3.4, 1.3.5, 1.3.7*

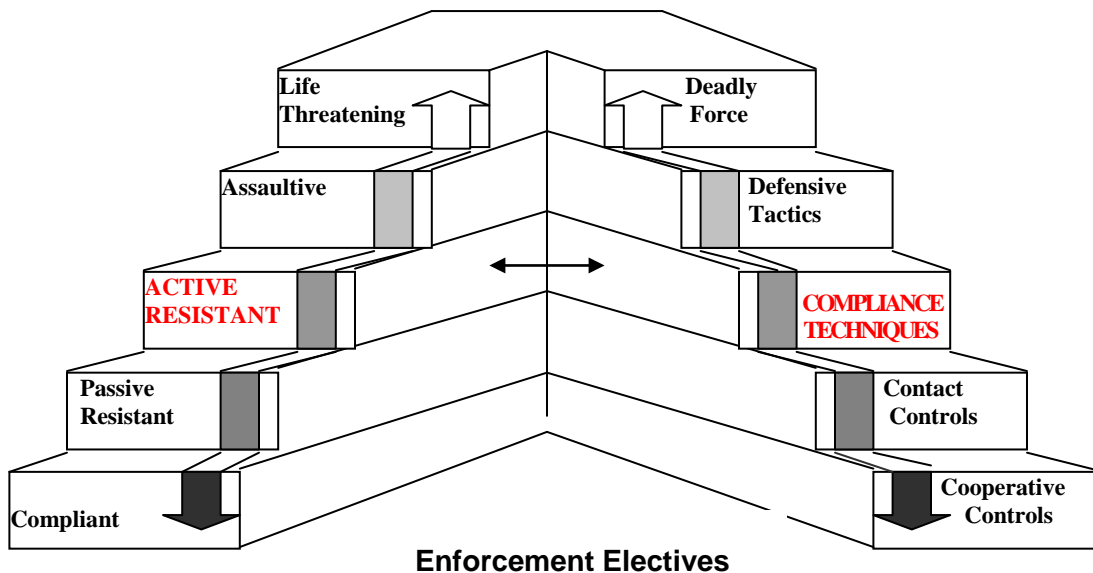
A) Definitions

Active Resistant – The use of physical effort or mechanical resistance in achieving and/or maintaining noncompliance. Active Resistance is not the sole determinant of an Officer's use of force. The Officer must consider the following factors when making a force elective decision:

- The severity of the crime
- Whether the suspect posed an immediate threat to the safety of officers or others
- Whether the suspect is actively resisting
- Whether the suspect is attempting to evade arrest by flight

Compliance Techniques – Tactical procedures and tools designed to be deployed upon actively resistant subjects who employ physical force or mechanical resistance to enhance resistance or non-compliance.

FORCE MODEL



Subject Actions

Reasonable Officer Response

B) Enforcement Electives

Enforcement electives are those *tools, tactics* and techniques made available at each level of *force* application. Regarding *compliance techniques*, the following *enforcement electives* are consistent with the Tacoma Police Department's Integrated Force Management program and *use of force* model.

- *All Cooperative Control Enforcement Electives*
- *All Contact Control Enforcement Electives*
- Electronic Control Tool (ECT) application, see Section C below
- Control Techniques
- Neuro-Muscular Controls
- OC/Chemical Application
- Leverage Tools
- Arrest Tactics
- Restraint Devices
- *Canine Search Deployment*
- Takedown Techniques

C) ECT Application Guidelines

The Electronic Control Tool is one of the options available to officers when confronted with enforcement electives in the field. ECTs, like the baton, OC spray or contact enforcement electives, are not effective in every situation. Personnel must assess the effectiveness of each application and determine whether further applications are warranted or if a different tactic should be employed. Review of the use of the ECT will be made considering the

totality of circumstances surrounding the incident. An ECT will not be used against an actively resistant subject in the following situations:

- When the officer knows a subject has come in contact with flammable liquids or is in a flammable atmosphere
- When the subject is in a position where a fall may cause substantial injury or death
- Punitively for purposes of coercion, or in an unjustified manner
- When a prisoner is handcuffed
- To escort or jab individuals
- To awaken unconscious or intoxicated individuals
- When the subject is visibly pregnant, unless deadly force is the only other option

The ECT should not be used in the following circumstances (unless there are compelling reasons to do so which can be clearly articulated):

- When the subject is operating a motor vehicle that is moving or not in park
- When the subject is holding a firearm
- When the subject is at the extremes of age or physically disabled
- In a situation where deadly force is clearly justifiable unless another officer is present and capable of providing deadly force to protect the officers and/or civilians, as necessary

D) Special Instructions CALEA 1.3.5

1) OC/Chemical Post-Application Procedures:

- Advise subject that OC/Chemical has been applied and assistance will be rendered
- Request qualified medical assistance or transport to an appropriate location for assistance
- If not available, rinse eyes and nose with fresh water
- Expose to fresh air
- Area should be ventilated
- If subject exhibits respiratory distress, transport immediately to a hospital for treatment

2) OC/chemical application used against an animal shall not be considered a reportable use of force.

3) ECT Post-Application Procedures: CALEA 1.3.5

The subject should first be handcuffed and controlled before any removal of the probes is attempted. Once that has been accomplished, you should do the following:

- Glove up using disposable gloves.
- Use one hand to stabilize the subject's body. While keeping this hand several inches away from the probe impact site, with the other hand grasp the body of the probe and quickly "pluck" the probe from the impact site.
- Have the Tacoma Fire Department (TFD) respond to the scene to medically screen the subject for any injuries. NOTE: TFD will not respond to remove the probes. Make sure to inform TFD if the subject is showing any signs of excited delirium.
- If the probes are in a sensitive area (such as face, neck or groin) removal should only be attempted by medical personnel.

4) ECT application used against an animal shall be considered a reportable use of force.

5) In order to avoid negative results with our K-9s, officers should not deploy an ECT when a K-9 contact is in progress or imminent. The only exception is if the K-9 handler specifically directs the officer to deploy an ECT.

E) Duties and Responsibilities

1) Officer Responsibilities CALEA 1.3.6

- Initiate Post-Application procedures, if necessary
- Notify immediate Supervisor
- Refer to actions in the Incident Report Narrative
- Look for, identify and document all visible injuries
- Inquire of, and document, complaints of non-visible injuries

2) Supervisor Responsibilities CALEA 1.3.7

- Respond to the scene and/or hospital

- Investigate and review the use of force incident
 - Report findings in an *Electronic Use of Force Report* and forward through chain of command for review
- (Refer to [Blue Team UOF/Pursuit/MVC Process](#))

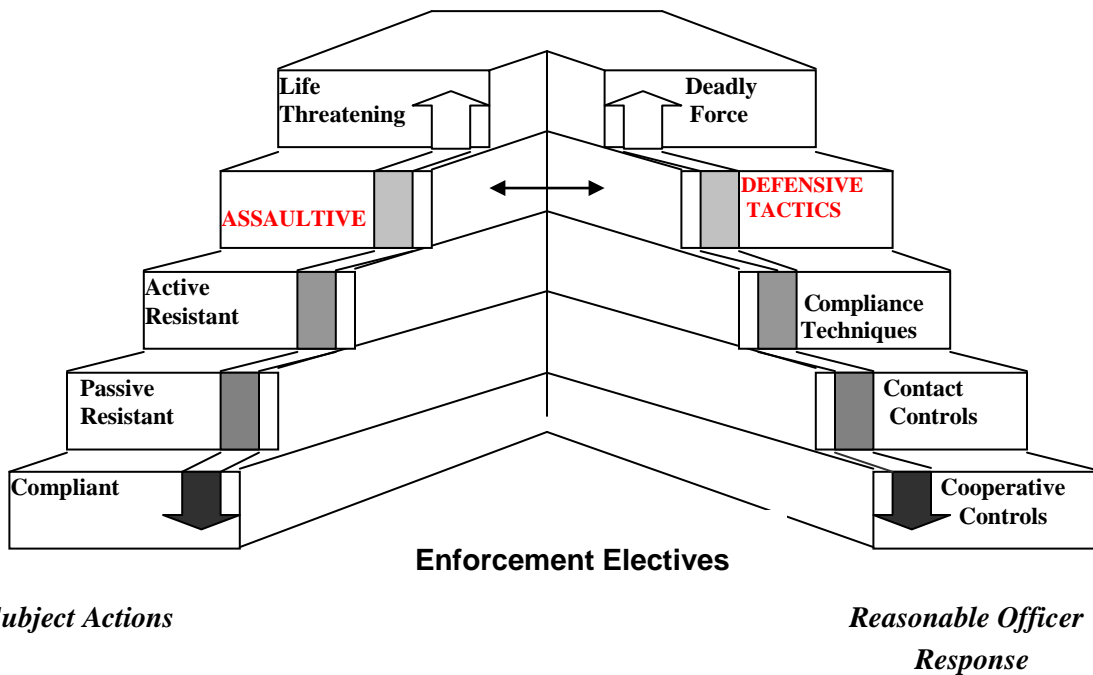
- 3) **Chain of Command Responsibilities** *CALEA 1.3.7*
- Review *Electronic Use of Force Report*
 - Make comments, if necessary
- (Refer to [Blue Team UOF/Pursuit/MVC Process](#))

P3.1.5 ASSAULTIVE-DEFENSIVE TACTICS *CALEA 1.3.1, 1.3.4, 1.3.5, 1.3.7*

A) Definitions

- **Assaultive** – Non-compliance perceived as, or resulting in, an actual assault on an individual or Officer. The scope and severity of the attack would support the reasonable assumption that the actions would not result in death or *serious bodily injury*.
- **Defensive Tactics** – Tools and tactics designed to be deployed upon the *assaultive* subject.

FORCE MODEL



B) Enforcement Electives

Enforcement electives are those *tools, tactics* and techniques made available at each level of force application. Regarding *defensive tactics*, the following *enforcement electives* are consistent with the Tacoma Police Department's Integrated Force Management program and *use of force* model.

- *All Cooperative Control Enforcement Electives*
- *All Contact Control Enforcement Electives*
- *All Compliance Techniques Enforcement Electives*
- *Personal Weapons* Defenses
- *Impact Tools*
- *Arrest Tactics*
- *Directed Canine Deployment*

C) Special Instructions

1) *Impact Tools Post-Application Procedures:*

- Inspect impacted area for any visible injury
- If visible, photograph injury
- If necessary, request or transport for medical aid

2) *Defensive Tactics* used against an animal shall be considered *reportable use of force*.

D) Duties and Responsibilities

Any Officer who applies *defensive tactics* shall, as soon as practical, comply with the following procedures and assume listed responsibilities:

1) **Officer Responsibilities** *CALEA 1.3.6*

- Initiate Post-Application procedures, if necessary
- Notify immediate Supervisor
- Refer to actions in the Incident Report Narrative
- Look for, identify and document all visible injuries
- Inquire of and document complaints of non-visible injuries

2) **Supervisor Responsibilities** *CALEA 1.3.7*

- Respond to the scene and/or hospital
- Investigate and review the use of force incident
- Report findings in an *Electronic Use of Force Report* and forward through chain of command for review

(Refer to [Blue Team UOF/Pursuit/MVC Process](#))

3) **Chain of Command Responsibilities** *CALEA 1.3.7*

- Review *Electronic Use of Force Report*
- Make comments if necessary.

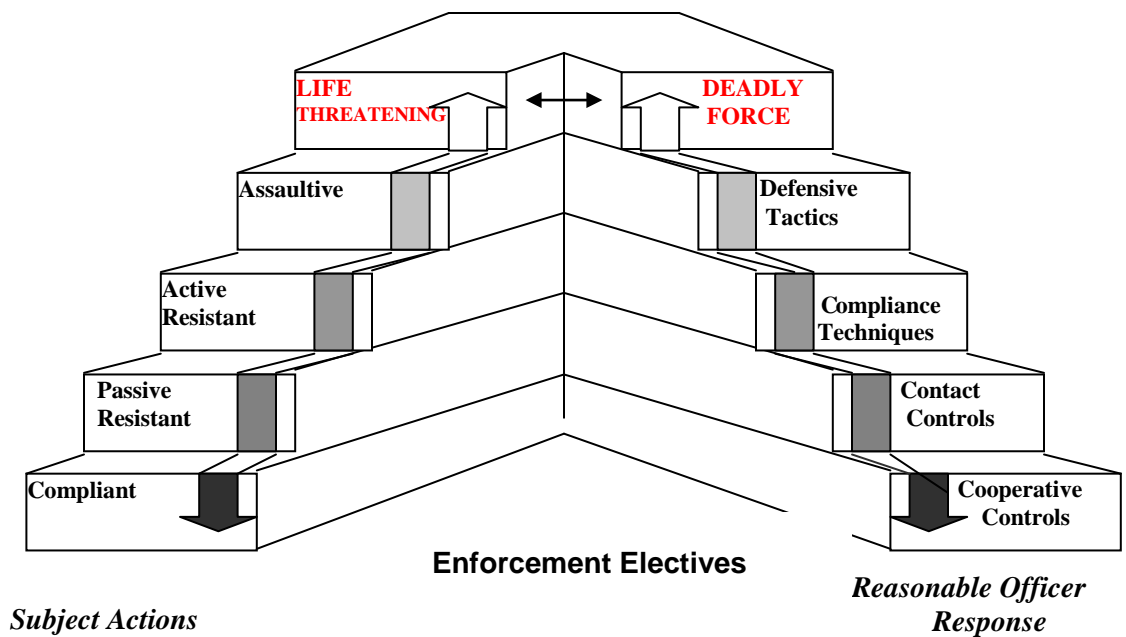
(Refer to [Blue Team UOF/Pursuit/MVC Process](#))

P3.1.6 LIFE THREATENING – DEADLY FORCE *CALEA 1.2.2, 1.3.1, 1.3.2, 1.3.5, 1.3.7*

A) **Definitions**

- *Life Threatening* – Reasonable perception that the actions of an individual would likely cause death or *serious bodily injury* to an individual or Officer.
- *Deadly Force* – The use of any *force* that is likely to cause death or *serious bodily injury*. Deadly force does not include *force* that is not likely to cause death or *serious bodily injury* but unexpectedly results in death or *serious bodily injury*. Designed to be employed with a *life threatening* subject.

FORCE MODEL



B) Principles of Deadly Force Application CALEA 1.3.2

The Tacoma Police Department recognizes and respects the value of all human life. Procedures and training are designed to resolve confrontations prior to escalation to the point *deadly force* may be applied. During the performance of their duties and as a last resort, Officers may apply *deadly force* when confronted with an *imminent danger* of death or *serious bodily injury* to protect themselves or others.

Officers are not required to place themselves or others in immediate danger of death or *serious bodily injury* before using *deadly force*. The necessity to use *deadly force* arises when there is no reasonable alternative to using such force and, without it, the Officers or others would face imminent danger of death or *serious bodily injury*.

C) Enforcement Electives

Enforcement electives are those *tools, tactics* and techniques made available at each level of *force* application. Regarding *deadly force*, the following *enforcement electives* are consistent with the Tacoma Police Department's Integrated Force Management program and *use of force* model.

- *All Cooperative Controls Enforcement Electives*
- *All Contact Controls Enforcement Electives*
- *All Compliance Techniques Enforcement Electives*
- *All Defensive Tactics Enforcement Electives*
- *Attack Defense*
- Ramming
- Firearm Techniques
- Arrest Tactics

D) Duties and Responsibilities

1) Officer Responsibilities CALEA 1.3.5, 1.3.6

- If necessary, request *qualified medical assistance* for treatment
- Notify immediate Supervisor
- Refer to actions in the Incident Report Narrative
- Look for, identify and document all visible injuries
- Inquire of, and document, complaints of non-visible injuries

2) Supervisor Responsibilities CALEA 1.3.7

- Respond to the scene and/or hospital
- Notify the shift commander and ensure IA is advised
- Internal Affairs shall be responsible for completing the EUF Report and forwarding through the employee's chain of command for review when deadly force was used against a person or an animal
- Follow procedure outlined in [P3.4, Deadly Force Investigations](#)

3) Chain of Command Responsibilities CALEA 1.3.7

- Review *Electronic Use of Force Report*
 - Make comments, if necessary.
- (Refer to [Blue Team UOF/Pursuit/MVC Process](#))

E) Special Instructions

- Warning shots shall not be used. CALEA 1.3.3
- *Deadly force* should not be used against a subject in a moving vehicle unless it is necessary to protect against *imminent danger* to the life of the Officer or others. CALEA 1.3.2
- *Deadly Force* used against an animal shall be a *reportable use of force*; however, the responsibility for the completion of the EUF Report rests with Internal Affairs.
- When a law enforcement Officer is pursuing a fleeing suspect, he/she may use deadly force only to prevent escape if the Officer has probable cause to believe that the suspect poses a significant threat of death or serious physical injury to the Officer or others.
- Self-defense, defense of another, and *imminent danger* of death or serious bodily injury shall be the only policy guideline for the application of *deadly force*.

P3.1.7 USE OF FORCE REPORTING POLICY CALEA 1.3.6, 1.3.7

The Tacoma Police Department considers the application of necessary *force* a professional responsibility and is accountable for all aspects of training, practice, supervision, and review regarding the use of *force*. The reporting procedure set forth herein shall be to account for applications of reportable use of *force* and provide a review

process for training. This training reporting addresses the *tools, tactics* and *timing of force* application and provides a statistical basis for policy review.

The Supervisory review of *force* applications shall be the determining factor in evaluating appropriateness and necessity. The investigating Supervisor shall make a preliminary determination as to whether *force* was applied within Department guidelines. The quantitative reporting of *force* applications on the Electronic Use of Force (EUF) for training purposes shall not be used in the investigative process where disciplinary sanctions may result.

As articulated in P3.1, Use of Force, all applications of *force* shall meet the standard of reasonableness as determined by the circumstances the Officer encounters.

P3.1.8 APPLICATION *CALEA 1.3.6, 1.3.7*

A) The following processes regarding use of *force* shall provide guidance in reporting. These are outlined according to the Officer response to subject actions based upon the Department's *use of force* model.

- 1) **Cooperative controls** shall be described in the narrative section of the Incident Report when written. When a *draw and direct* technique involving a *tool* is employed (without actual application) to de-escalate or gain compliance, a **Use of Force report shall not be required**.
- 2) **Contact controls** shall be described in the narrative section of the Incident Report. Officer(s) who use *contact controls* where injury occurs shall contact a Supervisor, and the Supervisor shall complete an *Electronic Use of Force (EUF)* report.
- 3) **Compliance techniques** shall be described in the narrative section of the Incident Report. Officer(s) who use *compliance techniques* shall contact a Supervisor and the Supervisor shall complete an *Electronic Use of Force (EUF)* report.
- 4) **Defensive tactics** shall be described in the narrative section of the Incident Report. Officer(s) who use *defensive tactics* shall contact a Supervisor and the Supervisor shall complete an *Electronic Use of Force (EUF)* report.
- 5) **Deadly force** shall be described in the narrative section of the Incident Report. Officer(s) who use deadly force shall contact a Supervisor. Internal Affairs will complete an EUF Report when the deadly force was used against a person or an animal.

NOTE: Due to the significant impact on personnel and resources, investigations of deadly force applications shall be addressed specifically in [P3.4, Deadly Force Investigations](#).

B) Use of Force Reporting Instructions

The Use of Force Reporting is intended to quantify applications of *force* and provide specific training correction for those *tools, tactics* and techniques which are applied unsuccessfully or incorrectly. The reporting is also intended to allow Supervisors an opportunity to identify training issues and assess skills and *tools*.

A **reportable use of force** is defined as any incident where, under the color of authority, a Tacoma Police Officer employs a **contact control** (where injury occurs) tool, (excluding **Draw and Direct**) or any physical force to:

- Compel a non-compliant person to obey their direction
- Overcome active resistance during an arrest or detention
- Defend self or another from an aggressive action by a suspect

Officers who employ a reportable use of force shall specify those actions within the narrative section of the report. Additionally, if the Officer wishes to (and if warranted) make specific training recommendations regarding tool effectiveness and training proficiency, the Officer should collaborate with the Supervisor so the aforementioned can be included in the comments section of the **Electronic Use of Force (EUF report)**.

In situations where multiple Officers apply the same techniques, *tactics* and/or *tools* that constitute a **reportable use of force**, Supervisors shall complete one Electronic Use of Force (EUF) report for each subject (addressing all appropriate sections) regardless of how many officers are involved.

- Supervisors shall conduct a review regarding applications of *force* and shall complete the **Electronic Use of Force (EUF report)**. Training deficiencies and/or concerns should be identified in the comments section.

(Refer to [Blue Team UOF/Pursuit/MVC Process](#))

The Support Services Division is responsible for collating the information obtained from the **Electronic Use of Force (EUF report)**. If no training issue is identified, the information shall be collected and the data retained according to Washington State records retention laws. If a training issue is identified either by the Officer, the reviewing Supervisor or training personnel, the Training Section shall, within 60 days, construct a corrective

training plan for specific skill improvement and implement, with the affected Officer, as soon as is reasonably practical.

Training Section staff shall be responsible for making corrective recommendations to training modules and for improving individual Officer's proficiencies.

Reference Guide:

Use of Force Policy	P3.1
Use of Force Definitions	P3.1.1
Compliant – Cooperative Controls	P3.1.2
Passive Resistant – Contact Controls	P3.1.3
Active Resistant – Compliance Techniques	P3.1.4
Assaultive – Defense Tactics	P3.1.5
Life Threatening – Deadly Force	P3.1.6
Use of Force Reporting Policy	P3.1.7
Use of Force Reporting Application	P3.1.8
Vehicle Operations	P3.2
Canine Operations	P3.3
Deadly Force Investigations	P3.4
Deadly Force Review Board	P3.5

Training References:

[Bryan V McPherson 9th Circuit Court.pdf](#)

[Legal Directive 10-001-Taser.doc](#)



TACOMA POLICE DEPARTMENT

Professional Standards

Sub-Section 3.2

Sets forth the Tacoma
Police Department's Use of Force
Vehicle Operations

Donald Ramsdell, Chief of Police

PURPOSE: This policy shall establish the professional philosophy of the Tacoma Police Department relative to proper use of vehicles in performance of service to the community.

P3.2 VEHICLE OPERATIONS *CALEA 41.2.1, 41.2.2* (02/2014)

The Tacoma Police Department considers personal and public safety its primary responsibility. The Department considers all fleet vehicles and special use vehicles as law enforcement tools, although some have specific uses and designed capabilities. Standards of care and caution apply to vehicle usage at all levels of operation. These standards of operation are identified as State of Washington and City of Tacoma traffic laws and ordinances.

Officers of the Tacoma Police Department may use tools and tactics outside the parameters of departmental training. All such applications of vehicle operations shall meet the same standard of reasonableness as those which have been previously identified and approved. TPD employees shall comply with the current Department training.

The following relating to vehicle operations provides guidance in the application of departmental vehicles as law enforcement tools.

P3.2.1 EMERGENCY VEHICLE OPERATIONS *CALEA 41.2.1*

EMERGENCY RESPONSE – Officers of the Tacoma Police Department shall be authorized to operate a vehicle under emergency conditions when facts or circumstances are known to the Officer, or are presumed to exist, which reasonably identify a threat to life or serious bodily injury. Emergency response shall require audible signals and visual lights.

Operators of vehicles in emergency operations shall be permitted to:

- Park or stand irrespective of local ordinances
- Proceed past stop signals or stop signs only after slowing for safe operation
- Exceed maximum speed limits so long as life or property is not endangered
- Disregard regulations governing direction of movement or turning in specified directions

TACTICAL RESPONSE – Officers of the Tacoma Police Department shall be authorized to operate a vehicle under tactical response wherein conditions exist not rising to the level of emergency response but exceed routine response, and where one or more of the following, but not limited to, actions may be necessary:

- To expedite response
- To initiate enforcement action
- To deploy the police fleet vehicle as a law enforcement tool

Unless a reasonable Officer Safety concern is present, tactical operations shall be conducted with visible warning lights and audible signal. As with all other vehicle operations, tactical operations shall be conducted with due care and caution for the safety of the public. *CALEA 41.2.1*

ROUTINE RESPONSE – Officers of the Tacoma Police Department shall operate vehicles in adherence to all traffic regulations and speed limits wherein conditions exist not rising to the level of emergency or tactical response. Calls for service which indicate no apparent exigent circumstances are considered routine response. *CALEA 41.2.1*

A) Duty of Care

During Emergency Vehicle Operations, drivers still maintain the duty to drive with due regard for the safety of all persons, and will be held responsible for consequences of their reckless disregard for the safety of others.

CALEA 41.2.1

B) Radio Use

When an Officer is involved in an emergency (needs assistance/help), all other units will stay off the air except to notify dispatch of their arrival at the scene of the assistance call. This will allow the unit in trouble to have the frequency to provide updates or slow units down if the situation de-escalates.

C) Supervisor *CALEA 41.2.1*

Supervisors shall continually monitor the emergency response of all involved Officers. Attention shall be given to the ongoing need to maintain emergency response to any given situation. Considerations for continued response shall be as follows:

- Immediacy of need to arrive
- Traffic and pedestrians
- Weather conditions
- Unreasonable risk to responding Officers or public

D) Methods of Forcible Stop *CALEA 41.2.3*

Only members with Department-certified training and equipment may use intervention techniques, where appropriate and when reasonable and necessary, and in strict accordance with the following: *CALEA 41.2.1(c)*

1) Tire Deflation Devices *CALEA 41.2.3(a)(b)(c)*

- Tire deflation devices are intended to be used for pursuit termination or as a tactical tool to gain immediate compliance over an actively resistant driver.
- Tire deflation devices shall be deployed using the most current training guidelines.

2) Pursuit Immobilization Technique (PIT) *CALEA 41.2.3(a)(b)(c)(d)*

The Pursuit Immobilization Technique (PIT) is a tool used to reduce risk in bringing pursuits to a conclusion. PIT is a forced rotation vehicle stop of a suspect vehicle in an effort to end a pursuit. Officers are **not** authorized to execute a PIT maneuver until they have successfully completed a Department-authorized PIT certification course. A PIT maneuver shall be deployed using the most current training guidelines. Officers shall not be disciplined for a decision against executing a PIT in a pursuit situation.

- **PIT – Under 40 Miles per Hour**
PIT maneuvers at less than 40 miles per hour may be executed at the discretion of a fully trained PIT Officer.
- **PIT – Over 40 Miles per Hour**
PIT maneuvers if executed at 40 miles per hour or higher, PIT requires Supervisory approval.

3) Ramming *CALEA 41.2.3(a)(b)*

Ramming is the deliberate act of colliding with another vehicle and using an amount of force likely to cause either serious bodily injury or death to another person. Ramming is considered use of deadly force and can only be applied in strict accordance with P3.1.6. Life Threatening Deadly Force. When a departmental vehicle is being used as an approved tool, no collision report is required.

4) Vehicle Pinning *CALEA 41.2.3(a)(b)*

Officers may use their patrol vehicle as a tool to keep a vehicle from moving from a stationary position when it is reasonably believed that the vehicle can/will be used in an attempt to flee lawful detention.

- Officers should consider factors such as potential suspect violence, weapons, tactical position, bystanders, vehicle occupants, and traffic conditions before using this tactic.
- This is a very low speed tactic and should cause little to no vehicle damage.
- When a departmental vehicle is being used as an approved tool, no collision report is required.

5) Duties and Responsibilities when Attempted/Utilized *CALEA 41.2.3(e)*

a) Officer Responsibilities

- Notify immediate Supervisor
- Refer to actions in the Incident Report Narrative
- If necessary, request qualified medical aid for treatment
- Look for, identify and document all visible damage/injuries
- Inquire of, and document, complaints of non-visible injuries

b) Supervisor Responsibilities *CALEA 41.2.3(d)(e)*

- Respond to the scene
- Investigate and review method of forcible stop
- Complete EUF report and forward through chain of command for review

(Refer to [Blue Team UOF/Pursuit/MVC Process](#))

c) **Chain of Command Responsibilities** *CALEA 41.2.3(e)*

- Review the Electronic Use of Force report
- Make comments, if necessary

(Refer to [Blue Team UOF/Pursuit/MVC Process](#))

P3.2.2 VEHICLE PURSUIT OPERATIONS *CALEA 41.2.1, 41.2.2 (b)(d)(e)*

The Tacoma Police Department recognizes that under [RCW 46.61.035](#) (see RCW for legislative language in its entirety), Officers have the legal right and duty to apprehend offenders who flee from the police and present a threat to the public. However, Department members will only engage in pursuits when the necessity to apprehend the violator outweighs the danger posed to the public. Every Department member engaging in a pursuit must be able to articulate what conditions were present that justified the pursuit.

A) **Definitions** (as applied to this Policy) *CALEA 41.2.1*

- **Vehicular Pursuit** – An active attempt by an Officer to apprehend a suspect who willfully fails to immediately bring their vehicle to a stop and drives in an evasive manner while attempting to elude a pursuing police vehicle.
- **Failure to Yield** – Where an Officer attempts a traffic stop and the driver fails to immediately bring his or her vehicle to a stop and drives in manner that does not violate traffic laws, does not attempt to evade or elude the officer and does not pose an immediate threat to community safety.
- **Officially Marked Patrol Vehicle** – An officially marked patrol vehicle is a vehicle issued by the Department equipped with emergency lights and siren and operated by a commissioned Tacoma Police Department Officer.
- **Supervisor** – A Supervisor shall be a fully commissioned Supervisor of the rank of sergeant or above or the officially appointed acting sergeant or above.
- **Primary Unit** – The primary unit is the Officer who is closest to the fleeing vehicle.
- **Secondary Unit** – The second Officer to engage in a pursuit, whether upon the request of the primary Officer or Supervisor.
- **Third Unit** – Requested or assigned third unit.

B) **Guidelines** *CALEA 41.2.1, 41.2.2(d)*

- No more than three patrol units should be committed as pursuit vehicles, unless the Supervisor or primary unit specifically advises that additional units are needed to safely affect the arrest of the suspect(s).
- Officers involved in pursuits shall use their radio call number with all radio transmissions, whenever possible.
- Officers transporting persons other than commissioned Officers should not participate in pursuits except in extreme circumstances.
- Officers should not pursue while transporting a prisoner.
- Motorcycle and unmarked units should not participate in pursuits except in extreme circumstances. They should be relieved by an officially marked patrol vehicle as soon as possible. Continued motorcycle involvement shall be approved by an on-duty Supervisor.
- In the event Canine is available, they should take over the secondary unit position and responsibilities as soon as can be safely accomplished.
- Roadblocks/Rolling Roadblocks should not be employed except as a last resort necessitating the application of deadly force to a life-threatening suspect. *CALEA 41.2.3(a)*
- A supervisor actively involved in a pursuit shall immediately turn command/control of the pursuit over to another supervisor.

P3.2.3 INITIATION/TERMINATION OF A PURSUIT *CALEA 41.2.2(b)(c)(f)(g)(h)(i)(j)*

A) **Initiation Phase** *CALEA 41.2.2(b)*

Officers may initiate a vehicular pursuit when, in the Officer's reasonable judgment, an **actively resistant** subject:

- Presents, or has presented, an **imminent threat** of death or serious bodily harm **and/or**
- The severity of the crime or circumstances, other than the eluding itself, necessitates immediate apprehension.

The serious risks created during a pursuit require a Police Officer to weigh many factors when deciding whether or not to pursue the violator. The Officer should consider the overall circumstances in relation to the danger posed to the community and other Officers when deciding to initiate, or terminate, the pursuit of a vehicle.

B) Termination of a Pursuit *CALEA 41.2.2(b)(f)(g)*

The decision to terminate a pursuit can be made by the primary Officer or ordered by a Supervisor at any time during the pursuit. Officers shall terminate a vehicular pursuit when, but not limited to:

- Ordered to terminate by a Supervisor
- In the pursuing Officer's judgment, the risks to self and/or public outweigh the necessity for immediate apprehension
- The distance between the Officer and offender is so great that further pursuit would be futile
- A change in roadway, vehicle, pedestrian or weather conditions occur that significantly increase the risk of danger to the public and Officers
- Malfunctions occur with the pursuing emergency vehicle equipment which would make continuation a significantly greater risk to the public or Officers

Upon termination, Officers will cease following the suspect vehicle and advise South Sound 911 (SS911) dispatch that they have terminated the pursuit.

C) Primary Unit Responsibilities *CALEA 41.2.2(b)*

The primary unit is the Officer who is closest to the fleeing vehicle.

- 1) The primary unit shall advise SS911 Communications of the following, but not limited to:
 - Unit identification
 - Reason for the pursuit
 - Location, direction of travel, speed, and traffic volume on a continuous basis
 - Description of the fleeing vehicle and license number, if known
 - Description of the suspect driver, if known
 - Number of occupants
- 2) Notification and reporting requirements:
 - Notify immediate Supervisor
 - Refer to actions in the incident report narrative

D) Secondary Unit Responsibilities *CALEA 41.2.2(c)*

The secondary unit shall assume primary responsibility for radio communications and shall replace the primary unit in the event the primary unit cannot continue.

E) Third Unit Responsibilities

The third unit shall have the following responsibilities, but not limited to:

- Replace either of the first two units in the event that one of them becomes disabled or is otherwise unable to continue the pursuit.
- Discontinue the pursuit and render aid in the event of a collision involving third parties.
- Be in a position, at the point of pursuit termination, to implement a felony stop, containment, or apprehension of fleeing suspects or to provide traffic control, as necessary.
- In the event that the PIT maneuver is utilized, the third unit will assist the secondary unit in pinning the vehicle.

F) Assisting Units

Other patrols near the pursuit area shall monitor the progress of the pursuit. They shall not directly engage in the pursuit unless requested by the primary unit or directed by a Supervisor. These units should be ready to replace any assigned unit in the event they cannot continue. They should be in position to respond to any collision that may result from the pursuit. Other Officers should make attempts to safely stop traffic at intersections in the path of the pursuit. These units should also make attempts to safely respond to a location where they can deploy tire deflation devices. Backup units should be available to assist in the apprehension of the suspects or provide any needed traffic control at the termination of the pursuit.

G) Supervisor Responsibilities *CALEA 41.2.2(f)*

Upon notification of a pursuit, an on-duty Supervisor shall assume supervisory command of the pursuit and will direct tactics as needed. In controlling the pursuit, the Supervisor shall be responsible for, but not limited to, the following:

- Advise SS911 dispatch via radio that they are monitoring/directing the pursuit.
- The Supervisor shall order the termination of the pursuit if at any time the danger to the public or the involved Officers outweighs the immediate need for apprehension of the offender. It is not necessary that the Supervisor be on scene to control and direct the pursuit.

- Directing support units in and out of the pursuit.
- The approval, disapproval, and coordination of pursuit tactics.
- The determination to cross jurisdictional boundaries during the pursuit.
- The Supervisor shall continually assess the pursuit as it applies to [P3.2.3](#).
- Investigate and review the incident.
- Complete an Electronic Use of Force report and forward through the chain of command for review. (Refer to [Blue Team UOF/Pursuit/MVC Process](#))

H) Chain of Command Responsibilities

- Review the Electronic Use of Force report
- Make comments, if necessary.

(Refer to [Blue Team UOF/Pursuit/MVC Process](#))

I) Multi-Jurisdictional Vehicular Pursuits *CALEA 41.2.2(f)(h)*

Tacoma Officers pursuing vehicles into another jurisdiction shall maintain authority and responsibility for the pursuit. A request should be made to the agency with jurisdiction to take over the primary pursuit position, and the pursuing Officer should assume a secondary role. If Tacoma units continue a pursuit into another jurisdiction, responsibility for their continued involvement rests with the Tacoma Supervisor. All Tacoma Police Department policy/procedures pertaining to pursuits are applicable to Officers assisting another jurisdiction in a pursuit or participating in a pursuit in another jurisdiction.

When a police pursuit is originated by another jurisdiction and enters Tacoma, an on-duty Supervisor will advise SS911 dispatch to clear the air with the alert tone and give continual updates on the progress of the pursuit while it is within the city limits. If possible, SS911 will patch the pursuing agency onto a common channel. The on-duty Supervisor will determine what assistance (i.e., tire deflation devices, PIT, and/or taking over primary pursuit functions) is to be rendered and make assignments accordingly. Tacoma Officers will render reasonable assistance to end the pursuit as quickly as possible.

J) Post Pursuit Requirements *CALEA 41.2.2(i)*

- At the conclusion of a pursuit, even if the pursuit was terminated with no apprehension, the Supervisor shall ensure a Department incident report is completed. The Supervisor shall also complete the Electronic Use of Force (EUF) and forward through the chain of command for review. The chain of command will review the Electronic Use of Force report and make comments if necessary. (Refer to [Blue Team UOF/Pursuit/MVC Process.](#))
- The patrol shift Supervisor shall conduct a turnout critique of the pursuit for training purposes.
- All pursuits that result in death, serious injury, or major property damage will be investigated by the Accident Investigation Team.
- In the event an incident progresses beyond “Failure to Yield” and neither a stop ensues or “Vehicle Pursuit” initiated, the CAD disposition must state – Failure to Yield.



TACOMA POLICE DEPARTMENT

Use of Force

Sub-Section 3.3

Sets forth the Tacoma Police
Department's Use of Force
Canine Operations

Donald Ramsdell, Chief of Police

PURPOSE: This policy shall establish the professional philosophy of the Tacoma Police Department relative to the utilization of canines as law enforcement **tools** in the performance of service to the community.

P3.3 CANINE OPERATIONS CALEA 41.1.4(a)

(R 11/2016)

The Tacoma Police Department regards the canine as a valuable law enforcement **tool**. The primary mission of the police canine is to locate persons and/or property. Canines may also be deployed as an instrument of **force** to defend against assault or to apprehend suspects who present a threat to the community and the severity of their actions warrant immediate apprehension.

It shall be the canine handler's responsibility to know the policies and procedures regarding canine deployment as well as the capabilities and limitations of the canine, and be able to, through training and experience, evaluate the responses and actions of the particular canine. For this reason, the handler alone shall make the final decision to deploy the canine.

Canine teams will respond to all field activities where the canine team may be of assistance. Officers who believe canine application is warranted shall request assistance as soon as practical. Canine handlers shall monitor radio traffic and initiate response to those activities that indicate canine need.

Canine teams are also available to handle assistance calls and incidents that would not preclude immediate response to canine-type situations. Upon arrival at the scene of a requested assistance, it shall be the responsibility of the canine handler to determine if circumstances exist justifying the deployment of the canine. **Prior to or once deployed, a Supervisor may terminate the use of the canine if the deployment unnecessarily endangers the public or circumstances change that no longer justifies use.**

P3.3.1 DEPLOYMENT CALEA 41.1.4(a)

(R 11/2016)

The following guidelines regarding deployment are detailed according to the canine handler's assessment of **suspect actions**. The handler's determination to deploy the canine shall be based on the standard of reasonableness, weighing the safety of the public against the immediate need to apprehend.

- **Active Resistant** – Handlers may initiate deployment when, in the handler Officer's reasonable judgment, an **actively resistant** offender presents an imminent threat to the community and the severity of the crime or circumstances necessitate immediate apprehension. Physical and/or verbal controlled **canine search deployment** may be used.

While deployed as a search **tool**, the canine may also be used as an apprehension tool in situations where the suspect is located and refuses to comply and/or where Officer safety would reasonably be compromised without canine assistance.

- **Assaultive** – **Directed canine deployment tactics** used to defend the Officer or another and gain control of the offender.
- **Life Threatening** – **Directed canine deployment tactics** used to defend the Officer or another and gain control of the offender.

The deployment of a canine as an enforcement **tool** shall, if practical, be accompanied by a verbal announcement of the intention to apply the canine. This announcement is intended to warn innocent bystanders and serve to de-escalate suspects and bring them under control without application of **force**.

Officers are reminded **not** to deploy an Electronic Control Tool (ECT)/Taser when a canine is actively contacting a suspect for the following reasons:

- Several incidents reported in the past across the United States resulted in a canine being struck by an ECT/Taser rather than the suspect. When this occurred, the police dog felt the effects of the ECT and refused to re-contact the suspect. This resulted in several police dogs taken out of service and “retired” because they were rendered

ineffective as a result of being struck by an ECT. The canines could not be retrained to overcome their fear of the ECT contact.

- There have also been instances where a canine contacted a suspect between the probes causing the canine to disengage and not re-contact the suspect. Again the canines would not respond to retraining.
- In order to avoid similar negative results with our canines, officers should not deploy an ECT/Taser when a canine contact is in progress or imminent. The only exception is if the canine handler specifically directs the officer to deploy a Taser.

Reference [P3.1.4\(D\)\(5\)](#)

P3.3.2 CANINE CONTACT *CALEA 1.3.5, 1.3.6(b)(c)*

(R 11/2016)

Whenever a handler applies a police canine as a law enforcement *tool* and the canine makes contact with an offender, use the following procedure:

- After the offender is controlled, the handler shall inspect the contacted area and make note of the physical condition for report documentation. A Supervisor or another Officer should witness the inspection. The witnessing Officer information shall be included in the reporting procedure.
- If an injury has occurred as a result of the canine contact, the handler should initiate first aid.
 - If the contacted offender is an adult and refuses to allow the inspection, the refusal shall be witnessed by another Officer. This refusal shall be completely documented.
 - If the contacted offender is a juvenile and refuses to be inspected, the juvenile shall be taken to a hospital for treatment. If there is parental refusal for treatment, another Officer shall witness the refusal, and complete documentation shall be made in the Incident Report.
 - In all cases of canine contact where there is a visible injury, the contacted offender shall be taken to a hospital for treatment whether the subject refuses or consents.
 - Photographs shall be taken of all visible injuries and, if possible, all contacted areas. These photographs shall be attached to the handler's report and maintained in the Canine Unit files for the working life of the dog plus five (5) years.
 - The affected clothing of an offender should be taken as evidence, if practical.
 - All canine contacts shall be reported to a Supervisor.
 - A Supervisor shall respond to the scene and investigate and review the canine contact. The Supervisor will report findings in an *Electronic Use of Force* report and forward through the chain of command for review. (Refer to [Blue Team UOF/Pursuit/MVC Process](#))
 - The chain of command will review the *Electron Use of Force* report and make comments, if necessary. (Refer to [Blue Team UOF/Pursuit/MVC Process](#))

P3.3.3 MULTI-JURISDICTIONAL OPERATIONS

(R 11/2016)

When Tacoma Police Department canine handlers are requested and approved to assist another local law enforcement agency, Officers shall adhere to the policies of the Tacoma Police Department regarding the rules of deployment. If a canine makes contact with a suspect while assisting another agency, the handler shall report such contact to a Tacoma Police on-duty Supervisor. The Supervisor shall complete and *Electronic Use of Force* report and forward through the chain of command for review. The chain of command will review the *Electronic Use of Force* report and make comments, if necessary.

P3.3.4. REFERENCE GUIDE

(R 11/2016)

Definitions	P3.1.1
Use of Force	P3.1
Compliant - Cooperative Controls	P3.1.2
Passive Resistant - Contact Controls	P3.1.3
Active Resistant-Compliance Tech.	P3.1.4
Assaultive-Defensive Tactics	P3.1.5
Life Threatening-Deadly Force	P3.1.6
Electronic Use of Force Report (EUF)	P3.1.7
Deadly Force Investigations	P3.4



TACOMA POLICE DEPARTMENT

Use of Force

Sub-Section 3.4

Sets Forth the Tacoma Police
Department's Use of Force
Deadly Force Investigations

Donald Ramsdell, Chief of Police

PURPOSE: This policy shall establish the professional philosophy of the Tacoma Police Department relative to the investigation of deadly force applications in the performance of service to the community.

P3.4 DEADLY FORCE INVESTIGATIONS CALEA 1.3.8

(R 05/2013)

The Tacoma Police Department recognizes that trauma can occur when Officers are involved in incidents wherein they either use, or become victims of, deadly force. It is the policy of the Department to assist Officers in recognizing and dealing with trauma to minimize its negative effects.

A basic assumption in the investigation of deadly force application by a Police Officer in the line of duty is that no criminal act has been committed by the Officer. If an investigation indicates that a criminal act may have been committed, the Officer will be read his/her Miranda Rights and accorded all constitutional rights and protections.

The review of deadly force shall examine the reasonableness of Officer response judged from the circumstances faced by the Officer at the time. Additional review shall be given to departmental training and policy issues.

The following provide guidance to Department members for handling incidents wherein Officers have applied deadly force, or faced imminent serious bodily injury or death.

P3.4.1 ON-SCENE APPLICATION

(R 10/2016)

NOTE: Interviews of the Officer involved, beyond the initial walk-through, as well as written reports and taped statements, shall be conducted in accordance with governing contractual language. Any compelled statement shall be afforded all legal protections.

A) Officer applying deadly force

- Initiate post application procedures per [P3.1](#)
- Maintain scene integrity, if practical
- Retain weapon(s) until replacement weapon is issued

B) On-Scene Officers

- Provide assistance to the Officer(s) involved
- Maintain scene integrity, if applicable
- Identify any witnesses

C) Responding Officers

- Provide first aid, summon medical aid as needed
- Protect the scene and prevent destruction of evidence
- Ensure that a supervisor has been requested
- Provide needed assistance to the Officer(s) involved in the deadly force application
- First responding Officer will be primary and will complete the Incident Report, unless otherwise designated by the operations supervisor
- Establish and complete the crime scene log
- Locate and identify witnesses

D) Operations Supervisors

- Respond to the scene.
- Stabilize the situation.
- Ensure the integrity of the scene.
- Relief of related responsibilities for Officers involved in the application of deadly force on scene, as soon as practical.
- Ensure that Forensics personnel are responding.

- Ensure the notification of the following:
 - On-Duty Shift Commander
 - CID Lieutenant and CID Homicide/Assaults Sergeant, per established Investigations Bureau Procedures, Functions, Investigative Call-Out Procedures
 - Public Information Officer
 - Chain of command of Officer involved
 - Internal Affairs personnel
 - Union President or designee
 - Department Psychologist (*notification of incident only, not call-out*)
 - Peer Support Supervisor
 - Department Chaplain
- Ensure that the Officer involved is provided with an alternate service weapon, if applicable.
- Ensure that all witnesses (Police and civilians) are kept separated and are transported to the appropriate Police facility for formal statements.
- Ensure that a Critical Incident Liaison Officer (CILO) is assigned to each Officer involved in the application of deadly force at the earliest reasonable time.
- Ensure that all Officers involved in the investigation, but not in the actual application of deadly force, complete their reports prior to dismissal.
- Treat the Officer(s) involved in the application of deadly force as potential victims of Post-Traumatic Stress and/or other psychological trauma, and coordinate with the Shift Commander to ensure that sufficient personnel are available to support the Officer involved and to assist the CID Investigative Team in completing a thorough investigation.
- If the Officer is injured, a second Operations supervisor will respond to the hospital. This supervisor will support the Officer and family members and protect evidence, including the Officer's weapon. If the Officer is unconscious, seriously injured or critically or fatally injured, the supervisor will advise the chain of command and emergency contact procedures can be initiated, per instructions on the emergency contact card. The second supervisor will ensure that the appropriate casualty reports are written.
- Complete a supplementary report.
- Complete the [Supervisor's Report of Incident or Injury](#) form, if applicable.

E) Shift Commander

- Assume responsibility for the overall investigation until relieved by the CID Lieutenant
- Ensure that emergency contact notifications are made if the Officer is seriously, critically, or fatally injured
- Make appropriate notifications, i.e., Chief of Police, City Manager, etc.

F) Forensic Specialists

- Photograph the scene
- Photograph injuries
- Photograph the Officer involved, depicting clothing/equipment *CALEA 52.2.6*
- Measure and diagram scene
- Videotape scene, if applicable
- Collect evidence at direction of CID Detectives
- Perform other forensic services, per the needs of individual cases

G) Criminal Investigations Division (CID) Lieutenant

- Chain of command respond to the scene
- Ensure that sufficient investigative personnel are provided

H) Homicide/Assault Sergeant

- **Any Use of Force with Life Threatening Injuries or Death** – If an officer uses force against the person of another, independent of the level of force, where either death occurs or life threatening injuries are sustained, CID detectives, Internal Affairs investigators, investigators from the Pierce County Prosecutor's Office as well as the Medical Examiner's Office will be involved.
- **Deadly Force Resulting in Death** – If an officer uses deadly force against the person of another that results in death, CID detectives, Internal Affairs investigators, investigators from the Pierce County Prosecutor's Office as well as the Medical Examiner's Office will be involved.

I) Detectives

- Respond to the scene unless otherwise directed
- Interview all witnesses (departmental and civilian)
- Document the condition of the scene
- Direct the collection of evidence by the Forensic Specialist(s)
- Secure all weapons involved in the application of deadly force and ensure that they are properly collected
- Canvass the neighborhood for witnesses and/or evidence
- Conduct taped statements of Officers involved in the application of deadly force
- Other investigative tasks as assigned

J) Internal Affairs (IA)

Respond to the scene of all applications of deadly force, with the sole exception of accidental discharges on the firing line during firearms training and/or qualification which result in no injuries to persons or damage to property (such incidents shall be classified as firearms training incidents and handled at the discretion of the Range Master or supervising authority).

- Act as the primary investigative agent if the application of deadly force was unintentional, resulted in no injuries, and there was no crime involved
- In all other applications of deadly force, IA will coordinate its investigation with the CID Detective Team, and CID will have primary investigative responsibility
- Investigate aspects of departmental policies, procedures and training
- Prepare case for review by the Use of Deadly Force Review Board
- May investigate applications of deadly force used against an animal (See special instructions in [P3.4.7](#))
- Complete the *Electronic Use of Force Report* in all cases where deadly force was used

K) Critical Incident Liaison Officer (CILO)

A CILO will be assigned to each Officer involved in the application of deadly force, or whom faced imminent death or serious bodily injury. The Officer may choose the CILO as long as the chosen Officer is reasonably available. The CILO will be an uninvolved party to the application of deadly force and will:

- Keep the involved Officer insulated from the media and from unnecessary contacts by Department personnel
- Transport involved Officer from the scene
- Make contact with the involved Officer's family, if necessary

NOTE: The CILO is not to be confused with the functions of a trained Peer Support Officer and does not have confidentiality privileges.

L) Public Information Officer

- Will respond to the scene
- Assume responsibility for central dissemination of information
- Coordinate with the CID Sergeant to obtain the best information available
- Conduct all media briefings

After the initial investigation has revealed sufficient facts to make a preliminary decision as to whether the use of deadly force by the Officer(s) was within departmental guidelines, the Chief of Police will make a public statement to the media concerning what determination the facts support. If the Chief of Police is unavailable, the designated Assistant Chief will make this statement.

M) Union Representative (by agreement)

- Union president (or designee) will ensure that the Officer involved receives all contractual and constitutional rights and protections
- Will consult with the Officer(s) involved as to the timing of giving statements

P3.4.2 POST INCIDENT *CALEA 1.3.8*

(R 10/2016)

A) Interviews

- Department members involved in the application of deadly force shall be allowed to consult with a union representative and/or an attorney prior to being required to give a formal statement to the CID Detectives about the application of deadly force.
- A union representative and a Department representative (Shift Commander) may mutually agree to a time when the Department member will give a statement about the application of deadly force

- The Department allows the Officer involved in an application of deadly force to have a representative of their choosing present during the giving of the detailed statement in an effort to aid the Officer through the stressful situation.
- The absence or unavailability of a particular individual will not be grounds to delay the investigation.
- All formal interviews with Officers involved in the application of deadly force will be recorded and then transcribed.
- IA representatives will not be present during the CID Detective's interview of the Officer involved in the application of deadly force. If necessary, IA may conduct an interview at a later time.

B) Officer Involved Responsibilities

- Will be placed on administrative leave or assigned administrative duties whenever a death or serious injury occurs subsequent to a use of force applied in an official capacity *CALEA 1.3.8*
- Submit to mandatory evaluation with departmental psychologist
- Give taped statement at agreed upon time
- May be returned to regular duty only upon approval of the Chief of Police *CALEA 1.3.8*
- Complete appropriate reports when contractually provided for
- Complete firearms confidence training
- May request critical incident stress debriefing

C) On Scene Officers

- Complete a Supplemental Report detailing actions and observations
- May request critical incident stress debriefing
- Assist as directed by scene supervisor

D) Psychologist

- Conduct mandatory evaluation of each Officer directly involved in an application of deadly force.
- The only communication to the Department will strictly be a recommendation as to whether the Officer is fit or unfit to return to regular duty
- Acquaint the Officer involved with aspects of post-shooting trauma, when applicable.

E) Division Commander (of involved Officer(s) after they have completed the CID interview)

- Contact the departmental Psychologist to set a date and time for the involved Officer(s) to conduct a return-to-work interview
- Contact the Range Sergeant to set a date and time for the involved Officer(s) to conduct a firearms confidence session

F) Range

If the application of deadly force involved use of a firearm, the Officer will report to the Training Section prior to returning to regular duty for:

- *Firearms Confidence Training* - this training will not be conducted for scoring purposes, (and focuses on re-acclimating the Officer to the background and accompanying sounds and activities of the weapon being discharged).

The Range will issue a replacement weapon if the Officer's weapon remains in evidence or is otherwise unavailable.

G) Critical Incident Stress Management (CISM)

- All personnel involved in the application of deadly force and the investigation of the incident may be required to attend a CISM session.

H) Finance Section

- Replace the Officer's damaged or lost equipment as soon as practical
- Ensure that appropriate reports and paperwork regarding damaged or lost equipment are completed

I) Training Section Review

- Review the Electronic Use of Force (EUF) report to determine possible individual or Department-wide training needs
- Implement needed training

J) Deadly Force Review Board

- Will be convened by the appropriate Bureau Commander in a timely manner
- May require the involved Officer to appear and provide testimony
- Make findings and issue recommendations to the Chief

P3.4.3 OUTSIDE AGENCY APPLICATION OF DEADLY FORCE IN THE CITY OF TACOMA

- The Tacoma Police Department has primary jurisdiction
- CID will investigate all applications of deadly force within the City of Tacoma limits, including those by Officers of other agencies
- The Tacoma Police Department will coordinate with the other agency so that they will be able to conduct their investigations with the least amount of disruption
- Shift Commander to be notified and coordinate with other agency

P3.4.4 TPD OFFICER APPLICATION OF DEADLY FORCE OUTSIDE THE CITY OF TACOMA

A) On Duty

- Officer involved will immediately notify the agency of jurisdiction and contact an on-duty Tacoma Police Supervisor and initiate post-application procedures
- The supervisor will notify the Shift Commander, IA, and the union president (or designee)
- IA will respond to the scene and conduct their investigation with the agency of jurisdiction
- A CID representative will also be available to respond to assist in the investigation and provide a liaison with the agency of jurisdiction, if requested by the investigating agency or the Officer involved

B) Off-Duty

- Involved Officer(s) will immediately notify the agency of jurisdiction and an on-duty Tacoma Police supervisor, and initiate post-application procedures
- Handle per [P3.4.3](#) of this Policy if incident is within City of Tacoma limits
- Handle per [P3.4.4](#) of this policy if incident occurred outside of City of Tacoma limits

P3.4.5 UNINTENDED FATALITIES *CALEA 1.3.6(b), 1.3.8*

- Deadly force does not include force that is not likely to cause death or *serious bodily injury* but unexpectedly results in death or serious bodily injury
- *Unintended fatalities* shall be investigated and handled with the same thoroughness as an application of deadly force, with CID having primary investigative responsibility and IA responding as per section [P3.4.1.J](#) of this policy. Officers involved in applications of less than deadly force which unexpectedly result in fatalities will be treated in the same manner as Officers involved in applications of *deadly force*.

P3.4.6 TPD OFFICERS ON-SCENE AT APPLICATION OF DEADLY FORCE BY OUTSIDE AGENCY

- Notify on-duty Tacoma Police Supervisor
- Provide necessary assistance
- Complete appropriate reports

P3.4.7 USE OF DEADLY FORCE AGAINST ANIMALS

Internal Affairs shall be notified and determine if response is required. Shift Commander will be notified and shall determine investigative needs.

P3.4.8 REFERENCE GUIDE

Definitions	P3.1.1
Use of Force Policy	P3.1
Life Threatening – Deadly Force	P3.1.6
Vehicle Operations	P3.2
Canine Operations	P3.3
Electronic Use of Force Report (EUF)	P3.1.7
Critical Incident Liaison Officer (CILO)	P3.4.1k
Emergency Notification For TPD Employees	P2.5
Deadly Force Review Board	P3.5
CISM	P4.4.1
Peer Support	P4.4.2

Peer Support Team
Investigative Call-Out Procedure
Collective Bargaining Agreements

[P4.4.3](#)
[CID Handbook](#)
[Local #6 and Local #26](#)



TACOMA POLICE DEPARTMENT

Use of Force

Sub-Section 3.5

Sets forth the Tacoma Police Department's Use of Force Deadly Force Review

Donald Ramsdell, Chief of Police

PURPOSE: This policy shall establish the professional philosophy of the Tacoma Police Department relative to the review of applications of deadly force by its Officers.

P3.5 DEADLY FORCE REVIEW BOARD CALEA 1.3.7 (R 07/2012)

The Tacoma Police Department recognizes the need to review thoroughly all applications of *deadly force* by its Officers. The primary purpose of the Board shall be to review the investigation and determine if the application of *deadly force* was within Department policy. The Board may also examine significant training and equipment issues. The Board shall report its findings to the Chief of Police. These findings may include recommendations to further investigate certain aspects of the attendant circumstances.

P3.5.1 DEPARTMENTAL REVIEW BOARD MEMBERS CALEA 1.3.7

The Board will consist of six voting members and a non-voting chairperson. The six voting members will consist of two management representatives, two union representatives, and two members of the community.

- The ASB Assistant Chief of Police will serve as Chair of the Board. The Chair of the Board will be responsible, with the assistance of staff, for coordinating Board activity.
- The management representatives will consist of the Bureau and Division Commanders of the Officer who applied deadly force. If several Officers from different Bureaus apply *deadly force* during the same incident, the commander of the Bureau with the most Officers involved will attend, and the Division Commander not assigned to the above Bureau Commander will attend.
- The community representatives will consist of two citizens – one selected from the specific sector where the deadly force incident occurred and one selected at-large. The City’s Human Resources Director will make the selection of the citizen members.
- The union representatives will consist of two union members appointed by the Tacoma Police Union bargaining unit of the involved Officer.

P3.5.2 BUREAU LEVEL REVIEW BOARD

The Chair may elect to convene a Bureau-level Review Board when it is determined to be in the best interest of the Department. The Bureau-level review shall consist of the following personnel:

- The Bureau Commander of the involved Officer(s)
- The Division Commander of the Support Services Division
- The Division Commander of the involved Officer
- A member selected by the Tacoma Police Union bargaining unit of the involved Officer

Applications of *deadly force* cited as examples of when a Bureau-level review may be appropriate are as follows:

- Non-injurious firearms training activities
- Non-injurious unintentional discharges CALEA 1.3.6(a)
- Deadly force directed at animals

P3.5.3 PROCEEDINGS AND FINDINGS CALEA 1.3.7

- The Chair shall call a meeting of the Board in a timely manner after each application of *deadly force* by an Officer.
- The Board may require the involved Officer or other Department personnel to appear and provide testimony. A Critical Incident Liaison Officer (CILO) of their choice during testimony may accompany the involved Officer to the Board. The CILO will not provide testimony nor question the Board members about the proceedings.
- The Board will make findings of fact and conclusions as to the circumstances surrounding applications of *deadly force*.
- The Board will use those findings as a basis to examine whether policies, procedures, practices, or training might be improved to better protect Officers and reduce the need to apply *deadly force*.
- If the findings indicate that an application of *deadly force* was not within departmental guidelines, one of the following steps will be taken upon approval of the Chief of Police:

- If a violation of law or Department rules or regulations is indicated, the matter shall be referred to the Internal Affairs Section and processed in accordance with the Department’s disciplinary procedures.
- If an incident is clearly due to improper training, the matter will be referred to the Commander of the Support Services Division so that proper retraining can be conducted.
- If the application of *deadly force* was unintentional, a recommendation will be made as to whether or not discipline or corrective training is necessary.
- Three reports will be prepared for submittal to the Chief of Police. Each of the three represented groups – management, labor, and the community – will prepare a separate report on their findings and recommendation. After review of the reports, the Chief will render a decision on the use of *deadly force*.

P3.5.4 PUBLIC DISCLOSURE

The findings of the Board, along with a determination by the Chief as to whether or not the application of *deadly force* was justified under rules and procedures pertaining to the use of *force*, will be made available to the public, subject to the laws of the State of Washington regarding public disclosure, and rights of privacy as determined by the City Attorney. The disclosed findings shall consist of the conclusion of the Review Board as to whether the force was “Reasonable,” “Not Reasonable,” or “Unintentional.” Any specific recommendations pertaining to policy issues and training may be included. The entire investigation material shall not be released.

P3.5.5 INTERNAL AFFAIRS (IA)

- Receive the recommendations of the Board.
- Will ensure that each recommendation is forwarded to the respective Division Commander for action.
- Upon completion of the recommendations, IA will receive from each responsible Division Commander a document delineating how the recommendation was satisfied.
- A complete file of all reports, documents, findings and written response to recommendation, following a review by the Chief of Police, shall be made a part of the file relating to the incident in the Internal Affairs section.

Special Instructions

At the Board's option, it may file with the Chief of Police a separate report which would include comments, opinions, and general recommendations intended to assist the Chief in making a final decision on the matter.

This report may be treated as confidential by the Chief, at his/her option.

The Board may file minority/majority reports where the decisions are not unanimous.

P3.5.6 REFERENCE GUIDE

Definitions	P3.1.1
Use of Force	P3.1
Life Threatening – Deadly Force	P3.1.6
Vehicle Operations	P3.2
Canine Operations	P3.3
Electronic Use of Force Report (EUF)	P3.1.7
Deadly Force Investigations	P3.4
Public Disclosure Law	RCW 42.56



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.1

Sets forth the Tacoma Police
Departments Policy on
Professional Communication

Donald Ramsdell, Chief of Police

P4.1.1 ELECTRONIC COMMUNICATIONS *CALEA 12.2.2(c)*

(R 10/2016)

The use of electronic communication systems are for the express purpose of conducting city business. The electronic communication systems shall not be used for the transmission of information that promotes any form of discrimination. It also shall not be used for personal business interest, personal gain, or any unlawful activity.

Employees have no expectation of privacy in their use of the Internet or other electronic communication resources provided in the course of employment, and all such use may be monitored or audited at any time without notice per City of Tacoma Internet and Electronic Communications Use Policy. See [P4.1.3](#), Internet, for additional reminders of this policy statement.

A) Ownership

All information resources provided through these systems are the property of the City of Tacoma, State of Washington, or the Federal Bureau of Investigation (FBI). Through a licensing agreement, the City of Tacoma has the privilege of using the technological resources available from the State and the FBI. As a part of these agreements, the City is obligated to ensure that unauthorized use or dissemination of information gained from these sources does not occur. Department-issued devices to include, but not limited to, computers (portable or otherwise), cell phones, pagers, etc., shall not be taken outside the state of Washington except for, and limited to, the performance of official duties.

B) Security

Electronic Communication systems are not secure. Both radio and cellular communications can be monitored through scanners. Electronic and voicemail messages and fax transmittals are vulnerable to interception. Whether for communication or records checks, care should be taken when using the computers so that unauthorized persons cannot view the screen. The information obtained from law enforcement records is confidential, and every attempt should be made to secure information displayed on the screen. See [P4.1.2\(D\)](#) for additional information.

C) Electronic Messages *CALEA 12.2.2(c)*

1) **Reading:** All employees are responsible for reading their electronic messages at least once during their shift to keep abreast of departmental policies and procedures as well as personal directives from Supervisors. *CALEA 12.2.2(c)*

2) **Undeliverable Process:** The Department’s electronic messaging system sends a notification to the sender when a message is not delivered to an employee’s mailbox. When the electronic message involves a Directive, this notification shall be forwarded to Accreditation support personnel who will make a hard copy of the Directive and deliver to the employee’s mailbox.

This process will also be followed when Policy/Procedure revisions are not deliverable.

3) **Deleting:** Employees are encouraged to delete electronic and voicemail messages as they are reviewed unless later reference is necessary. Failure to clear these messages can result in system overload or slow the responsiveness to system users.

NOTE: If you receive an objectionable email, save it and notify a Supervisor. They will review the material and take steps to secure it for investigation prior to deletion. Storage of unauthorized material is considered a violation of the “use of city equipment policy.”

4) **Electronic Mail (Distribution Approval)**

Be sure to target your audience carefully when communicating through the email system. Prior to directing messages to all system users (broadcast messages), approval shall be obtained from a Supervisor at or above the rank of Lieutenant or Manager (Finance Section and Forensic Services). The name of the

Supervisor giving approval will be placed at the top of the message, i.e., “Per Captain Jones,” or following the message, i.e., “Approved for dissemination by Section Manager John Smith.”

5) Out of Office Notification

When you will be out of the office for an extended period of time (generally consisting of three days or more of scheduled or unscheduled leave), use the Out of Office Notification that will automatically reply to emails sent to you, notifying the sender of your absence and when you will return. Also, if you will be away during your regularly scheduled shift, use the notification.

D) Mobile Data Computers

Users need to recognize that MDC messages are routed through a central computer. The messages are retained in memory files and may be obtained through public disclosure or court order.

E) Radio

Radio users should maintain a professional demeanor at all times and conserve valuable air time by adhering to the ABCs of radio use: *Accuracy, Brevity, and Clarity*. Unencrypted radio frequencies are public domain. While use is controlled through licensing, the public has the ability to monitor the unencrypted airways via scanners. Copies of South Sound 911 (SS911) Communication Center audio recordings are retained and available to TPD employees. External entities shall utilize the public disclosure request process.

F) Cellular Phones

Cellular (cell) phone technology is an integral part of the Department’s daily field operations. The cell phone has an integrated electronic serial number (ESN) which allows for individual billing to help ensure cost containment and individual user accountability.

Cell phones can be used to conduct official City and Department business either on duty or off duty.

Cellular technology makes use of both the existing hardwire phone systems and radio frequencies operating from various cell antennas. For this reason, cellular may not be the best medium for sensitive or confidential communication. The Department makes issued cellular phones available for official use to identified employees based on Department need. While these methods of communication should never be utilized as a primary source of communication in lieu of SS911 radio when radio dispatch functions would be appropriate, it can provide a useful communication tool when communicating “Officer to Officer,” or as an emergency alternative.

G) Fax Machines

When necessary to fax confidential information, the intended recipient should be notified to expect the fax containing said material. Because of the sensitive nature of the information transmitted, both the sending and receiving parties shall take great care to ensure the expediency and confidentiality of all information involved. It is always a prudent practice to retrieve the documents and check the activity report as verification that it has been sent. Even when sending routine information, consider that others in the recipient’s office may retrieve the document.

H) Printers

When printing material of a sensitive and/or confidential nature on an unsecured printer, it is important to retrieve printed material immediately in order to eliminate or reduce unwanted dissemination.

I) Text Messaging Device (Phone/Pager)

Use of a text messaging device is to expedite notification of and communication among Department members. The Operations Bureau Desk Officer will be responsible for making command staff notifications of major incidents or situations. Command texts will be made to ensure command staff receives timely notification of significant community and departmental issues. Any questions of proposed messages should be directed to a Supervisor for clarification before being sent.

The general use of the texting system as an informational tool does not alleviate the need to make specific and direct individual notifications when appropriate or required, i.e., Shift Commander, PIO, SWAT.

J) Public Disclosure

Each form of electronic communication produces some record of its use and/or the actual message sent. These billings, logs or messages are subject to the retention guidelines for public records and are retained accordingly. Therefore, the information may become the subject of a public disclosure request. Caution should be exercised to ensure that confidentiality is protected and that the message content is appropriate for the communication medium

selected. Personal texts and emails on Department devices are subject to public disclosure. Department devices are for work-related business.

K) Electronic Subpoenas – Superior Court (Criminal Cases)

All Superior Court subpoenas for criminal cases will be transmitted via an e-mail from the Prosecutor’s Office. Only rarely will there be paper service. Notification for cancellations/continuations will be via email, phone call or text message for the Prosecutor’s Office.

Service is accomplished through viewing the subpoena email. An automatic message generated upon opening the subpoena is sent to the court for confirmation of service.

Extended absences from the Department (see Procedures Manual, [Court Procedure](#), for extended absence criteria) must be registered on the email system through the “Out of Office Assistant” so the Prosecutor’s Office will be aware of any time conflicts.

A notification will be sent by the Prosecutor’s Office via email to the Officer involved if a subpoena is added, cancelled or continued with less than seven (7) days remaining before the appearance. The updated information will also be added to the docket and via Pierce County Legal Information Network Exchange (LINX).

For additional information regarding general subpoenas, see [P4.1.12](#).

P4.1.2 COMPUTER USE *CALEA 11.4.4, 41.3.7(a)(b)* *(R 10/2016)*

A computer and/or any other type of electronic data storage or retrieval, or communication device, issued by Tacoma Police personnel is the property of the Tacoma Police Department under the care and use of the employee(s) to conduct business. Employees are subject to the care and maintenance of such devices in accordance with [Computer and Telephone Use](#) in the Procedures Manual.

Department-issued devices will not be taken outside the State of Washington except in the performance of official duties.

A) Hardware and Software Purchases

Employees shall obtain authorization from the Department’s Information Technology (IT) Support Unit before purchasing any software, computer, monitor, printer, item or device which has the ability to be attached or installed in any manner to, or operate in conjunction with, the City of Tacoma, SS911, and/or the Tacoma Police Department computer networks or computer equipment.

B) Modifications

1) Hardware

Alterations, modifications or repairs to Department issue computer devices will be performed by a member of the Department IT Support Unit. The Department will only authorize payment for those repairs to Department issue computer devices which have had prior approval by the Department IT Support Unit. Any such costs for non-department issue computer devices will be the responsibility of the individual Officer.

NOTE: Accessory items will not be added or modified without written approval of the Department IT Support Unit.

Any item which is attached to, in any manner, or contained within a Department computer is presumed to be Department property. Any item or device which has the ability to be attached in any manner to the City of Tacoma, SS911, and/or the Tacoma Police Department computer networks falls within the scope of applicable policy.

2) Software *CALEA 11.4.4, 41.3.7(a)(b)*

Computer software programs are protected by federal copyright laws and the licensing agreement with the City. If a City employee improperly makes copies of a computer software program, this action may be deemed beyond the “scope of employment” as defined by City Code Section 1.12.920 “Protection of Officers and Employees against Personal Legal Liability.” In the event that there is a claim or legal action by a software company or others, and the copying of a software program is determined to be beyond the scope of employment, City-funded legal representation may be denied. Additionally, the employee may be obligated to pay any penalties and monetary damages. The employee may also be subject to City disciplinary action.

Employees shall obtain authorization from the Department's IT Support Unit before purchasing, installing, upgrading or altering the basic function of any hardware device or software applications on Department computers to include, but not limited to, desktop, mobile or handheld computers.

Computer games which are not part of the operation system's basic installation are not allowed on Department computers. Employees shall not load or install computer games into the memory of any Department computer and shall not play games from compact disks or USB devices.

- **Software Piracy**

Software piracy is the illegal copying and/or use of copyrighted software programs.

The federal copyright law prohibits any part of a copyrighted publication (including software programs) from being reproduced, transmitted, transcribed, stored in any retrieval system, or translated into any language by any means without the express written permission of the author. Persons violating the copyright laws are subject to criminal as well as civil prosecution.

Tacoma Police Department employees shall not operate in violation of the law. Employees shall not copy, possess or use illegally copied (pirated) software in any Department facility or on any Department-owned computer equipment. This policy includes copyrighted computer software purchased by any Unit, Section, Division or Bureau of the Department where its usage is restricted to a single site, user or installation.

C) Dissemination of Information

Employees shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures and applicable statutes. Employees shall not divulge the identity of persons giving confidential information except as authorized by proper authority. Violations involving the misuse of Criminal Justice Information (CJI) systems shall be reported to the Washington State Patrol and the ACCESS Section.

- **CJI Access**

Officers shall only access CJI systems when they are in a secured police facility or on a Department-issued laptop.

- **Display Screen**

Officers are reminded to shield confidential dispatch data and information appearing on the screens of their MDCs from the view of unauthorized persons and suspects. Suspects detained in the back seat of a patrol car may be able to view dispatch or other information displayed on an MDC. Be careful to protect the identity of victims and witnesses by keeping this information confidential and out of a suspect's view.

D) Security of Computer Devices

1) Officers with Assigned Vehicles

- Officers with an assigned vehicle and an approved computer docking station with a functional locking mechanism for the computer may leave the computer in the vehicle while on duty.
- Officers who are able to place their assigned vehicle in a locked yard/garage of an occupied residence may leave the computer in the vehicle while off duty so long as the temperature within the vehicle can be reasonably expected to not fall below freezing nor exceed 100°F within the vehicle.
- Officers without such locking rack or mechanism in their vehicle or who are unable to leave the vehicle in the locked yard or garage of an occupied residence will NOT leave the computer in the vehicle while off duty. Any alternative locking mechanism must be an approved installation; no authorized alterations to Department vehicles are allowed.
- The Department retains the right to inspect proposed sites of vehicle storage to approve leaving the computer in the vehicle.

2) Officers with Pool Vehicles

- Laptops will be removed from the vehicle at the end of shift.
- Laptops will be stored in a secure area with moderate (40°F to 80°F) temperatures and humidity.
- The laptop can then be docked and the docking station locked at the beginning of the next shift.

3) **Officers Using Desktop Computers or Laptops with Desktop Docking Stations**

- When Department personnel leave their computer unattended, they shall initiate a session lock on the computer to prevent unauthorized users from accessing CJI systems.
- Upon returning to the computer, Department personnel can log back in through established procedures.

4) **Passwords**

Passwords must meet complexity requirements, including the following:

- Be a minimum of eight (8) characters
- No dictionary words or proper names
- Passwords and User ID must not be the same
- Changed every 90 days
- No password can be reused for the previous 10 passwords
- Passwords shall not be transmitted in the clear, outside of secure locations
- Not displayed when entered

E) Disposal of Media

The purpose of this policy is to outline the proper disposal of media at the Tacoma Police Department. Media as it pertains to this policy is defined as diskettes, tape cartridges, ribbons, hard copies, print-outs, and other similar items used to process or store classified and/or sensitive data.

These rules are in place to protect sensitive and classified information, employees, and the Tacoma Police Department. Inappropriate disposal of Tacoma Police Department and FBI information and media may put employees, the Tacoma Police Department and the FBI at risk.

This policy applies to employees, contractors, temporary staff and other workers at the Tacoma Police Department, including all personnel with access to sensitive and classified data and media as well as all equipment that processes classified and sensitive data that is owned or leased by the Tacoma Police Department.

When no longer usable, diskettes, tape cartridges, ribbons, hard copies, print-outs, and other similar items used to process or store classified and/or sensitive data shall be properly disposed of in accordance with measures established by the Tacoma Police Department. The following steps will be followed:

- When no longer usable, hard copies and print-outs shall be placed in shred bins.
- Diskettes and tape cartridges shall be taken apart and media will be shredded by hand.
- After media has been shredded, it will be placed in appropriate bins to be incinerated or disposed of properly. IT systems that have processed, stored or transmitted sensitive and/or classified information shall not be released from Tacoma Police Department control until the equipment is sanitized and all stored information has been cleared. For sensitive, but unclassified information, the sanitization method shall be approved by the Tacoma Police Department. The following procedures will be followed:
 - Employees will send all hardware that processes and/or stores classified and/or sensitive data to Tacoma Police Department IT Support Unit to be properly disposed.

Tacoma Police Department IT Support Unit will dispose of hardware by one of the following methods:

- **Overwriting** – an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located. The number of times the media is overwritten depends on the level of sensitive information.
- **Degaussing** – a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
- **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc.

Enforcement – Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

F) Data Retention

Employees are to ensure that business data is secured in such a manner as to protect against involuntary data loss. This requires that business data have a copy stored on a networked server location. IT Support will ensure that all

data stored on City or Department servers be backed up, stored in an offsite location, and be available for timely restore. Certain criminal investigation files may be stored only on-site as appropriate.

Current email traffic will be retained within the City servers as per the published City of Tacoma policy.

G) Inventory *CALEA 17.5.1*

The Department's IT Support Unit is responsible for inventorying all electronic computer equipment (i.e., desktop computers, laptops, cell phones, etc.). IT Support is responsible to ensure the inventory shall be performed at least once each year and updated whenever repairs or software updates are performed.

See [Computer and Telephone Use](#) in the Procedures Manual for additional information.

P4.1.3 INTERNET

(R 03/2010)

This policy is intended to describe the principles and acceptable use of the Internet and other electronic communication facilities provided in the course of employment to City employees. All employees shall ensure that internet usage in the course of their employment complies with [Tacoma Municipal Code 1.46](#) and/or is limited to their official duties.

Employees may make reasonable use of the Internet or other electronic resources provided in the course of employment only so long as:

- The direct measurable cost to the public is none, or is negligible, or access supports the mission of the City.
- There is no negative impact on the employee performance of public duties.

Employees have no expectation of privacy in their use of the Internet or other electronic communication resources provided in the course of employment, and all such use may be monitored or audited at any time without notice, per the City of Tacoma Internet and Electronic Communications Policy.

P4.1.4 TACOMA POLICE DEPARTMENT INTRANET

(R 03/2010)

The Department maintains and updates a Department intranet site. This site is designed for and houses information regarding training, policies, procedures, collaborative documents, upcoming events, etc., and is for use by TPD personnel only. The TPD intranet will grow, evolve, and adapt according to changing needs within the Department. Changes and adaptability within the intranet is accomplished through the use of identified "Stewards" throughout all Bureaus.

P4.1.5 AMBER ALERT *CALEA 41.2.6(d)(e)*

(N 06/2008)

The AMBER Alert Plan is a voluntary cooperative program between the law enforcement community, the Department of Transportation, and the local broadcast media. When activated, the program sends an emergency alert called an AMBER Alert to the public, advising a child has been abducted and is believed the child is in grave danger. The AMBER Alert was created in memory of Amber Hagerman who was abducted and subsequently murdered in 1996 while playing near her Arlington, Texas, home.

AMBER Alert notification is supported by the AMBER Alert Web Portal and the Emergency Alert System (EAS). The Washington Statewide AMBER Alert Plan solely governs and authorizes the use of EAS and the web portal for AMBER Alerts throughout Washington State. The Tacoma Police Department may expand the alert to additional states and/or Canada, if deemed necessary, provided the required criteria of that state or country are met. This expansion of the AMBER Alert is facilitated through the Washington State Patrol. See Procedures Manual, [Juvenile – Abducted](#), for additional.

P4.1.7 PUBLIC INFORMATION OFFICER (PIO) *CALEA 54.1.1(a)(b)(c)(d)(e)(f)*

(R 10/2016)

The Department's PIO is a specifically trained member charged with the responsibility to respond either in the field or via phone to credentialed media entities regarding events and incidents involving TPD actions and/or investigations. The PIO shall be available for response 24 hours a day, 7 days a week.

Responsibilities of the Public Information Officer

The functions of the PIO shall also include, but not limited to, the following:

- Assist credentialed media personnel in covering news stories at the scenes of incidents *(a)*
- Prepare and/or assist the Chief of Police, or designee, in the preparation and distribution of agency media releases *(b)*
- Arrange for and assist at press and related conferences *(c)*

- Coordinate and assist the Chief of Police, or designee, in the authorization and release of information about victims, witnesses, and suspects *(d)*
- Coordinate and assist the Chief of Police, or designee, in the authorization and release of information concerning confidential agency investigations and operations *(e)*
- Coordinate the development of Department procedures and guidelines for releasing information when other public service agencies are engaged in a mutual effort *(f)*
- Promote effective relations between the news media, the Department, and all Department employees
- Respond to major events to act as the Media Relations Contact Officer

P4.1.8 MEDIA RELATIONS AND NEWS RELEASES *CALEA 54.1.3* *(R 10/2016)*

The Tacoma Police Department believes responsible and effective news media relations are vital to our mission. As a Department practicing the philosophy of Community Oriented Policing, we depend on community trust and confidence in carrying out our responsibilities. To this end, we believe a vigorous and professional press is an ally to our policing efforts.

The overriding consideration governing the release of any information allowed by law and permitted by the following guidelines is whether or not it is reasonable to believe that an on-going investigation or pending prosecution might be compromised. If a Department employee believes the release of any information permitted by these guidelines might interfere with the administration of justice, they should contact the Department PIO immediately to ensure that sensitive information is not inadvertently released.

Consistent with policy and guidelines contained in this Policy section, any employee of this Department is permitted to speak with news media representatives.

The Tacoma Police Department will provide admittance to accredited members of the news media to crime scenes and other police-controlled areas providing such admittance does not provide a danger to the preservation of evidence, crime scene processing, or the activities of investigative personnel. When the Officer at the scene deems it beneficial to close an area to all non-police personnel, no news media or press card shall overrule this field decision. Additionally, the Tacoma Police Department shall recognize and accept, subject to aforementioned restrictions, other news media credentials issued by law enforcement agencies or the news media itself. News media credentials or press cards are for IDENTIFICATION PURPOSES ONLY and should not be construed as passes to overrule a field decision as to whether or not the media shall be admitted in a police-controlled area.

Under no circumstances should one media be singled out by any member of this Department to receive special information on an “exclusive basis.” Favoritism is something which will foster “guesswork” by other reporters and result in misinformation being used. Preferential treatment for a single reporter or photographer should not be extended to prevent problems from developing.

The best policy to pursue, if details are unknown or sketchy, is to issue a statement such as, “Additional details will be made available; however, at this point the investigation is still in progress and not all the facts are known.”

When a crime is believed to have been committed, pertinent facts relative to that crime and to the investigation thereof may be released, but the identity of the suspect, whether adult or juvenile, prior to charging and the results of the investigation procedure shall not be disclosed except to that extent which is deemed necessary to aid the investigation, assist in the apprehension, or afford the public advanced warning of potential danger.

If an arrest has been made, it is appropriate to announce the fact and the general circumstances of the arrest, including time and place of apprehension, resistance, pursuit and, if applicable, the use of weapons.

Referral to the investigating and arresting agency is appropriate, if TPD was not the primary agency. Coordination of the release of information with involved agencies is preferred.

If a charge has been filed, the adult or juvenile’s name may be released along with the nature, substance or text of said charge and recap of the actual offense.

It is permissible to request assistance from the public in the form of a news release. This may include information which would help locating a lost person or gathering additional data to make an arrest.

Definitions

- **Members of the News Media:** Reporters, photographers, camera operators, and others who are directly employed by agencies of the electronic or print media and who hold valid news media identification. Freelance reporters and photographers without valid news media identification are to be considered members of the general public.
- **PIO:** A Department Officer who is designated and trained as a central source of information for release by the Department and who responds to requests for information by the news media and the community.
- **Department Supervisor:** Any Department employee working in a supervisory capacity and/or holding the commissioned rank of Sergeant or above.
- **Shift Lieutenant:** Any Department employee holding the rank of permanent Lieutenant or above and designated as the Shift Lieutenant.

Restricted Information and/or Activities

The following should not be released or performed without express authorization from the Office of the Chief of Police, in coordination with the Public Information Officer.

- No member of this Department shall deliberately assist in the posing of a person in custody for photographers of the news media. However, as long as the suspect's safety is not placed in jeopardy, no member shall prohibit or interfere with the taking of still or motion pictures while the suspect is in custodial care. (If such photography endangers the suspect or the Officers involved in the escort, the photographers may be prohibited from continuing their activity. This is especially true when considering television lights which may momentarily "blind" Officers assigned to escort and protection duties.)
- No member shall allow a suspect to be interviewed by representatives of the news media. In the event that an in-custody subject requests or consents to such an interview, the Department member will first advise that they have the right to refuse such requests or to have counsel present during interviews. These facts will be documented in a Supplemental Report. Additionally, a signed statement by the subject stipulating to the above will be obtained prior to the interview.
- No member shall release or authorize the release of any information which may prejudice a case, such as: making a statement that a confession has been obtained or that a suspect is refusing to make any statements to the authorities; releasing names of witnesses to the crime or predicting the possibility of plea bargain or reduced charges.
- At no time shall members give their personal opinion of a suspect's innocence or guilt, or make statements and/or comments as to the merits of the case or the validity of any evidence relative to that case.
- Unless the disclosure will serve a vital function in accomplishing the apprehension of a suspect, the actual monetary amount taken in a robbery should not be released by any members of this Department.
- With rare exceptions (such as homicides), names of sex crime victims should not be released to avoid embarrassment or humiliation on the part of the victims. (Exceptions should be cleared through the Office of the Chief of Police, in coordination with the Public Information Officer, prior to release.)

Every member of this Department is committed to the doctrine of not creating sensationalism. Care must be exercised to avoid voice inflections or facial expressions which may denote bias, disgust or prejudice which may influence public sentiments. If a case is still under investigation and if in doubt as to whether or not a specific piece of information may be harmful, it is best to state: **"The case is still under investigation and additional details will be made available at a later time. At this time, however, I am not at liberty to discuss that specific information."**

Guidelines for Release of Police Reports to the News Media

The following should be closely adhered to by members of this Department when consulted by the news media for information from official Police reports:

- All police personnel will comply with the Washington State Public Disclosure Act when inquiries are made from the media for information from police reports.
- Reports bearing a notation in the Public Disclosure Act block (PDA "Yes" or "No") on the electronic incident report, will not be released to the media until they are screened and all identifying information is deleted. Businesses do not have public disclosure privileges.
- Police personnel will examine all reports prior to release to the media and will assure that all supplemental (follow-up) reports, teletypes, and miscellaneous data are extracted from the packet.

Permanent Files for News Releases

All formal news releases will be filed with the Office of the Chief of Police.

Release of Photographs

File photographs of adults arrested or wanted for serious crimes may be released to the public and the news media under the following conditions (mug shots are the property of the Pierce County Sheriff's Department and must be released via their agency):

- To aid in the capture or to warn the general public of dangerous wanted persons, for whom a warrant exists, with authorization from the investigating unit responsible for the case.
- To assist law enforcement in conducting investigations.

When file photographs are authorized for release, booking numbers and other identification numbers shall be removed prior to release.

Photographs of juveniles will not be released to the news media or the public without the consent of their parents or guardians, or by court order.

Releases Involving Department Personnel

Information regarding the specific identification of a Department employee involved in a significant incident (such as one in which an employee sustained injury or allegedly caused injury or death to another) will not be released to the news media without such information being screened and approved by the Department employee's Bureau, the Office of the Chief of Police, and the Department Legal Advisor.

The approved on-scene release of such information relating to a departmental employee will be made by the Shift Commander or designee, or the Department PIO.

- The Department PIO should be used as a resource whenever possible.
- The immediate on-scene information provided to the news media should be limited to that information which serves to identify the Department employee's rank, tenure, age, and Bureau of assignment, as well as the general circumstances of the incident, following coordination with the investigative unit in charge. The PIO will make every attempt to notify the involved Officer prior to release of information.

Statements Regarding Department Policy, Philosophy, or Procedures

Statements to the news media regarding Department policies, philosophies, or enforcement procedures will be made only by the Office of the Chief of Police, or designee.

Media Aircraft

Occasionally the use of news media aircraft (fixed wing and helicopter) to obtain either live or taped film of a Police event may adversely affect a law enforcement operation. Consideration should be given to requesting restriction of news media aircraft access under the following circumstances:

- Tactical situations in which the identifications of Officers' positions or method of operations may be revealed, thus endangering Officers.
- Incidents in which aircraft significantly distract victims, suspects, witnesses, or where the noise or low level flight may make ground operations difficult or dangerous.

The above-described situations are not all-inclusive. The on-scene commander shall make the determination whether to restrict news media aircraft access.

Requests for the voluntary restriction of news media aircraft shall be brought to the attention of the PIO and should be accompanied by an explanation for the request.

See Procedures Manual, [Media Relations and News Releases](#), for additional information.

P4.1.9 REQUESTS FOR PUBLIC SPEAKING AND ASSIGNMENT OF SPEAKERS (R 10/2016)

All requests for speakers will be made through the Office of the Chief of Police or the Public Information Officer. The requests, insofar as possible, should be in writing two weeks in advance.

Officers, when not working within the scope of a Department assignment but maintaining themselves as representative of the Department, and/or using Department equipment or uniforms, shall not, without specific permission from the Chief of Police: address public gatherings, lecture, appear on radio or television, prepare articles for publication, act as correspondent to a newspaper or periodical, release or divulge investigative information, or any other matters of the Department. See Procedures Manual, [Public Speaking Requests](#), for additional information.

P4.1.10 SEX OFFENDER NOTIFICATION

(R 03/2010)

The Tacoma Police Department desires to provide a systematic approach for public notification regarding imminent threats to public safety. The threat of predatory sex offenders can be mitigated by the local community through an awareness program.

In 1990, the Washington State Legislature passed the Community Protection Act, primarily in response to two cases, one involving the kidnapping and murder of a woman by a sex offender on work release and the other involving the sexual assault and mutilation of a young boy. This comprehensive act included the requirement for sex offenders to register a home address with law enforcement, and authorized the release of information to the public through community notification. The Act also allowed for civil commitment of sexually violent predators. The term “sexually violent predator” only applies to a small percentage of sex offenders who meet specific criteria as determined by a court following a period of incarceration ([RCW 71.09](#)). Sex offender is the current nomenclature to include all individuals convicted of a sex offense.

A) Definitions

- **Sexually Violent Predators:** any person convicted of, or charged for, a crime of sexual violence (see [RCW 9.94A.030](#)), and who suffers from a mental abnormality or personality disorder which makes the person likely to engage in acts of sexual violence with strangers or other individuals with whom a relationship has been established or promoted for the primary purpose of victimization.
- **Sexual Psychopath:** any person who is affected in a form of mental abnormality which predisposes such person to the commission of sexual offenses in a degree constituting him/her a menace to the health or safety of others.

B) Information Management

Notification of the forthcoming release of sexually violent offenders (this term shall include sexual psychopaths) comes most often from the Department of Corrections (DOC), but may also come from the Department of Juvenile Rehabilitation or various sexual offender treatment providers. Each of these notices has a different format, but all of them give the same basic information; the offenders name and physical description, county of the offense and charge in the pertinent case, expected date of release, and expected post-release residence. The DOC bulletins often include additional information concerning details of the pertinent conviction, other criminal history, and sometimes a copy of the pre-sentence report. All of this information may be used in evaluating the likelihood of the offender to re-offend.

Although the Tacoma Police Department may use the above information to evaluate the risk of the offender while at large in the community and may share it with other law enforcement agencies as necessary to aid in ongoing investigations, there are strict limits as to what may be released to the public.

- 1) What may be released to the public:
 - Offender's name, age, physical description
 - Offender's date of release
 - Neighborhood in which the offender registers to reside
 - Overview of the crime for which the offender was convicted and incarcerated
 - Information as to whether the offender has any other arrests/convictions for sexual crimes
 - Photographs of Level 2 or Level 3 offenders
- 2) What may not be released to the public:
 - Offender's medical and/or psychological profile
 - Subjective information such as the offender's attitude, demeanor, and personality
 - Personal information such as the offender's family history, employment history, school records, etc.

C) NOTIFICATION LEVELS

Level 1 (least likely to reoffend) – Maintain the information within the Department and disseminate to other law enforcement agencies as appropriate.

Level 2 (moderate risk to reoffend) – Includes Level 1 protocols. Sex offender notification bulletins containing the offender's name, physical description, neighborhood of residence, offense description, photograph, and risk level will be created. The bulletin will be provided to the PIO for further dissemination.

Level 3 (high risk to reoffend) – Includes Level 2 protocols. In addition to Level 2 dissemination, the PIO sends the bulletins to the local newspaper for publication.

See Procedures Manual, [Sex Offender Notification](#), for additional information.

P4.1.11 REQUESTS FOR INTERVIEWS, RECORDS, AND SERVICE OF LEGAL DOCUMENTS

(R 03/2010)

Interviews – Criminal Cases

Requests for interviews or depositions on pending criminal cases (except the Prosecutor's Office) will be referred through the TPD Court Coordinator to be coordinated by the Internal Affairs Section.

Interviews – Civil Cases

Requests for interviews regarding civil cases will be referred to the Office of the Chief of Police prior to processing by Internal Affairs.

Request for Records

Any subpoena duces tecum (i.e., a court order for production of records) or any request for records, excluding normal public disclosure requests, should be forwarded to the Internal Affairs Section. Internal Affairs will be responsible for coordinating a response to the request through the City Attorney's Office.

See Procedures Manual, [Requests for Interviews, Records, and Service of Legal Documents](#), for additional.

P4.1.12 SUBPOENAS

(R 03/2010)

Department personnel shall be required to appear for hearings and court cases promptly when provided a specific date, time, and place. Municipal Court appearances are posted on a daily court docket. Superior Court appearances only occur when contacted and scheduled to do so by a prosecutor, paralegal, victim advocate, defense counsel or TPD Court Coordinator prior to the trial date listed on the subpoena. See Procedures Manual, [Court Procedure](#), for additional information as well as [P4.1.1\(K\)](#) for electronic subpoenas.

P4.1.13 PROPER TELEPHONE USAGE *CALEA 22.2.7*

(R 03/2010)

It is the policy of the Department to present an efficient and professional appearance to the general public. This is particularly important when dealing with the public via telephone.

Incoming Calls

All members of the Tacoma Police Department are expected to provide for all telephone communications courteously, professionally and proactively. In so doing, they shall answer promptly and identify the division or unit and themselves by name and rank, if applicable. If the individual whom the caller desires is not present or unavailable, ask if anyone else may be of assistance or offer to take a message. When no specific individual is requested, the employee shall attempt to determine the nature of the problem and direct the call to the appropriate unit or person.

Do not transfer calls unnecessarily, only those you cannot handle effectively. Tell the caller why and where you are transferring the call. To avoid being perceived as rude by the caller, clearly and politely announce you will be ending the phone conversation.

P4.1.14 LEGISLATIVE LOBBYING

(E 04/1982)

Personnel appearing in Olympia regarding legislative action related to City or Police Department functions will notify the Office of Inter-Governmental Affairs, indicating the time and purpose of the appearance. Additionally, the consent of the City Manager must be obtained by the Chief of Police or his representative before any appearance is made.

Permissible Activities

- Testify, upon request, before committees.
- Respond to requests for information from legislators, state staff, or the Association of Washington Cities.

Non-Permissible Activities

- Contacting individual legislators or groups soliciting support.
- Purporting to represent the City and/or this Department on any issue unless specifically requested for information by legislature.
- Acting as spokesman for any other groups, i.e., professional interest group, when identified as a City or Police Department employee.

P4.1.15 EMPLOYEE PERSONNEL FILE

(R 03/2010)

Access to departmental personnel files are limited to review by the employee (of his or her own personnel file), or by an individual approved to review another employee's personnel file. Management (above the first line supervisory level) may review files of employees in their command, but only when the Manager's work assignment reasonably requires access to perform their duty. Internal Affairs and the Department Legal Advisors may review personnel files when their work assignment reasonably requires access to perform their duty.

In order to maintain the confidentiality and appropriate access to the Personnel file, a "Personnel File Review Log" must be signed by the requestor when accessing a file. The Office of the Chief of Police may directly access the files for routine maintenance and general employment information without signing the log sheet. For this same reason, no files shall be removed without the written approval of the Chief of Police, except when reproduced for the City Attorney's Office for review. Individual and necessary copies may be made by members of the Office of the Chief of Police, with reasons documented on the "Log."

All employees shall be aware that a duplicate copy of each member's personnel file also resides in the City of Tacoma Human Resources Department.

P4.1.16 GRIEVANCE *CALEA 25.1*

(R 03/2010)

All employees shall be treated in a fair and impartial manner in matters arising from their employment. The grievance procedures shall be defined in Collective Bargaining Agreements with Local 6, 26, 483, 120, 17 and 117, and City of Tacoma Personnel Rules (also known as Civil Service Rules). See Procedures Manual, [Grievance](#), for additional information.

This policy applies to all Collective Bargaining Units currently under the executive responsibility of the Chief of Police.

P4.1.17 OBSERVERS IN POLICE VEHICLES

(R 03/2010)

The Tacoma Police Department recognizes the benefit in permitting observers in Police vehicles during the performance of duties as conducive to community oriented policing efforts. All approval decisions are subject to the specific procedural requirements, as outlined in Procedures Manual, [Observers in Police Vehicles](#).



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.2

*Sets Forth the Policy for
Safety - vehicle
and Equipment*

Donald Ramsdell, Chief of Police

P4.2.1 SAFETY & EQUIPMENT

(R 03/2010)

The Department recognizes that activities surrounding law enforcement can and often pose a level of risk to members above and beyond that found in many other occupations. The Department shall impose training, and endeavor to provide for necessary equipment deemed to reduce or eliminate as much injury and consequence as reasonably possible.

P4.2.2 SEAT BELTS *CALEA 41.3.3*

(R 10/2016)

The Tacoma Police Department recognizes the inherent dangers associated with riding in motor vehicles and require the use of seat belts or safety seats by all occupants in the vehicle, except under exigent circumstances.

A) Police Officers

Mandatory use of seat belts is required by Washington State Law, [RCW 46.61.688](#). All members of the Tacoma Police Department will correctly use seat belts while on duty in all motor vehicles appropriately equipped, except as exempted by law.

B) Detainees

For the purposes of this policy, detainee shall be defined as “A person in the custody of agency personnel and whose freedom of movement is at the will of agency personnel.”

It is intended that all detainees being transported in a passenger style patrol vehicle wear a seat belt. However, if the detainee is combative, or for reasons of safety, the Officer in charge of the detainee has the option to not place the detainee in a seat belt system.

If seat belts are not worn by a detainee, Officers should be prepared to substantiate why the belts were not worn by the detainee(s).

(See Procedures Manual, [Transportation - Detainee](#), for additional information)

C) Children (Under age 16)

1) Rear Seat

Officers shall not transport children weighing less than 60 pounds in the rear seats of a vehicle equipped with a prisoner safety shield due to the inadequate capacity of marked vehicle’s ability to facilitate appropriate restraint devices in the rear seat.

2) Front Seat

Only children who are large enough to use a properly installed forward-facing child seat or booster seat, or large enough to fit properly utilizing the shoulder belt, may be transported in the front seat of a vehicle equipped with an airbag system.

Do not use rear-facing child seats in the front seat of vehicles equipped with an airbag system.

Officers should use discretion when transporting a seat-belted child who may meet the legal age and weight requirements but are small in stature and could possibly slide under the shoulder belt.

D) Child Safety Seats

Tacoma Police Department employees are required to properly restrain children under the age of 16 when transporting them in Department vehicles. (See [RCW 46.61.687](#).) There are several Child Safety Seats distributed among all of the Department’s facilities.

1) Mandatory Use of Child Safety Seat

- Rear-Facing Child Safety Seat: If a child is less than 1 year of age or weighs less than 20 pounds
- Forward-Facing Child Safety Seat: If the child is between 1 and 4 years of age or weighs between 20 and 40 pounds;
- Child Booster Seat: If the child is between 4 and 8 years of age or weighs between 40 and 60 pounds.

NOTE: Children less than 8 years old must be restrained in child restraint systems, unless the child is 4 feet 9 inches or taller. A child who is eight years or older, or 4 feet 9 inches or taller, must be properly restrained with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under 13 years of age must be transported in rear seats where it is practical to do so.

2) Adult Safety Belt or Booster Seat Permissible

This is applicable to children between 6 and 16 years of age or weighing over 60 pounds.

E) Emergency Situations

In cases of emergency, Officers should use discretion when the immediacy of the situation requires a child to be transported without a child safety seat. In these cases, Officers may transport the child a short distance and then arrange transportation using the proper restraint system.

P4.2.3 PERSONAL PROTECTIVE EQUIPMENT

(R 03/2010)

Personal protective equipment is specialized clothing and equipment used by employees to protect themselves from direct exposure to chemicals, blood, and other potentially infectious or hazardous material. The Department will provide gloves, gowns, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices when there is potential for exposure to blood or other potentially infectious material. The Department shall ensure that appropriate protection equipment is available and readily accessible.

- The Department will provide cleaning, laundering or disposal of personal protective equipment.
- Surgical or examination gloves are for single use only and shall be replaced after use, or when visibly soiled, torn or punctured, or when their integrity is compromised.

P4.2.4 INFECTIOUS & HAZARDOUS MATERIAL/CHEMICALS

(R 03/2010)

It is the policy of this Department that employees shall comply with all infectious disease control, and harmful chemical exposure procedures described in the Procedures Manual, in addition to new and recurring in-service training and future information disseminated by this Department.

P4.2.5 FACILITIES

(N 03/2010)

The Tacoma Police Department buildings are secure facilities having controlled restricted access. Because the Department is a law enforcement agency dealing directly with legal ramifications that could compromise individual security and safety, personnel of the Department are required to retain photo ID badges for access and identification. These badges are to be worn in full view during assigned working hours by employees and shall only be used in the performance of their duty. Employees reporting to other government departments should follow their written policies.

All personnel **not in uniform** shall clearly display their Police Department access/ID card at all times while in the Police facility or any other City of Tacoma facility while on duty. No portion of this section shall be interpreted as to require carrying any form of Police identification when the circumstances of a criminal investigation make it impractical or hazardous to do so.

See Procedures Manual, [Facilities – Access](#), and [Policy P1.4.4\(B\)](#) for additional information.



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.3

*Sets forth the Tacoma
Police Department's Policy
Regarding Juveniles*

Donald Ramsdell, Chief of Police

P4.3.1 JUVENILE PROGRAMS CALEA 44.1.1, 44.1.2, 44.1.3, 44.2.4, 44.2.5

(R 07/2013)

The Tacoma Police Department is committed to the development of programs and implementation of procedures designed to prevent delinquent and criminal behavior by youths. In an effort to accomplish this, the following programs have been implemented:

- School Resource Officer;
- Police Explorers;
- IF Project;
- Curfew Enforcement;
- Party Patrols;
- Regional Gang Prevention Initiative.

The Department supports the philosophy of Police and youth interaction and encourages all members to volunteer and become active in youth programs such as:

- Law Enforcement Youth Camp;
- Special Olympics;
- Youth Reading and Mentoring/Communities in School;
- Shop with a Cop;
- Athletic and community programs.

The Department encourages and receives input on juvenile programs and policies from outside or support agencies in contact with the Department.

- Criminal Investigations – Detectives work closely with representatives of the Pierce County Juvenile Justice System to include the Prosecutor’s office and the Juvenile Probation Department. The Washington State Juvenile Rehabilitation Agency and Child Protective Services are consulted in the development of procedures.
- Operations – Officers work in consultation with Tacoma Public Schools, City of Tacoma Human Rights and Human Services, Pierce County Juvenile Court, Pierce County Sheriff’s Department, Pierce County Law and Justice Committee and the Safe Streets campaign in the development of prevention, intervention and suppression strategies for juveniles. The Office of Juvenile Justice Delinquency and Prevention has been a resource for development of juvenile offender procedures and programs.

It is the responsibility of Department Captains with juvenile enforcement and/or delinquency prevention programs within their Divisions to annually review these programs.

It is the Department’s policy to monitor and track programs and use data to evaluate their effectiveness. Evaluation and review of the programs is conducted in consultation with Juvenile Justice, City of Tacoma, and community juvenile delinquency prevention partners.

Recommendations regarding these programs will be submitted to the Chief of Police through the Bureau Commander to determine if they should be continued, updated, or eliminated.

P4.3.2 JUVENILES IN CUSTODY CALEA 44.2.2(a)(b)(c)

(R 03/2010)

The Tacoma Police Department takes juveniles into custody for a variety of reasons other than criminal violations. In all instances, it shall be the priority of Department personnel to ensure the welfare and protect the constitutional rights of juveniles. Officers have a responsibility to take action in non-criminal situations involving juveniles, to include juveniles who are abused, neglected, requesting help, in physical or psychological danger, in at-risk situations, or are perpetrators or victims of crime. In all cases wherein a juvenile is taken into custody, every reasonable attempt will be made to contact the juvenile’s parent/guardian as soon as possible concerning the allegations made against the juvenile and the current status of the juvenile. See P4.3.4, “Traffic Violations Committed by Juveniles” for the varying levels of traffic dispositions pursuant to juveniles.

P4.3.3 RELEASING ARREST RECORDS OF JUVENILES

(R 10/2016)

Arrest records for juveniles are considered confidential and may not be released except under the following circumstances and conditions:

- Arrest information may be released to an outside police agency in regard to an active investigation. Refer the requesting agency to South Sound 911 (SS911) Records.
- Arrest information may be released to juvenile parole and/or caseworkers in the juvenile court system upon request.
- All other requests for juvenile arrest records will be referred to Pierce County Juvenile Court at Remann. Hall.
- SS911 Records cannot release juvenile arrest information over a non-encrypted or patched radio channel. Juvenile arrest information must be given over a secure media.

P4.3.4 TRAFFIC VIOLATIONS COMMITTED BY JUVENILES

(R 03/2010)

In general, juvenile traffic violators are treated the same as adult violators. However, there are specific and unique restrictions regarding the custody of juvenile traffic violators.

See Procedures Manual, [Traffic - Special Groups Enforcement](#), for additional information.

P4.3.5 DETENTION OR RELEASE OF JUVENILES

(R 10/2016)

The Tacoma Police Department is committed to the development of programs and implementation of procedures designed to prevent delinquent and criminal behavior by youths. In dealing with juvenile offenders, Officers shall use the least coercive among reasonable alternatives in keeping public safety, order, and liberties of all persons as the priority. Factors to consider in choosing appropriate actions include:

- The nature of the offense
- The age and circumstances of the offender
- The prior record of the offender
- The likelihood that the alternative choice will satisfactorily resolve the problem

Definitions

- **Juvenile:** An individual who is under the chronological age of 18 years and who has not been previously transferred to adult court jurisdiction.
- **Minor (for the purposes of TPD Policy and Procedures):** An individual who has not attained the age of 21 years.
- **Children Under the Age of 8:** Juveniles under 8 years of age are not considered capable of committing a crime. If a juvenile under 8 years of age is involved in a felony situation, an Incident Report will be made regarding the situation.
- **Children of 8 and Under 12 Years of Age:** Juveniles of 8 and under 12 years of age are presumed to be incapable of committing a crime, but this presumption may be removed by proof that they have sufficient capacity to understand the act or neglect, and to know that it was wrong. If a juvenile of 8 and under 12 years of age is suspected in a felony situation, an Incident Report will be made regarding the situation. Prior to any arrest of a juvenile in this age range, Officer's should consult with a Supervisor (reference [RCW 9A.04.050](#)).

See Procedures Manual, [Juvenile - Investigation and Arrest](#), for additional.

P4.3.6 REPORTING OF JUVENILE ABDUCTIONS *CALEA 41.2.6 (a)*

(N 03/2010)

Reports of missing children suspected of having been abducted can be among the most difficult, challenging, and emotionally charged cases a law enforcement agency will ever face. The Tacoma Police Department is committed to ensuring that abducted children are reunited with their family and will aggressively initiate steps to accomplish this result.

See Procedure Manual, [Juvenile - Abducted](#), for additional.

P4.3.7 REPORTING OF LOST JUVENILES *CALEA 41.2.6 (a)*

(N 03/2010)

Reports of missing children who have gotten lost create a tremendous amount of anxiety for the family and urgency for the law enforcement agency. Time is of the essence when it comes to locating lost juveniles and reducing the opportunities for crimes to be committed against them. As such, members of the Tacoma Police Department shall take immediate appropriate action to assist in the recovery of the lost and missing juvenile.

See Procedures Manual, [Juvenile - Lost](#), for additional.

P4.3.8 REPORTING OF ABANDONED/UNATTENDED JUVENILES *CALEA 41.2.6 (a)* *(N 03/2010)*

Abandoned juveniles present law enforcement with responsibilities for the physical well being of the child. The welfare of the child is of paramount importance and the driving factor in all of these instances. Generally, abandoned juveniles fall into two categories; those purposely abandoned by a parent, legal guardian, or custodian, and those left unattended.

See Procedure Manual, [Juvenile - Abandoned](#), for additional.

P4.3.9 REPORTING OF RUNAWAYS *CALEA 41.2.6(a)* *(R 10/2016)*

There is a special responsibility on the part of law enforcement when dealing with missing children who have run away. When receiving a call that a juvenile has run away, it is important to learn all the facts involved. Particular attention shall be given to determining whether or not the juvenile, in fact, did run away. Of immediate concern should be consideration that the juvenile was abducted. If at any point the investigation indicates the juvenile was abducted, criteria for activation of an Amber Alert should be considered (refer to [Juvenile - Abducted](#) in the Procedures Manual).

See Procedures Manual, [Juvenile - Runaways](#), for additional.

NOTE: See Procedures Manual, [Juvenile - Reporting Escapees from Remann Hall](#).

P4.3.10 CURFEW ENFORCEMENT *(E 12/2005)*

This policy is intended to promote greater parental responsibility and accountability for juveniles. Tacoma Municipal Code, [Chapter 8.109](#), “**Curfew Hours for Minors**” gives Police the authority to take into temporary custody and/or issue a civil infraction to juveniles under the age of 18 who are found to be in a public place between the hours of midnight and 0600 hours. Police Officers have the authority to cite adult guardians/parents who knowingly permit juvenile curfew violation.

See Procedure Manual, [Juvenile - Curfew Enforcement](#), for additional.

P4.3.11 CHILD ABUSE INVESTIGATIONS *(E 06/2004)*

The Tacoma Police Department considers the safety of children of paramount importance. To this end, the welfare of the child shall be the driving force of these investigations.

See Procedures Manual, [Juvenile - Child Abuse Investigations](#), for additional.

P4.3.12 POLICE ACTIVITY IN SCHOOLS *CALEA 44.2.4* *(R 03/2010)*

Each high school in the Tacoma Public School District has a Police Officer assigned to that school. The Officer works closely with school administration, security, and other staff to address concerns related to security and criminal activity on and around the campus. Officers provide on-going presentations to staff and students regarding information about the criminal justice system, law enforcement’s role in society, and the ethical issues and consequences of criminal activity, etc. Officers assist school staff by acting as mentors to students.

See Procedures Manual, [Juvenile - Police Activity in Schools](#), for additional.



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.4

*Sets forth the Critical Incident
Stress Management Policy of the
Tacoma Police Department*

Donald Ramsdell, Chief of Police

P4.4.1 CRITICAL INCIDENT STRESS MANAGEMENT (CISM) *CALEA 22.2.3, 22.2.4 (R 10/2016)*

Department members should be aware of stress-related symptoms stemming from the critical incident. The critical incident stress management (CISM) after action should start as soon as practical as stress-related symptoms could set in during the incident, immediately following the incident, several hours, days or weeks after an incident.

Officers must keep in mind when preparing CISM that stress symptoms can affect all those involved, not just those close to the action but also perimeter security officers, command post personnel, dispatchers and civilians. The deployment of Police Chaplains and/or Angel One resources may be called upon if necessary.

P4.4.2 PEER SUPPORT *CALEA 1.3.8, 22.2.4 (R 10/2016)*

It is the policy of the Chief of Police of the Tacoma Police Department that trained Department personnel and licensed Mental Health Professionals (MHPs) will assist Department members involved in a traumatic incident or other duty-related personal crisis.

A) General Definitions: (For the purposes of this policy)

- **Administrative Leave** means a temporary paid relief from normal duty of a Department member.
- **Critical Incident** is defined as an event that is outside the range of Department members' usual experience, is sudden and unexpected, may be a threat to physical or psychological well-being, and that may cause them to experience unusually strong emotional reactions. These reactions have the potential to interfere with their ability to function optimally, either at the scene or at a later time. These reactions and potential responses are called "Critical Incident Stress."
- **Critical Incident Stress Debriefing (CISD)** means a meeting that takes place within 48 to 72 hours (or as soon as possible) after a critical incident with Department personnel directly involved in the incident. It is designed to mitigate the possible adverse impact of a critical incident and to facilitate closure to the event. A CISD is staffed by an MHP and assigned Peer Support Team members. Only those Department members and other on-scene emergency responders directly involved in the traumatic incident may attend the CISD.
- **Crisis Management Briefings (CMB)** is a practical four-phase group crisis intervention designed to be highly efficient in that it requires from 45 to 75 minutes to conduct, and may be used with groups consisting of 10 to 300 individuals.

Phase One: The first phase of the CMB consists of bringing together a group of individuals who have experienced a common crisis event.

Phase Two: Have the most appropriate and credible sources/authorities explain the facts of the crisis event.

Phase Three: Have credible healthcare professionals (if available) discuss the most common reactions (signs, symptoms, and psychological themes) that are relevant to the particular crisis event.

Phase Four: The final component of the CMB is to address personal coping and self-care strategies that may be of value in mitigating the distressing reactions to the crisis event.

- **Defusing** means a brief 15- to 20-minute meeting that takes place within eight hours of the conclusion of a critical incident. It is composed of personnel directly involved in the incident and is staffed by one or more Peer Support Team members. A defusing is a discussion of the event, designed to reduce acute stress and tension levels. The defusing allows Peer Support Team members to provide procedural and health-related information and assess the need for additional services (i.e., recommend a CISD, one-on-ones, referrals to EAP as necessary).
- **Fitness for Duty Evaluation** means a Department-ordered psychological examination with an approved psychologist to resolve any questions regarding a member's fitness for duty. **Fitness for duty evaluations are delivered to the Chief of Police for his decision. Fitness for Duty Evaluations are not a function of the Peer Support Team.**

- **Mental Health Professional (MHP)** means a licensed professional who holds at least a masters degree in a behavioral science such as psychology or clinical social work, with an emphasis on counseling, crisis intervention, and traumatic stress education.
- **One-on-One** means a meeting between a Department member and a Peer Support Team member for the purpose of mitigating stress the Department member may be experiencing. To qualify as a one-on-one and for confidentiality to be in effect, the Peer Support Team member must make clear to the Department member the distinction between functioning as designated Peer Support and simply having a discussion and acting as a friend.
- **Peer Support Team** means a group of Department members trained to assist other Department members who have been involved in a critical incident on duty or who are experiencing stressors that may impact their job functioning. Peer Support Team members have been officially designated by the Chief of Police as Peer Support personnel.
- **Psychologist** means a doctor of psychology, primarily focusing on testing, evaluating, and clinical assessments used for Return to Work and Fitness for Duty evaluations. A psychologist who performs these services for the Department may not be a part of the Peer Support Team, in order to avoid conflict of interest.
- **Critical Incident Liaison Officer (CILO)** means an Officer designated to attend to the immediate needs of an Officer involved in a critical incident until the designated Peer Support arrives. **The CILO does not have legally protected confidentiality of communication with the involved Officer.**
- **Return to Work Interview** means an interview with a psychologist to determine if an Officer is ready to go back to work after a critical incident. **This is not a Fitness for Duty evaluation and it is not a function of the Peer Support Team.**

B) Peer Support, General

- 1) Peer Support trained team members who are called upon to assist Department members shall maintain a role of procedural advisor, Peer Support person, and confidant.
 - Only those Department personnel officially designated by the Chief of Police as Peer Support **prior** to the incident may claim confidentiality in their communications with other Department members, and only when acting in a Peer Support capacity (per [RCW 5.60.060 \[6\] \[a\]](#));
 - The exceptions to the issue of confidentiality are in the following cases:
 - a) The employee admits to current and continuing physical abuse of a child or domestic partner
 - b) The employee threatens physical harm to themselves or another person
 - c) The employee admits to having committed a crime as defined by law
- 2) Peer Support Team members involved in the critical incident as primary responders shall not be expected to act as Peer Support for that incident.
 - A roster of Peer Support Team members shall be posted at each worksite and the Operations Office.
 - In the event of a critical incident that impacts the entire Department, trained and designated Peer Support personnel from other agencies with whom the Tacoma Police Department has mutual aid agreements may be called in to provide Peer Support services.
- 3) The Peer Support assistance shall not interfere or conflict with administrative procedures such as: tactical critiques, investigations, review boards, assigned meeting, etc.

C) Department Members Involved in a Critical Incident

- 1) Any Officer(s) involved in a shooting or as the primary Officer in any other type of critical incident resulting in serious injury or death, may attend an individual confidential stress debriefing with a Peer Support Team MHP as soon as possible, ideally within 24-72 hours after the incident.
 - This is not a Fitness for Duty evaluation, and does not replace any group CISD determined to be necessary.
 - **If possible, this meeting with the MHP should occur prior to the Critical Incident Stress Debriefing.**
 - **If possible, this should occur after the Officer(s) give any statements to CID. However, the CISD will not be delayed if the statement(s) have not been conducted prior to CISD.**
 - **The Officer(s) involved will be scheduled for any Critical Incident Stress Debriefing conducted on the incident. Personnel are reminded that anyone at a Critical Incident Stress Debriefing retains the option to say nothing during the debriefing.**
- 2) A formal defusing with all personnel involved in the incident may be conducted within eight (8) hours of the conclusion of the incident, depending on the duration and severity of the incident. There may be more than one defusing per incident.
- 3) If a CISD is determined to be necessary, it will be conducted within the defined time frame.
- 4) The employee will coordinate with a Department approved psychologist for a Return to Work interview.

- This will be coordinated by the affected Officer's chain of command.
 - This is not a Fitness for Duty evaluation.
 - It is not a function of the Peer Support Team.
- 5) Officers shall remain on administrative leave until they have been to a Department approved psychologist for the Return to Work interview.
 - 6) Officers who are seriously hurt in the line of duty may be required to see a Peer Support Team MHP for a confidential, individual debriefing as soon as they are able.
 - This is not a Fitness for Duty evaluation.
 - 7) Officers involved in a critical incident which may not involve a death or serious injury, may be required to attend an individual or group debriefing.
 - This will be determined by a Department Lieutenant or Captain in the employee's chain of command.
 - 8) Department members are encouraged to seek assistance from members of the Peer Support Team after any duty-related events that may not rise to the level of group critical incidents.

D) Critical Incident Stress Defusings and Debriefings

- 1) Critical Incident Stress defusings and debriefings are conducted to provide support, answer questions, and help personnel. **The purpose of both, a defusing and a CISD, is to mitigate the effects of being involved in traumatic or critical incidents, and enhance recovery.** CISDs are not to be confused with tactical critiques, which may take place in addition to the CISD.
- 2) Anything said or heard during defusings or debriefings will be kept totally confidential and will NOT be used for investigative purposes.
- 3) A Lieutenant or above, with input from the Peer Support Team, on-scene supervisors or other Department members, will evaluate critical incidents to determine if a defusing or CISD is necessary.
- 4) Stress debriefings are mandatory when a Department member is directly involved in an incident that results in serious injury or death, or any life threatening critical incident. Any event that meets these criteria should also have a defusing when possible. These include, but are not limited to:
 - Officer-involved shootings
 - Pursuits terminating in serious injury or death
 - Rescue attempts
 - Suicide of a co-worker
 - Accidental or homicidal deaths of children (SIDS, child abuse, accidents, collision)
 - Death or serious injury to co-workers
 - Officer taken hostage
 - Officer is shot at, or held at gunpoint
 - Serious physical confrontations
 - Serious threat of physical harm to Officers
- 5) Stress debriefings are recommended when Department members are involved in incidents that include , but are not limited to:
 - Multiple victims
 - Gruesome crime scenes
 - Suicides
 - An inordinate amount of press coverage
- 6) Other factors to be considered in determining the need for a CISD include the nature of the incident and visible or reported reactions of personnel at the scene or during the defusing.
- 7) Some situations may require an evaluation on an individual basis. For various reasons, a "critical incident" may have different meanings to different people. Stress debriefings should be recommended and approved for any Department member who is affected by an incident for reasons other than the incident itself (i.e., multiple events). This can be done one-on-one with an MHP. Some of those reasons could be, but are not limited to:
 - An unusual amount of media attention or negative publicity
 - A trauma in the employee's personal life which affects their reaction to an incident on the job
 - An excessive accumulation of stressful events
 - To help avoid Post-Traumatic Stress reactions
 - High profile civil or criminal trials
- 8) If a stress debriefing is warranted, a Lieutenant or Captain in the employee's chain of command will approve the meeting and coordinate the scheduling of it in the recommended time frame, including weekends and holidays. (See Procedures, [Peer Support/CISM Call-Out and Protocol for Requesting a Debriefing/Defusing.](#))
- 9) An updated list of available Department-approved MHPs will be maintained in Operations and the Communications Center.

- 10) Critical incident debriefings will be scheduled in a neutral setting, free from distractions, with a Peer Support Team MHP and assigned Peer Support Team members. A Tacoma Police Headquarters public meeting room is an acceptable venue.
- 11) All Department members directly involved in the incident are **required** to attend.
- 12) Other Law Enforcement personnel from the scene and South Sound 911 (SS911) Dispatchers can be invited to attend.
- 13) Department members, including administrators and supervisors not directly involved in the incident, family members and friends are not to attend the critical incident debriefing.
- 14) Other debriefing sessions may be arranged, as necessary.
- 15) Debriefings are **totally confidential**; there will be no notes taken, no recordings made, and no oral or written summaries reported to any administrator or other Department members regarding what was said in the debriefing.
- 16) Within one week of the debriefing sessions, the Peer Support Team leader will submit a CISD Post Incident Form to the Peer Support coordinator to provide a centralized log of when the debriefing was done, by whom, regarding what incident and the number of personnel that attended.

E) Other Counseling/Support Options

- 1) Department members identified at the CISD, or self referred as needing individual “follow-up,” may receive one counseling session with a Peer Support Team MHP for a clinical assessment and supportive services at the Department’s expense.
- 2) After meeting with an MHP in an individual stress debriefing, the member may elect to follow up with the MHP for one counseling session for clinical assessment and/or support at the Department’s expense.
- 3) Department members, members of Officer(s)’ families and domestic partners, or members of the community, who are affected by a critical incident involving the Tacoma Police Department but were not directly involved, may seek assistance from the following organization:
 - The American Red Cross (Disaster Mental Health Services) has a team of debriefers who volunteer their services, particularly in situations of a crisis in the community.

F) Employee Assistance Program

- 1) The City of Tacoma Employee Assistance Program (EAP) provides counseling and referrals for treatment to City employees and their families.
 - Any treatment or counseling records are strictly confidential and not subject to disclosure.
- 2) City of Tacoma EAP employees will not be required to testify in administrative proceedings against Department members who have sought their assistance.
 - City of Tacoma Employee Assistance can be reached at (800) 777-4114
 - Department employees may be referred by a Supervisor
 - If a Department member is referred by a Supervisor, the initial appointment is allowed on Department time
 - Employees may also seek the assistance on their own
- 3) Officers and families can call “SAFE CALL NOW” (206) 459-3020 or www.safecallnow.org for confidential assistance.

P4.4.3 PEER SUPPORT TEAM *CALEA 22.2.4*

(R 10/2016)

The Peer Support Team is made up of Department members who have been trained to assist other members immediately following a critical incident. They are called out to advise and provide Peer Support to fellow Department members and their immediate families who have been involved in a critical incident. All Peer Support Team members are designated by the Chief of Police as Peer Support per [RCW 5.60.060 \(6\)\(a\)](#). Only those Department personnel officially designated by the Chief of Police as Peer Support prior to the incident may claim confidentiality in their communications with other Department members, and only when acting in a Peer Support capacity.

A) Peer Support Team Organization

- 1) The Peer Support Team is composed of Department members who are willing to serve in support of fellow Officers and devote the time necessary to receive required training.
 - Team members work with impacted employee(s), Department administration, the Union and MHPs as appropriate.
 - The Peer Support Team members’ primary function is to provide support to the employee following a critical incident until the employee returns to regular duty.
 - The Peer Support Team members’ secondary function is to provide support for Department members who are experiencing stressors that may impact job functioning.

- 2) The Peer Support Coordinator is the lead member of the team and is responsible for:
 - Maintaining a team of trained members
 - Maintaining a current roster and schedule of all Peer Support Team members
 - Coordinating training sessions in a timely fashion to allow team members to plan attendance
 - Keeping track of members' work and vacation schedules, current addresses and phone numbers
 - Oversight of overall team effectiveness and program organization
- 3) The Peer Support Team is comprised of:
 - A Peer Support Team Commander who has the rank of Captain or Lieutenant.
 - A Peer Support Team Coordinator who has the rank of Lieutenant or Sergeant. The Coordinator reports to the Team Commander.
 - The Peer Support Team Commander and Team Coordinator shall be designated by the Chief of Police.
 - Peer Support Team Members (a minimum of 12) who can be of any rank.
 - At least one Department-approved MHP contracted with the Department to provide services to the Peer Support Team described in this policy.
 - Peer Support trained Chaplains are de facto members of the Peer Support Team.

B) Peer Support Team Services Provided

The Peer Support Team provides, but is not limited to, the following services:

- 1) Immediate support for the affected employees, including but not limited to:
 - Letting them talk about what happened
 - Shielding them from unnecessary exposure to onlookers
 - Contacting family for them, and handling any other on-scene needs
 - Facilitating the group defusing, debriefing, and other meetings as allowed to provide support
- 2) Providing employee/family with information regarding the steps of the following procedures:
 - Meeting with the Union attorneys
 - Meeting with MHPs
 - CISD
 - Tactical reviews
 - Investigation of incident
 - Worker's compensation issues
 - Inquest procedures and court hearings
- 3) Obtaining current information and updates, regarding:
 - The facts of the incident
 - The current status of the procedures
 - The Officer's condition (if the Officer was hurt)
- 4) Conducting short informational briefings at various work sites as soon after the incident as possible.
- 5) Briefing the MHP regarding the incident and pertinent information about an employee's reactions and any concerns, as needed.
- 6) Coordinating and scheduling debriefings.
 - Invite other law enforcement personnel and SS911 Dispatchers, when appropriate.
- 7) Arrange for notification and transportation of family members, as appropriate.
- 8) Make arrangements to insulate the employee and family from media.
- 9) Coordinating assistance for family members to have counseling, when appropriate.
- 10) Remaining with the employee as long as reasonably necessary to provide immediate support and subsequently as needed.

C) Peer Support Team Selection Process

- 1) Qualifications:
 - Five years as a commissioned Officer, with at least three years at Tacoma Police Department
 - Personal experience with critical incidents
 - No substantial disciplinary actions (e.g., suspensions without pay) in the past three years
 - Demonstrates consistent superior performance in regular duties
- 2) Process:
 - Submission of Request for Assignment
 - Approval from employee's chain of command

D) Peer Support Team Member Requirements

- 1) All Peer Support Team members are required to attend and complete the initial training, any follow-up training, and team meetings.

- Members must attend training sessions to meet State peer/counseling confidentiality requirements.
 - Members will attend regularly scheduled training provided by the Department.
 - Failure to attend required training may be grounds for removal.
- 2) All Peer Support Team members are required to maintain strict confidentiality as outlined in their training, and adhere to all of the guidelines taught to them during training.
 - Failure to maintain confidentiality will be grounds for removal.
 - 3) All Peer Support Team members must be willing to commit to at least two years of service.
 - Team members may apply for a leave of absence when circumstances arise requiring it.
 - 4) If a team member is under investigation by Internal Affairs, the member will not be used in Peer Support situations until after the investigation is concluded.
 - 5) If the investigation results in substantial disciplinary action (e.g., suspension without pay), the member's status on the team shall be subject to review by the Office of the Chief of Police. Retention or removal from the Peer Support Team will be decided on a case-by-case basis.

E) Peer Support Team Notification

- 1) The Patrol Supervisor shall request a Peer Support Team response when any of the following occur:
 - Death or serious injury by any means to any Police Officer
 - Serious injury or death of a citizen by police action
 - Officer involved shootings
 - Traumatic incidents
 - Suicide of a co-worker
 - Officer shot at or taken hostage
 - Serious injury or accident involving an Officer
- 2) The Patrol Supervisor may request a Peer Support Team response if any of the following occur:
 - Multiple victims
 - Gruesome crime scenes
 - Specialty Unit Supervisors need to pay attention to their personnel and how they are dealing with multiple scenes over time
 - Inordinate amount of press coverage
 - Rescue attempts
 - Deaths or serious abuse/injury of children
 - Life-threatening confrontation of Officers
 - If requested by any Officer

F) On-scene Peer Support Team Responsibilities

- 1) Any on-duty Peer Support Team member will respond to the incident in order to best serve the needs of the affected Officer(s).
- 2) The on-scene Peer Support Team member shall consult with the scene Supervisor.
 - If the team member determines that no additional personnel are necessary, the Peer Support Team member will handle until completion and send an email After Action Report to the Peer Support Team Coordinator.
- 3) Upon arrival at the scene, team members shall:
 - Assess and monitor the incident and be available to answer questions as appropriate
 - Coordinate with on-duty supervisors
 - Consult with CILO if one has been assigned
 - Work with the Union and become a liaison for the involved Officer(s), if necessary
 - Identify the affected Officer(s) and provide any assistance required
 - Assign individual Peer Support Team members to each affected employee
- 4) The responding Peer Support Team shall ensure that notifications are made as appropriate, which may include but are not limited to the following:
 - Additional Peer Support Team members as needed
 - MHPs
 - Appropriate family members
 - Requested co-workers
 - Chaplains
- 5) If a Peer Support Team leader cannot be contacted, the Operations Desk Officer shall notify another member of the team on call.

G) Peer Support Follow-Up

- 1) Within five (5) days following a call-out, the designated Peer Support Team member shall contact the Peer Support Team Coordinator and provide information regarding the team's response. This information shall include and be limited to:
 - Date, time and place
 - Which team members responded
 - Type of incident
 - Duration of call-out
 - Services recommended/provided
- 2) Each team shall attempt to make follow-up contacts with the affected personnel five (5) days, two (2) weeks, and one (1) month after the incident.
 - Additional contacts are to be made as deemed appropriate
 - Team members shall report follow-up contacts to the team coordinator
- 3) In the event of an inquest or court hearing, assigned Peer Support Team personnel shall assist Officers and their families throughout the process, as needed.

H) Peer Support Team Coordinator

The Peer Support Team Coordinator is responsible for the operation of the Peer Support Team.

- 1) The Peer Support Team Coordinator shall be appointed by the Chief of Police, or his/her designee, and shall have the rank of Sergeant or Lieutenant.
- 2) The Team Coordinator shall:
 - Complete Basic CISM and Peer Support training within one year of appointment
 - Failure to complete the training may be grounds for removal
 - Attend at least half of the team trainings each year
 - Maintain and review training attendance records to determine team members in good-standing
 - Update the Peer Support Team roster and duty schedule and provide it to the Operations desk, SS911 Communications, and Peer Support Team members by the beginning of each rotation
 - Issue an Intra-Departmental Memorandum (IDM) listing the roster and team schedule at the beginning of each operational cycle
 - Maintain a running log and provide a monthly recap of Peer Support Team call-outs to the Chief of Operations via the chain of command
 - Schedule quarterly training dates in a timely fashion to allow team members to plan attendance
 - Maintain training records and forward them to the Training Section monthly
 - Update team members of any pertinent changes in a timely fashion
 - Meet with team commander to determine action on members failing to meet requirements or violating policy
 - Act as a liaison with the Department, MHPs, and other law enforcement Peer Support/CISM Teams

I) Peer Support Team Commander

- 1) The Peer Support Team Commander will be appointed by the Chief of Police, or his designee, and should hold the rank of Captain or Lieutenant.
- 2) The Commander shall attend at least half of the team trainings each year.
- 3) The Commander will be responsible for the following:
 - Reviewing equipment and training requests
 - Ensuring that the Department's needs and the Peer Support Team policies do not conflict
 - Reviewing complaints by Department personnel regarding the actions of a Peer Support Team member
 - Meeting with team coordinator to determine action on members failing to meet requirements or violating policy
 - Reporting and making recommendations to the Chief of Police regarding a team member's failure to meet requirements or violations of policy

Also see Procedures Manual, [Peer Support/CISM Call-Out and Protocol for Requesting a Debriefing/Defusing](#), for additional.



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.5

Sets forth the Honor Guard Policy for the Tacoma Police Department

Donald Ramsdell, Chief of Police

P4.5.1 HONOR GUARD

(R 10/2016)

The Honor Guard shall provide official Department representatives at appropriate ceremonial occasions as directed by the Chief of Police or his/her designated representative. These occasions will include, but not necessarily be limited to, the following situations:

- Funerals or memorial services for Tacoma Police Department (TPD) Officers killed in the line of duty.
- Funerals or memorial services for Officers of other Police Departments killed in the line of duty, as approved by the Chief of Police.
- Funerals or memorial services for TPD Officers who die during service.
- Funerals or memorial services for TPD Officers who die shortly after medical retirement, and the medical cause of the death was the reason for the retirement.
- Funerals or memorial services for former TPD commissioned Officers not meeting the above criteria when requested by the immediate family and approved by the Chief of Police.
- Services for any Officer who has retired after 25 years or more of service when requested by the family.
- Funeral or memorial service of any former Honor Guard member.
- Other special events or details as approved by the Chief of Police.

Contact Person/Notification

The President of the Retired Officers Association or his/her designated representative shall be the contact person/liaison regarding the family's wishes for retired personnel. In the case of an active Officer, the contact person will be the Honor Guard Lieutenant or his/her designee. Information and notifications will be communicated, using the following Tacoma Police Department resources:

- The Office of the Chief of Police Office Manager, upon notification of an active or retired Officer's death, will research departmental files and provide service date information and any special recognition noted in the files. An Informational Directive will be issued for distribution to all Tacoma Police Department personnel.
- The Forensic Services Manager shall research the files and provide a photograph, if required/requested.

Organization

The Honor Guard will operate under guidelines set by the designated Lieutenant, at the discretion of the Chief of Police, who will be responsible for overall administration of the unit.

Composition

The Honor Guard will consist of not less than ten (10) members, at least one of which will be a Police Sergeant to serve as Honor Guard Sergeant. Members may be selected from any assignment within the Department. Announcements for the purpose of recruiting new members to the Honor Guard will be made as necessary.

Training

Honor Guard training needs will be determined by the designated Lieutenant. Training will be scheduled with approximately two weeks advance notice by special order.

Officers selected as members of the Honor Guard will be expected to make at least a four-year commitment, attend training and to make themselves available to participate in Honor Guard details whenever possible. Officers who fail to attend three training dates or who turn down three Honor Guard assignments will be subject to removal from the Honor Guard after appropriate review by the Honor Guard Sergeant and the designated Lieutenant.

Duty Assignment

Honor Guard assignments will be filled by on-duty personnel whenever possible and will be rotated among Honor Guard members whenever possible to ensure a fair distribution of detail assignments. However, whenever on-duty responsibilities or court appearances prevent a member, whose turn it is, from accepting an assignment, personnel may then be selected from whoever is available on short notice.

Uniforms

The official Tacoma Police Honor Guard uniform will not be worn without the expressed prior permission of the Honor Guard Sergeant or the Lieutenant.

The Honor Guard will be allowed to replace their uniforms as needed, and to make repairs to other uniforms as needed. All such requests for disbursement of equipment, however, will be enumerated on a Uniform and Equipment Request Form and forwarded to the Honor Guard Lieutenant for approval.

When Honor Guard members leave the unit, they will return all uniforms and equipment to the Honor Guard Lieutenant or his/her designee.

Requests for Honor Guard

All requests for the Honor Guard's services will be routed to the designated Honor Guard Lieutenant. Approval of the requests will rest with the Chief of Police, Operations Bureau Commander or his/her designee prior to any agreement to participate in an event. All such requests should be accompanied by appropriate correspondence and/or documentation.



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.6

Sets forth the Tacoma Police Department's Financial Practices

Donald Ramsdell, Chief of Police

P4.6 FISCAL MANAGEMENT

(R 01/2015)

Taxpayers expect their public agencies to exercise sound fiscal management and to be accountable for fiscal decisions. An important element in gaining the community’s trust and respect is the demonstration of the efficient use of resources in the transparency and the careful expenditure of public funds. The City of Tacoma has demonstrated professional fiscal management at a municipal level, largely in part to policies and procedures that have been instituted for all city departments. The Police Department supports the efforts of the Finance Department by adhering to its practices.

A) Authority and Responsibility for Fiscal Management *CALEA 17.1.1*

The Chief of Police, with approval of the City Manager, has the ultimate departmental authority and responsibility for the fiscal management activities of the Tacoma Police Department. The primary areas of fiscal management responsibility bestowed upon the Chief of Police include accounting, budget preparation and presentation, purchasing, fiscal control and compensation activities. [\(TMC 7.02.010\)](#)

The Police Department shall maintain accounts and records of financial transactions in the manner prescribed by the Director of Finance. [\(TMC 1.06.212\)](#)

The Administrative Services Bureau shall manage the departmental fiscal activities with the Finance Section, coordinating all necessary functions of fiscal management delegated by the Chief of Police. Delegated duties include coordinating and directing day-to-day fiscal operations and accounting activities; purchasing and contract activities; coordinating and preparing biennial budget; and payroll entry and processing.

B) Budget Process *CALEA 17.2.1*

The Police Department participates in the City of Tacoma biennial budgeting process. The Finance Section develops a budget calendar that outlines scheduled activities, types and use of forms, and instructions for preparing new budgets. The Police Finance Manager is responsible for coordinating the budget process and recommendations for the Police Department. The City of Tacoma conducts a mid-biennial review and modification, per [TMC 1.06.206](#), in which the impact of unusual events on the budget may be assessed.

C) Budget Recommendations *CALEA 17.2.2*

Police Department Commanders and/or Managers shall prepare written budgetary recommendations for their respective Divisions/Sections/Units. The recommendations shall be forwarded through the chain of command to the Chief of Police during the development of the biennial budget. A mid-biennial review and modification is conducted to assess the Department’s budget status (see item “B” above).

P4.6.1 PURCHASING *CALEA 17.3.1, 17.4.2*

(R 09/2016)

All purchases of agency equipment and supplies will be made in accordance with the [City of Tacoma Purchasing Policy Manual](#). Copies of the procurement overview are available on the City’s Purchasing website.

The Tacoma Police Department Finance Section is responsible for the issuance and maintenance of the Petty Cash Account (\$1000 authorized amount) and adheres to the [City of Tacoma Petty Cash Policy](#).

See Procedures Manual, [Request for Purchase](#), for additional information on Petty Cash procedures.

A) City Procurement Card

This policy is a supplement to the City of Tacoma Purchasing and Procurement Card Policies that are available on the City Intranet.

The [Procurement Card Program](#) will not circumvent City purchasing policies and procedures; purchase orders are still required for certain purchases. This program is designed to offer an efficient and cost-effective means to

purchase and pay for goods and services of small dollar value (\$5,000 or less) in lieu of the standard purchase requisition (PR), purchase order (PO), and invoice payment process.

The Procurement Card is for official City of Tacoma purchases only. Personal purchases are not to be charged to the City Procurement Card. There is no change in the purchasing policy as a result of this program.

See Procedures Manual, [Procurement Card, Application and Accountability](#), for additional information.

B) Purchasing Practices

1) Items Requiring Standardized Purchases: *CALEA 17.3.1(a)*

- \$5,000 and under: Items that will not exceed \$5,000 per procurement may be purchased without the need to solicit multiple quotes, although the solicitation of quotes is encouraged.
- \$5,001 to \$15,000: In general, purchases which do not exceed \$15,000 are conducted in the below described manner:
 - Approval: Purchases must be approved by an Assistant Chief or his/her designee prior to initiating a requisition. Three written quotes are required. Refer to the City of Tacoma [Purchasing Policy Manual](#) for further requirements regarding the solicitation of quotes and awarding of the purchase.

2) Items Requiring Competitive Bidding: *CALEA 17.3.1(b)*

- \$15,001 to \$50,000: In general, purchases which do not exceed \$50,000 are conducted in the below described manner:
 - Approval: Purchases must be approved by an Assistant Chief or his/her designee prior to initiating a requisition. Informal bids are required. Refer to the City of Tacoma [Purchasing Policy Manual](#) for further requirements regarding the solicitation of quotes and awarding of the purchase.
- Over \$50,000: In general, purchases that exceed \$50,000 are conducted in the below described manner:
 - Approval: Purchases must be approved by an Assistant Chief or his/her designee prior to initiating a requisition. Formal sealed bids are required. Refer to the City of Tacoma [Purchasing Policy Manual](#) for further requirements regarding the solicitation of quotes and awarding of the purchase.
- Sole Source Procurement: A contract may be awarded for materials, supplies, and equipment without competition when the Purchasing Manager or designee determines, in writing, based on justification provided by the Police Department, that there is only one source for the required purchase or when it is determined “Non-Practicable” to bid.
 - Refer to the City of Tacoma [Purchasing Policy Manual](#) or the [Purchasing Department website](#) for the requirements.

3) Selection of Vendors or Bidders *CALEA 17.3.1(c)*

The City of Tacoma [Purchasing Policy Manual](#) provides procedures for the evaluation and rejection of bids and the award of contracts. Additional guidance is also found in the Tacoma Municipal Code, Section [1.06.262 through 1.06.267](#).

4) Emergency Procurement *CALEA 17.3.1(d)*

All emergency purchases made by the Police Department must have prior approval of an Assistant Chief and must be reported, in writing, through the chain of command to the Chief of Police within eight (8) hours. Emergency purchases shall be in accordance with the standards and procedures set forth in the City of Tacoma [Purchasing Policy Manual](#). *NOTE: Tacoma Municipal Code, section [7.02](#) and [1.06.257](#) provides authorization and guidance for these purchases.*

5) Supplemental or Emergency Fund Transfers *CALEA 17.3.1(e)*

The Chief of Police shall make any supplemental appropriation or fund transfer request to the City Manager. *NOTE: Tacoma Municipal Code, Section [1.06.269](#) provides authorization and procedures for supplemental appropriations.*

6) Contracts/Inter-local Agreements/Grants

Any contract, inter-local agreement, and/or grant and all associated documentation must be forwarded to the Office of the Chief of Police for review prior to any review by any other city department. The Office of the Chief of Police will then ensure the contract is properly routed for Legal Department review, City Manager review, and City Council review, as necessary.

- **Executive Summary:** The contract, inter-local agreement and/or grant will have a cover sheet (Executive Summary) attached that includes the following information:
 - Name of Police Department member responsible for securing and monitoring the contract, inter-local agreement and/or grant
 - Deadline (if applicable) for completing approval process
 - Summary of purpose, justification, and maintenance and operations responsibilities
 - Total amount of grant
 - Associated reporting and/or auditing requirements
- **Maintenance of Records:** All original documents related to a contract, inter-local agreement and/or grant will be stored by the Office of the Chief of Police. Police Department members that are responsible for the maintenance and operations related to a contract, inter-local agreement and/or grant are encouraged to keep a copy for their records.

P4.6.2 ACCOUNTING FOR POLICE DEPARTMENT

A) Accounting System *CALEA 17.4.1(a)(b)(c)(d)*

The City of Tacoma has an accounting system called SAP, which is an Enterprise Resource Planning (ERP) system. SAP consists of interconnected subsystems that collectively record the approved budget and the specific expenditures made against the budget during each budget period.

SAP is utilized to develop budgets for all approved accounts under the Police Department's control, including the General Fund and Police Special Revenue Fund. *(a)*

Within each fund, there are accounts established to segregate expenditures for each of the Department's organizational sections or projects. Once the budget is reviewed and approved by the City Council by ordinance, the expenditures are tracked through SAP. *(d)*

Every Department purchase order must be assigned to a specific Department budget, and the Commander with management responsibility for that budget must approve each purchase order that will be expended against his/her budget. *(c)*

Every purchase order transaction is captured and displayed in the SAP system. Reports are distributed monthly to Command Staff, illustrating account balances and changes in account balances. *(b)*

P4.6.3 INVESTIGATIVE FUNDS *CALEA 17.4.2(a)(b)(c)(d)(e)(f), 43.1.3*

(R 09/2016)

PURPOSE: *The following will be used to account for expenditures of cash from the investigative funds of the Tacoma Police Department. This process shall apply to all existing investigative funds and any future investigative funds.*

A) Authorized Accounts

- The investigative funds for the Tacoma Police Department are disbursed to the individual accounts through the Finance Section. There are three individual accounts authorized for drawing or expending funds. [\(TMC 1.06.212\)](#)
 - Criminal Investigation Division's Investigative Fund; (Authorized balance \$500)
 - Special Investigation Section's Investigative Fund; (Authorized balance \$15,000)
 - Finance Section's Investigative Fund Reserve. (Authorized balance \$19,800)
- Investigative funds received shall be acknowledged by signature on the appropriate receipt in the Finance Section. *(b)*
- The Finance Section will maintain a ledger showing (by receipt number) all money disbursed to the individual accounts. *(a)*

B) Responsibility of Funds

- When the money is recorded in the divisional/section ledger, the receipt number shall be recorded. Example:
 - Date: (of ledger entry)
 - Description: Reimbursement from Finance Section
 - Receipt: 4615
 - Deposit: \$200.00
- The Ledger shall be of a type that is permanently bound or an electronically maintained spreadsheet.
- The day-to-day accounting for the Special Investigation funds will be the responsibility of the SI Administrative Sergeant. The Criminal Investigations Lieutenant will be responsible for CID funds. In addition to reviewing the expenditures at the time funds are requested, the Finance Manager is required to

conduct random spot checks of the funds, receipts and ledgers, and to indicate the date of their audit via ledger entry. (e)

- CID Monthly Division Report shall include a financial report indicating: (a)(f)
 - Balance from the previous accounting period
 - Date and amounts of draws from the Finance Section
 - Amounts of expenditure
 - Current balance
- Special Investigation's Monthly Report shall include, at a minimum, a financial report indicating: (a)(f)
 - Balance from the previous accounting period
 - Date and amounts of draws from the Finance Section
 - Amounts of expenditure
 - Current balance

C) Requests for Funding (c)

If the Special Investigations Investigative Fund becomes depleted to no less than \$2,000, a request for fund replenishment shall be completed to make certain there is adequate money available to conduct daily operations. A request for fund replenishment, however, can be completed at any time to bring the balance back to the authorized limit of \$15,000. An administrative Supervisor assigned to Special Investigations will prepare and complete a "Request for Investigative Funds IDM" to be reviewed and authorized by the Special Investigations Lieutenant. The Special Investigations Lieutenant will prepare a monthly report which documents the fund request to be reviewed by the Division Commander and the Bureau Chief, or designee. Lastly, the Division Commander will conduct a quarterly audit of the Investigative Funds.

The CID Investigative Funds will be replenished at the beginning of each year to the authorized \$500 amount. A request for funds will be routed through the Division Commander and Bureau Commander to Finance. This request will be in the form of an Intra-Departmental Memorandum (IDM) listing the current balance and the expenditures since the last draw (with the appropriate receipts attached).

The IDMs should have the appropriate signature from each approving authority. Only the Chief of Police or designee may authorize any cash disbursement in excess of \$15,000 for Special Investigations and \$500 for Criminal Investigations.

D) Expenditure of Funds (d)

Each expenditure of funds shall be approved in advance by an SI Supervisor and signed by the Officer(s) expending the funds. Whenever money is paid to an informant, the informant must sign the receipt either with their signature or confidential informant (CI) number. The receipt must also include any case numbers involved. It is recognized that in some instances this may not be possible, but such situations should be kept to a minimum. The receipt shall contain sufficient information to establish an audit trail and allow for verification of the expenditure. All incoming and outgoing money will be accompanied by a receipt. "Walking" or "pocket" money will not be authorized. Each time money is withdrawn from the fund, it shall be for a specific purpose and investigation. Money shall not be withdrawn from the fund without a proper receipt.

E) Informant Management

In many instances, informants may not want to sign their true name to the receipt. The use of code names is authorized. Informant records shall be completed and maintained by the assigned Tech Unit Detective. The records should contain a photograph, physical description, and any known address, phone number, vehicle, etc. These records shall be kept separate from the account ledger and receipt book for security reasons.

F) Audits

- By January 10 of each year, all account ledgers for the previous year will be turned in to the Finance Section. The accounts will be audited quarterly by the Criminal Investigations Division Commander. The Finance Section reserves the right to conduct periodic audits. CALEA 17.4.2(f)
- Internal audits will verify:
 - Dates and receipt number of draws
 - Amounts of expenditures
 - Balances
 - Any other details deemed necessary by the Chief of Police
- Independent Audits CALEA 17.4.3

[RCW 43.09.260](#) requires that the Washington State Auditor's Office conduct annual audits of each city, including the City of Tacoma. The State Auditor determines the scope of the annual audit. The amount of work specific to the Department will fluctuate from year to year. All employees involved in the audit process are required to cooperate fully with any State audit. See [TMC 7.02.010](#), [1.06.210](#), [1.06.205](#), and [1.06.212](#).

G) Emergency Investigative Funds (Flash Rolls) *CALEA 17.4.2 (c)*

- Should an investigation require a sum of money in excess of the Special Investigation Section's Investigative Fund provided for in section "A," emergency investigative funds may be requested. *(c)*
- Unit Supervisors involved in the investigation shall make a formal written request for the funds, if time permits, to their Division Commander who will evaluate the facts and forward the request through the chain of command to the Chief. The Division Commander should obtain all pertinent information in order to be in a position to provide necessary information to superiors. If time does not allow, the requests may be made orally and documented as time permits. *(c)*
- If the use of the funds is authorized by the Chief of Police, a letter will be drafted to the Director of Finance from the Chief of Police requesting the funds. These "flash rolls" must be picked up by commissioned Officers only (typically the SI Administrative Sergeant or designee).
- When the funds are obtained, Officers shall verify the amount they received from their superior. The number of Officers handling the money should be kept to a minimum.
- The serial numbers of the money shall be recorded using an electronic scanning device. This is a precaution to identify the currency should the Officer lose control of it.
- The flash roll shall be turned over to the undercover Police Officer who will maintain control of it throughout the entire investigation. The funds shall be returned to the Division safe each day at the end of the Officer's shift.
- Since emergency investigative funds used to construct a flash roll are on loan from the Finance Department, a transaction will NOT take place unless Officer safety is a concern and the suspects are to be arrested immediately following the transaction.
- Upon completion of the investigation, the funds shall be returned to the bank as soon as possible. The deposit shall be documented with the Finance Department.

P4.6.4 TRAVEL AND TRAINING REIMBURSEMENT

(R 09/2016)

The Tacoma Police Department adheres to the City of Tacoma's Travel Reimbursement policy. The Department will pay reasonable and necessary expenses incurred by its employees while conducting Department business. When incurring such expenses, employees must use good judgment, being sensitive to public expectations as to the use of public monies.

The Police Department will not pay expenses judged to be duplicative, excessive, extravagant or otherwise unnecessary and unreasonable.

Department Directors and other personnel who have travel approval and administration responsibilities are accountable for policy compliance, travel management and program oversight. This includes appropriate supervisor review of travel requests and expense reimbursement claims. Employees who travel are accountable for complying with the City's travel policy.

Employees should always keep copies of receipts for their personal records in the event of an audit or questions concerning the travel expense claim.

Refer to the Finance Department – Accounts Payable website on GNET for the current version of the City's official Travel Authorization Form, the SAP Travel Expense Statement (reimbursement request form), the Itemized Expense Worksheet, and the Non-Employee Travel Authorization and Reimbursement Form. Reference [City of Tacoma Travel Policy and Procedures](#).

A) Definitions

- Travel Authorizations – Travel requests limited to the following:
 - Specific job-related
 - Involve state or federal legislative efforts
 - Have a direct economic benefit
 - Approved involvement of a national or state board or committee
 - All travel requests may be subject to further inquiries or rationales as determined by the respective approving parties

B) Reimbursement

Prior to an individual's departure on an approved trip, the Training Section Police Administrative Support Specialist should provide a checklist of what is needed for reimbursement. The Officer(s) should also be provided with a blank Employee Expense Worksheet and advised to use the back of the form to keep track of all expenses on a day-to-day basis.

1) Submitting a Reimbursement Claim

- The reimbursement claim will be typed on the original travel authorization which is kept in the Training Police Administrative Support Specialist's pending file until the training is completed. It is the responsibility of the officer to provide the Police Administrative Support Specialist with receipts for all expenditures.
- When necessary, the Police Department can provide employees with monies in advance of their trip; however, the ability to do so is strictly constrained by State Laws, so employees must comply with the travel advance instructions. State Law requires employees to submit an expense reimbursement claim within ten (10) business days of travel completion.
- Employee reimbursements will be processed **after** SAP trip approvals are provided and the supporting documentation has been **received** in Accounts Payable.
- Employees who are found to have falsely claimed expenses under the Department/City policies are subject to disciplinary actions which may include termination and/or criminal prosecution.
- Any Department employee who becomes aware of any fraudulent or abusive claims should inform their supervisor or contact the Finance Director. If the employee wishes to remain anonymous, he/she may contact the Legal Department for instructions on the City's Whistleblower Program.

2) Actual Expenses

- When authorized travel requires lodging, employees are entitled to be reimbursed for *actual* and reasonable cost of meals and other incidental personal expenses such as laundry, tips, etc., up to the daily maximum amount. The City uses the GSA Meals and Incidental expenses as the maximum amount allowed for the city/county to which the employee is traveling. If a city/county is not specifically listed on the GSA website, the *lowest* M&IE per diem rate in the state must be used as the allowed rate. Only actual costs may be claimed for reimbursement, and detailed receipts are required. In those rare instances where it is not possible to obtain a detailed receipt, the employee should submit a signed statement that the employee requested a detailed receipt, that a detailed receipt was not available, and provide the appropriate details. The City will not reimburse for meals provided as part of the conference unless extenuating circumstances warrant a separate meal.
- The Department/City will pay for other necessary business expenses incurred while traveling. Examples include business telephone calls, rental of equipment to conduct Department business, or similar business-related expenses. Receipts are required for such expenses.
- Employees may be reimbursed for business use of taxis or other commercial transportation by submitting receipts, if available. Bridge and road toll fees and car/passenger fares are permissible and reimbursed at actual costs. Receipts are required when available.
- Employees can be reimbursed for other business-related expenses such as conference or training registrations, professional membership dues, etc., when authorized by the employee's Division Commander.

3) Unallowable Expenses:

Regardless of any other provisions of the City policy, the following cannot be paid or reimbursed using Department/City monies, including payment using the PCard:

- Alcoholic drinks
- Entertainment, except as part of a conference or training program that is included in the overall registration fee for all participants
- Gifts
- Theft, loss or damage to personal property, except as authorized by the City's Risk Manager or as provided by collective bargaining agreements
- Airline or other trip insurance
- Any other expenses unrelated to Department business
- Duplicate payments
- Costs associated with the personal portion of a combined business/personal trip or extension of the business trip for personal reason

C) Travel to Training Site

The type of transportation the employee will use should be determined by the Division before the request is given to the Training Section for processing. For any travel involved, the individual should specify departure and return dates. Employees are required to make their own hotel and airline reservations through an approved Travel Agency. The Training Section Police Administrative Support Specialist will notify the employee when travel requests and travel authorization forms are approved.

- **City Car** – If the individual is taking a City car, it will be noted on the training request form and approved by the employee's chain of command. Employees will use an approved City fuel card. If there were no CFN Stations available, the employee must submit an itemized receipt for fuel in order to be reimbursed.
- **Personally Owned Vehicle (POV)** – If the individual desires to take his or her private vehicle, advance approval must be obtained through their chain of command. A decision will be made by the Division Commander or designee whether this is appropriate and cost effective. The employee will be reimbursed for the actual number of miles traveled at the IRS mileage rate in effect at the time of travel. Whenever practicable, employees should ride together to minimize costs. Only one employee is reimbursed for mileage when two or more are riding together. For trips beyond a 400-mile radius from the Police Department Headquarters, mileage reimbursement is limited to the cost of the lowest available airfare.
- **Rental Cars** – Requests for rental cars will only be approved if it is determined that they are needed at the training or travel site. Requests for rental cars must be approved in advance by the Bureau Commander or his/her designee. Please note: the rental car selected must be reasonable; luxury vehicles are not authorized. Employees must not waive the rental car company's liability insurance for bodily injury and property damage, and must waive the purchase of collision insurance that covers damage to the vehicle. In the event of an accident, the employee's automobile insurance coverage will be primary. If the rental agency adds fuel charges upon return of the vehicle, it is the employee's responsibility to verify that fuel charges are itemized on the car rental receipt invoice.
- **Parking** – When parking is necessary, it will be reimbursed on an actual-cost basis. Receipts are preferred but are not required if the parking lot does not provide receipts. When traveling to SeaTac Airport and schedules allow, employees are encouraged to use lower cost, off-site parking facilities and parking lot shuttles to the airport. The City will pay mileage for two round trips to the airport so that employees can be dropped off and picked up when that is more cost-effective than to pay parking. Mileage is calculated from the employee's home or normal duty location, whichever is closest, to the airport or business destination. Airport shuttles are permissible if cost-effective to the City when compared to airport parking and mileage.

D) Registration

For schools, seminars or workshops not requiring an overnight stay and for functions where only registration is to be paid, if the amount is over that which may be reimbursed from petty cash, a copy of the training request with accompanying brochure, message, course description or outline will be submitted by the Training Section to the Finance Section.

If the amount of registration is reimbursable from petty cash and there is not enough time to process the registration through the Finance Section, the individual(s) may elect to pay the registration fee and submit a claim for reimbursement. The individual must submit a receipt for the registration fee to the Training Section Police Administrative Support Specialist who will type up the reimbursement claim and submit the claim through their chain of command to the Training Section. The Training Section will review it and forward it to Finance for payment out of Petty Cash. Other expenses related to the training such as meal(s) and parking expenses will be submitted in the same manner and paid out of Petty Cash if they do not exceed the amount which may be reimbursed from petty cash.

E) Special Guidelines for Extended Stay Over a Saturday

The airlines often offer substantial air fare reductions resulting from a Saturday night stay-over. The following will apply for employees in regard to these lower air fares. The extended stay must be for the benefit of the City. An individual wishing to extend their stay beyond the time required for the training shall so indicate on the Training Request form, requesting approval for the extended stay for the purpose of realizing an air fare savings. In requesting an extended stay, the employee must show the air fare with and without the extended stay including additional hotel cost and meals. Savings must be at least the amount presently determined by City Finance.

When business trips are extended for personal reasons (combined business/personal trip), any added costs for airfare or other commercial fares due to side trips, non-business routes or extended itineraries shall be paid, upfront, by the employee. When an employee chooses to take vacation time to extend their stay, it is expected that their meals and lodging will be paid by the employee.

See Procedures Manual, [Reimbursement of Training and Travel Expense](#), for additional information.

P4.6.5 HARRISON RANGE REVENUE FUND

A) Range Revenue Fund

Harrison Range rents range space and range usage to numerous city, county, state and federal law enforcement agencies for firearm training purposes and to private companies whose primary business is providing firearm training under the Washington State Private Armed Security Officer certification programs. Range rental fees are set by the City Council through the Miscellaneous Fee Schedule process. All revenue generated through range rental fees is placed into the Range Rental Fund.

In addition to the range rental fees, Harrison Range also generates a small amount of revenue through the range vending and coffee fund and through the recycling of expended brass cartridge cases discarded by the various agencies during training. Occasionally Range personnel will also sell TPD Range shirts, coins or other memorabilia items that may generate revenue. All revenue generated through these means is also placed into the Range Revenue Fund (498500).

The Range Sergeant shall coordinate with TPD Finance to deliver all generated revenue to the City Treasurer's Office for deposit into the Police Department's Special Revenue Fund for the Range. The Range Sergeant, with the support of TPD Finance personnel, shall draft the advice that will accompany the funds for deposit into the account. The deposits of all funds generated at the Range shall be deposited on a monthly basis.

B) Audits

- By January 10 of each year, all Range Account ledgers for the previous year will be turned in to the Finance Section. The accounts will be audited yearly by the Support Services Division Commander. The Finance Section reserves the right to conduct periodic audits.
- Internal audits will verify:
 - All generated revenue from the Range
 - Deposits of revenue to the Range Revenue Fund
 - Any other details deemed necessary by the Chief of Police
- Independent Audits *CALEA 17.4.3*
 - [RCW 43.09.260](#) requires that the Washington State Auditor's Office conduct annual audits of each city, including the City of Tacoma. The State Auditor determines the scope of the annual audit. The amount of work specific to the Department will fluctuate from year to year. All employees involved in the audit process are required to cooperate fully with any State audit. See [TMC 7.02.010](#), [1.06.210](#), [1.06.205](#), and [1.06.212](#).

C) Brass Recycling – Personal Services Contract

The recycling of expended brass casings discarded as garbage at the range shall be done in accordance with a "Personal Services Contract" maintained and renewed through the "Request for Proposal" process with the City of Tacoma, Finance Department, Procurement and Payables Division.



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.7

*Develop Positive and Knowledgeable
Working Relationships between
Police and Citizens*

Donald Ramsdell, Chief of Police

P4.7.1 CITIZENS' ACADEMY

(R 11/2016)

The Tacoma Police Department shall sponsor a Citizens' Academy once annually, as time, funding and staffing allow.

The Citizens' Academy is a group of citizens who are interested in learning more about how the Police Department operates as well as the policing challenges that face the Tacoma Police Department and the law enforcement community today.

See Procedures Manual, [Citizens' Academy](#), for additional information.



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.8

*Sets forth the Chaplaincy
Program of the Tacoma
Police Department*

Donald Ramsdell, Chief of Police

P4.8.1 POLICE CHAPLAINCY *CALEA 16.4.1(a)(b), 16.4.2, 16.4.3*

(R 03/2010)

Tacoma Police Chaplains are civilians who possess specialized skills beneficial to the Department and the community. Chaplains are available 24 hours a day on a “no decline” call-out basis for grief support, crisis intervention assistance, moral support, etc. Chaplains respond when requested for officers, and/or civilian victim/families of a crisis. Chaplains provide pastoral, confidential support, and care that is focused on the unique issues of the law enforcement culture. They serve as a liaison to the religious community. The Department Chaplains also provide ministerial presence at major Department functions, coordinate memorial services and ceremonies, and aid with funeral services within the Tacoma Police Department family as requested.

The Police Chaplains regularly attend turnouts and go on “ride-alongs” with patrol at the invitation of the officer. In the event the Chaplain responds to a scene where there may be a question regarding the Chaplain’s safety, an officer shall remain with the Chaplain. This pertains especially to death notifications.

Chaplain Coordinator – The Department’s full-time staff Chaplain is a liaison between the Department administration and the volunteer Chaplains. The staff Chaplain’s role also includes:

- Participating in the Critical Incident Stress Management (CISM) program within the Department
- Assisting with defusing and debriefing, as assigned
- Coordinating and overseeing the filling of volunteer Chaplain vacancies, including training and development
- Conducting training on stress management, CISM, family issues, etc., when requested
- Assisting the Department regarding the activities of National Police Week, both regionally and nationally
- Authorized to wear the TPD apparel chaplaincy patch which clearly distinguishes them from commissioned Officers

The Chaplaincy Program endeavors to provide voluntary resources which encourage the spiritual and moral life, while maintaining a sensitive, discreet posture within the Department to avoid what could be construed as intrusive. The Chaplain’s premise is to build relationships of friendship and trust with every person and organization served. As with all members of the Tacoma Police Department, Chaplains shall conduct themselves in accordance with [P1.1, Professional Standards](#).



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.9

Set forth the Tacoma Police
Departments policy regarding
Criminal/Civil Processes

Donald Ramsdell, Chief of Police

P4.9.1 RESTITUTION

(R 10/2016)

Defendants in criminal cases may be ordered by the sentencing judge to make restitution for the expenses incurred by the arresting Officer. When this occurs, the Officer will receive a "Victim's Restitution Estimate" from the Victim/ Witness Assistance Service of the Pierce County Prosecutor's Office.

Upon receipt of the restitution estimate, the Officer will complete and return the form to the Victim/Witness Assistance Service of the Pierce County Prosecutor's Office within 7 days, itemizing any losses incurred as a result of the incident.

Losses that the Officer might include could be medical costs, damage to personally-owned or Department-issued equipment, and loss of sick leave.

In the event restitution is paid for sick time lost, LEOFF II Officers, as specified in the [City of Tacoma Municipal Code, Compensation Plan, Section 1.12.090 \(6\)](#), will have the choice of receiving the restitution or having their lost sick leave re-credited.

P4.9.2 CLAIMS AGAINST THE CITY

(E 03/74)

All claims against the City of Tacoma, no matter how small, will be referred to the City Clerk, where proper claim forms will be presented to the claimant. Officers referring claimants to the City Clerk will not admit liability on the part of the City.

P4.9.3 CIVIL LITIGATION ASSESSMENT TEAM *CALEA 22.2.2*

(R 10/2016)

Purpose: To facilitate a coordinated response between the Tacoma Police Department and the City Attorney's Office on civil lawsuits filed against the Department.

The team meets as needed depending on the nature of the lawsuit against the Department/employee.

The team consists of the Assistant Chief of Police, Administrative Support Bureau, who will be the permanent chairperson; Internal Affairs personnel; Tacoma Police Department Legal Advisor; a representative from the City Attorney's Office; and the Officer(s) named in the lawsuit.

Internal Affairs is the contact point in the Police Department for the City Attorney's Office.

The City Attorney's Office notifies Internal Affairs as to:

- Continuing case progress
- City Attorney's needs, such as having Officer(s) available for depositions, hearings, trials, etc.

Internal Affairs will:

- Inform and update the Chief of Police as to status of lawsuit
- Maintain an Internal Affairs file on each lawsuit
- Assist the City Attorney's Office as necessary

P4.9.4 CRIMINAL PROCESS

(R 10/2016)

Tacoma Police Department personnel shall adhere to departmental procedures, State law, case law, and court practices when obtaining and executing search warrants. See Procedures Manual for the following related topics:

- [Warrants – Executing Search Warrants](#)
- [Warrants – Obtaining Search Warrants.](#)

A) Search Warrants

1) **Search Warrant Territorial Limits**

- Pierce County Superior Court – Search warrants issued by Superior Court are valid throughout the state
- District Court – A warrant issued by a District Court is valid only in the county of issuance
- Tacoma Municipal Court – A warrant issued by the Tacoma Municipal Court is valid only within the city limits of Tacoma

2) Search Warrant Time Limits

- Each warrant will have a time limit for service articulated on it

3) Search Warrant Notification

- When serving search warrants in other jurisdictions, Tacoma Officers will notify that agency of our intent

See [Warrants - Obtaining Search Warrants](#) and [Warrants - Executing Search Warrants](#) in the Procedures Manual for further information.

B) Arrest Warrants

1) Arrest Warrant Territorial Limits

- Felony Arrest Warrants – Felony arrest warrants issued by Superior Court are generally valid within the United States
- Misdemeanor Arrest Warrants – Misdemeanor arrest warrants issued through district or municipal courts are valid statewide (subject to jail restrictions)

2) Arrest Warrant Time Limits

- Each warrant will have an expiration date on it, if applicable

3) Arrest Warrant Service Requirements

- Only commissioned Police Officers may execute arrest warrants

See [Warrants - Obtaining and Handling/Outside Warrant Inquiries](#) in the Procedures Manual for further information.

P4.9.5 CIVIL PROCESS

(R 10/2016)

The Tacoma Police Department provides assistance to the functions of courts by attempting to provide effective service of court-ordered civil process documents. The Pierce County Sheriff's Department or civilian process servers serve most of the civil process documents.

A) Tacoma Police Officers will only become involved with the service of civil process under a limited number of circumstances:

- Court orders issued by courts of jurisdiction specifically directing a police action
- Domestic Violence Orders where the party to be served resides or works within the city boundaries of Tacoma
- Subpoenas stemming from TPD cases issued through Tacoma Municipal Court or the Pierce County Court System and at the court or prosecutor's request

B) Tacoma Police Officers will not become involved with the service of civil process related to:

- Civil actions related to evictions and non-criminal landlord/tenant disputes
- Subpoenas for other agencies or from courts other than Tacoma Municipal Court or the Pierce County Court system
- Court orders absent specific orders for police action or wherein the court lacks jurisdiction

See [Criminal/Civil Court Order Service](#) in the Procedures Manual for further information.



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.10

*Set forth the Tacoma Police
Department's Policy on
Accreditation*

Donald Ramsdell, Chief of Police

P4.10.1 ACCREDITATION *CALEA 33.5.3 (a)(b)(c), 33.5.4*

(R 09/2016)

The Tacoma Police Department has a long and rich history of striving for the highest level of professionalism and recognizes the invaluable benefits derived from Law Enforcement Accreditation. The successful achievement and continuity thereof provides the Department with documentation for and confirmation of “best practices” in our continuing service with and for the community at large.

It is the Department’s policy to achieve and maintain law enforcement accreditation via The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). In maintaining the institutionalization of accreditation, the Department shall provide continuing information to all agency personnel regarding the accreditation process. This will be completed in many comprehensive formats, including accreditation orientation to all new employees within 30 days of employment, or (in the case of commissioned Officers) the completion of the recruit academy. The Department shall also provide accreditation updates throughout the Department at regular intervals both in the self-assessment phase associated with achieving initial accreditation and prior to an on-site assessment. To this end, the Department maintains an Accreditation Unit, led by an Accreditation Manager, of Commissioned status. This is a Career Rotation designated position wherein the Accreditation Manager shall ensure the compliance and maintenance of required accreditation standards. The Accreditation Manager shall receive specialized Accreditation Manager training within the first year of assignment, as well as ongoing and continuing education/training.

See the Department’s intranet site for Position Description and any additional duties and responsibilities.



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.11

South Sound 911 (SS911)
Relationship

Donald Ramsdell, Chief of Police

P4.11.1 RADIO COMMUNICATIONS AND DISPATCH

(R 10/2016)

The South Sound 911 (SS911) Communications Center provides both a central location for citizens to call and a radio system for the timely transmittal of information to Police units. To ensure that this function performs as it is intended, certain basic concepts and guidelines shall be understood and adhered to.

Authority to Establish Policy

All policy decisions on the overall dispatch of field units shall rest solely with the Chief of Police. Day-to-day decisions on deployment and special use shall remain a responsibility of the appropriate Divisional Commanders or Supervisors. No administrator or Supervisor will establish a policy with SS911 setting forth restrictions or continuous "special use" of field units. All suggestions will be forwarded to an Operations Bureau Captain or Assistant Chief of the Operations Bureau. They will ensure that the suggestion is staffed at the SS911 Administrative Board meeting and send their recommendation to the Chief for final consideration. All policy decisions will be communicated to SS911 in writing, signed by the Chief of Police. See Procedures Manual, [Dispatch of Patrol Units](#), for additional information.

P4.11.2 WASHINGTON CRIME INFORMATION CENTER/ NATIONAL CRIME INFORMATION CENTER (WACIC/NCIC)

(R 10/2016)

Information obtained from A Central Computerized Enforcement Service System (ACCESS) is restricted to law enforcement personnel for criminal justice purposes and for official use only. Violation of this policy could result in disciplinary action up to and including termination.

When making inquiries into any of the WACIC/NCIC files through ACCESS, Department members must be prepared to furnish all available details of the inquiry to SS911 Records. As a participating member of these computer services, we are obligated to notify the originating agency of the whereabouts of their article, person, vehicle, etc., if any inquiries result in a "hit." Notify the originating agency of all hits when the hit is flagged with "Notify Originating Agency" (NOA), whether or not the person, article, vehicle, etc., is still currently available.

See Procedures Manual for the following:

- [South Sound 911, Case Number Identifiers](#)
- [South Sound 911, Communications Center Recordings](#)
- [South Sound 911, Communications Identifiers](#)
- [South Sound 911, General Telephone and Minor Offense Reporting](#)
- [South Sound 911, Radio Channels](#)
- [South Sound 911, Radio Communications and Dispatch Services](#)
- [South Sound 911, WACIC/NCIC](#)



TACOMA POLICE DEPARTMENT

Administration

Sub-Section 4.12

Sets forth an identification & Description of Department Committees

Donald Ramsdell, Chief of Police

P4.12.1 SAFETY

(R 10/2016)

The Tacoma Police Department Safety Committee shall meet monthly, the third Tuesday of each month, to discuss and/or make recommendations regarding current/pending employee safety issues and/or anticipated employee safety issues. The Safety Committee consists of a Chairman, representatives from selected Department Divisions, Department Collective Bargaining Units, Department Safety Officer, and the City of Tacoma Safety Officer. The Safety Committee reviews safety-related information, including all Department On-the-Job Injuries, and makes recommendations to the Chief of Police regarding safety implementations or revisions.

P4.12.3 POLICE ACCIDENT REVIEW

(R 9/2016)

The Tacoma Police Department Accident Review Committee shall meet as needed and review all Department employee-involved vehicle incidents/accidents. The Committee composition and function shall be detailed in the [Accident Review Board](#) Procedure. The Committee will be comprised of a Chair (Special Events Lieutenant), one (1) supervisor, three (3) PPOs/Detectives (one of the PPO/Detective positions is a Local #6 designee), and one (1) EVOC Cadre member. The EVOC Cadre member only votes in the event of a tie. Except for the Chairperson, each member shall serve for a two-year term. Each term is staggered. The Committee has the responsibility to determine whether the vehicle activity in question is determined to be an "Incident" or "Accident," then whether it is a "Preventable," "Non-Preventable," and/or a training issue to be resolved. Once the committee arrives at a finding, they return the information packet through the involved party's chain of command.

P4.12.4 DISCIPLINARY REVIEW *CALEA 26.1.4 (c), 26.1.6*

(R 10/2016)

A disciplinary examination procedure and Review Board is established for intended disciplinary actions involving permanent civil service employees where the employee can be subjected to a loss in pay or step reduction. This procedure and Board is established in compliance with [City of Tacoma Personnel Management Policy #125](#).

The Review Board consists of five members who shall serve staggered 2-year terms, or replaced by the appointing authority, and shall meet on an as-needed basis only. The Board Chair shall be selected by the members of the Board to serve one (1) year terms. The purpose of the Board is to review allegations and investigative findings as presented by the employee in charge of the investigation.

Additionally, the Board will hear presentations of fact, statements, and witness presentations by and for the accused employee. The findings of the Board will be submitted in writing to the Chief of Police and to the accused no later than the working day following the date the Board rendered its decision. The decision rendered by the Review Board is non-binding and advisory only to the Chief of Police. Upon completion of a Review Board, members shall stay convened until the final report is drafted. Please see policy, [P1.8.3](#) and Procedures Manual, [Disciplinary Charges-Examination Procedure and Review Board](#), for all additional information.

P4.12.5 DEADLY FORCE REVIEW *CALEA 1.3.7*

(R 10/2016)

The Tacoma Police Department recognizes the need to thoroughly review all applications of *deadly force* by its Officers. The primary purpose of the Board shall be to review the investigation and determine if the application of *deadly force* was within Department policy. The Board may also examine significant training and equipment issues. The Board shall report its findings to the Chief of Police. These findings may include recommendations to further investigate certain aspects of the attendant circumstances. The Chair of the Board shall call a meeting in a timely manner after each application of *deadly force* by an Officer. The Board will consist of six voting members and a non-voting chairperson. The six voting members will consist of two management representatives, two union representatives, and two members of the community.

- The Administrative Services Bureau Commander will serve as Chair of the Board. The Chair of the Board will be responsible, with the assistance of staff, for coordinating Board activity.
- The management representatives will consist of the Bureau and Division Commanders of the Officer who applied deadly force. If several Officers from different Bureaus apply *deadly force* during the same incident, the commander of the Bureau with the most Officers involved will attend, and the Division Commander not assigned to the above Bureau Commander will attend.

- The community representatives will consist of two citizens – one selected from the specific sector where the deadly force incident occurred and one selected at large. The City’s Human Resources Director will make the selection of the citizen members.
- The union representatives will consist of two union members appointed by the Tacoma Police bargaining unit of the involved Officer.

Note: The Chair may elect to convene a **Bureau-level Review Board** when it is determined to be in the best interest of the Department. The Bureau-level review shall consist of the following personnel:

- The Bureau Commander of the involved Officer(s)
- The Division Commander of the Support Services Division
- The Division Commander of the involved Officer
- A member selected by the Tacoma Police bargaining unit of the involved Officer

Applications of **deadly force** cited as examples of when a Bureau-level review may be appropriate are as follows:

- Non-injurious firearms training activities
- Non-injurious unintentional discharges *CALEA 1.3.6(a)*
- Deadly force directed at animals

P4.12.7 ORAL BOARDS (HIRING)

(R 10/2016)

The Tacoma Police Department Oral Board for hiring consists of five (5) members; four of which are commissioned TPD personnel, and one from City of Tacoma Human Resources. The Board will convene on an as-needed basis perpetuated by the Recruiting and Hiring Officer. The Board consists of typically four of the following: SSD Captain, SSD Lieutenant, Training Sergeant, Police Training Coordinator (PTC), and a Human Resources representative. The Board shall present a list of pre-selected questions to the applicant(s) and score based on the applicant presentation. The ratings of the applicant are determined by a passing score at or above 70%.

P4.12.8 ORAL BOARDS (PROMOTIONS)

(N 03/2010)

The Tacoma police Department will convene an Oral Board central to the process of promotions for Commissioned personnel. The Oral Boards shall be conducted in compliance with applicable Collective Bargaining Agreements and consist of the Chief of Police and the current Assistant Chiefs of Police, or designees. For the promotional ranks of Detective and Sergeant, the Oral Board members will select the promotional candidates in a “Rule of Three” format. In the case of Lieutenant and Captain, the Oral Board members will select the promotional candidates in a “Rule of Five” format.

P4.12.9 TACOMA POLICE TRAINING PROGRAM BOARD OF EVALUATORS

(R 10/2016)

The Tacoma Police Department Police Training Officer (PTO) Board of Evaluators consists of the Patrol Division Captain, Operations Administrative Sergeant, and the PTC, and typically meets on an as-needed basis. The purpose of the Board is to address and resolve challenges in the two following areas:

- Recruit Officer issues if they are having difficulties in the PTO program which require any form of prescriptive training
- Training Officer issues if they are not performing adequately or successfully in their duties as a PTO

In the event issues arise and are reviewed by the Board, they shall develop a satisfactory resolution model and integrate it into the PTO Program, either as a one-time/as-needed basis, or as a program-wide standard.

P4.12.10 TRAINING COMMITTEE *CALEA 33.1.1(a)(b)(c)(d)(e)*

(R 10/2016)

The Tacoma Police Department utilizes a Training Committee to determine the training needs of the Department and to develop training programs. The Training Committee will be established and operated under the following guidelines:

A) Committee Composition

The Training Committee will consist of the following members:

- Training Lieutenant (Chair)
- Training Sergeant
- Range Sergeant
- Accreditation Manager
- Operations Bureau Administrative Sergeant
- Subject matter experts (Firearms, Control Tactics, First Aid, EVOG, Forensics, etc.) will be included on the committee as needed

B) Selection Process

The selection process is based on permanent work assignments and subject matter to be discussed.

C) Authority and Responsibility

The purpose of the Training Committee is to develop advisory recommendations on the types and methods of training and the training needs of the Department. Suggestions or recommendations for Department-wide training will be considered and reviewed by the committee.

Committee members should solicit suggestions from Department members. Ideas and suggestions should be discussed, and recommendations made based on the merits of the suggestions and the identified training needs of the Department.

The Training Committee will be responsible for ensuring that all Department training records, including special teams, are documented in a central training records database. Designated personnel of special teams will have the responsibility to update and keep current the training records database for their particular team.

D) Reporting / Meeting Schedule

The Training Committee will report to the Support Services Division Commander. The Training Committee will meet quarterly at a minimum beginning in the month of January. The third quarter meeting will ensure that a Department-wide in-service training schedule is planned for the following year. This information is intended to be a duplication of [P5.1.2](#).

P4.12.13 USE OF FORCE *CALEA 1.3.13, 1.3.6 (a) (b) (c) (d)*

(N 03/2010)

The Tacoma Police Department conducts a documented annual analysis of all Use of Force Reports surrounding the following:

- Discharge of a firearm for other than training or recreation purposes
- Actions resulting in, or alleged to have resulted in, injury or death of another person
- Applied force through the use of lethal or less than lethal weapons
- Applied weaponless physical force at a level as defined by the Department ([see P3.1.8](#)).



TACOMA POLICE DEPARTMENT

Personnel

Sub-Section P4.13

*Sets Forth the Department's
Policy Regarding Special
Programs and Services*

Donald Ramsdell, Chief of Police

P4.13.1 CRIME PREVENTION *CALEA 45.1.1(a)(b)(c)*

(R 10/2016)

The Tacoma Police Department is committed to Crime Prevention using Community Oriented Policing which prevents crime through partnership with citizens and community organizations. Information from the community and citizens is vital to the effectiveness of the Police Department in accomplishing its mission “to create a safe and secure environment in which to live, work, and visit.”

A) Crime Prevention Strategies *CALEA 45.1.2*

The Tacoma Police Department works in cooperation with other City Departments, individual citizens, civic organizations, neighborhood groups, and other governmental agencies in designing, implementing, evaluating, and maintaining effective crime prevention strategies. Community Liaison Officers (CLOs) educate and cultivate positive communication, cooperation, and citizen motivation towards reducing crime in Tacoma.

Department Sector-based policing also enhances community response by assigning Patrol Officers to work the same sector, allowing them to become familiar with the assigned area and develop effective problem-solving strategies.

B) Inter-departmental Coordination *CALEA 45.1.3*

Community Liaison Officers actively cooperate with staff in other City Departments such as Public Works, Human Rights and Human Services, Tax and License, Economic Development, and the City Manager’s Office to provide input on zoning policies, building codes and developments, and residential and building permits. Systems and programs such as Crime Free Multi-Housing (CFMH) and Crime Prevention Through Environmental Design (CPTED) are utilized and implemented through inter-departmental cooperation.

C) Community Contacts *CALEA 45.2.1(a)(b)(c)(d)(e)(f)*

The Community Policing Division (CPD) has a lead role in developing and maintaining contacts and liaison with citizens and community organizations. The purpose and intent behind the Community Liaison Officer and Community Policing programs are to involve the community in supporting crime reduction initiatives.

CLOs and Officers work closely with neighborhood groups and organizations who are interested in making the city a safer place to live.

D) Community Policing Sector Model *CALEA 45.2.1(f)*

Within the Community Policing Division, a Sector Commander and Community Liaison Officers are assigned to each Sector to actively involve the community in crime reduction strategies. The Sector Lieutenant and assigned CLOs develop effective working relationships with citizens and community groups to prevent and reduce crime. This partnership increases citizen participation and builds community support.



TACOMA POLICE DEPARTMENT

Training and Inspections Sub-Section 5.1

Sets forth the Tacoma Police Department's Policy on Training and Inspections

Donald Ramsdell, Chief of Police

P5.1.1 WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

CALEA 33.2.3, 33.2.4

(R 10/2016)

The Washington State Criminal Justice Training Commission (WSCJTC) is responsible by state statute ([RCW 43.101.200](#)) for the development and implementation of training programs designed to increase and maintain the level of competency of criminal justice personnel. The Commission is committed to providing high quality training programs that reflect the needs of criminal justice agencies throughout the state.

The Tacoma Police Department maintains a professional relationship with the WSCJTC in the following manner:

- The WSCJTC will be utilized for Academy training of all recruit Officers and Equivalency training of all lateral Officers.
- Tacoma Police Department personnel attending training at the WSCJTC, or other Commission-sponsored instructional activities, do so with the Tacoma Police Department having assumed principle liability responsibility.
- When/if Tacoma Police Department personnel are contracted by the WSCJTC, the WSCJTC assumes principle liability responsibility.
- Upon the request of the Commission, The Tacoma Police Department may provide staff members, use of facilities, instructors and/or other personnel and resources to the WSCJTC. Such requests are dependent upon financial and staff considerations.

The Tacoma Police Department's working relationship with the WSCJTC is conducted through, but not limited to:

- The Hiring Coordinator for scheduling attendance of Recruit and Lateral Officers.
- The Police Training Coordinator (PTC) for matters involving Officers attending the Basic Law Enforcement Academy or Equivalency Academy.
- The Range Master for matters involving use of the Tacoma Police Department Range and/or instructors.
- Individual Officers with expertise in a particular field when requested for specific instruction and subject to supervisory notification/approval.

New Officers receive training in Tacoma Police Department standards, policies, and procedures during the pre-academy stage of their training program, post academy stage, and during the Police Training Officer (PTO) program. New Officers are required to successfully complete the PTO program which includes tests of field performance, written exams, and daily evaluations of overall job performance. See Policy [P2.1.3, Tacoma Police Training Program](#).

All new Department employees receive a copy (either electronic or paper) of Department policies, rules, procedures, and standards, including expectations and responsibilities of the employee.

P5.1.2 TRAINING COMMITTEE *CALEA 33.1.1(a)(b)(c)(d)(e)*

(R 10/2016)

The Tacoma Police Department utilizes a Training Committee to determine the training needs of the Department and to develop training programs. The Training Committee will be established and operated under the following guidelines:

A) Committee Composition

The Training Committee will consist of the following members:

- Training Lieutenant (Chair)
- Training Sergeant
- Range Sergeant
- Accreditation Manager
- Operations Bureau Administrative Sergeant
- Subject matter experts (Firearms, Control Tactics, First Aid, EVOC, Forensics, etc.) will be included on the committee as needed

B) Selection Process

The selection process is based on permanent work assignments and subject matter to be discussed.

C) Authority and Responsibility

The purpose of the Training Committee is to develop advisory recommendations on the types and methods of training and the training needs of the Department. Suggestions or recommendations for Department-wide training will be considered and reviewed by the committee.

Committee members should solicit suggestions from Department members. Ideas and suggestions should be discussed and recommendations made based on the merits of the suggestions and the identified training needs of the Department.

The Training Committee will be responsible for ensuring that all departmental training records, including special teams, is documented in a central training records database. Designated personnel of special teams will have the responsibility to update and keep current the training records database for their particular team.

D) Reporting/Meeting Schedule

The Training Committee will report to the Support Services Division Commander. The Training Committee will meet twice a year to ensure that a Department-wide in-service training schedule is planned for the following year.

P5.1.3 LESSON PLANS *CALEA 33.1.4(a)(b)(c)(d)* *(R 10/2016)*

The Tacoma Police Department requires a lesson plan for all training classes. The lesson plan must be written or electronic and may take the form of an outline, module, or narrative. The purpose of lesson plans serves to ensure that:

- All information, as it will be taught, is presented to the Training Lieutenant for approval
- The topic is thoroughly and accurately presented
- The class can be duplicated at a future date

All lesson plans shall include the following information:

A) Statement of Training Objectives

A clear and concise statement of objectives of this specific training and the relationship of the training to specific job tasks or performance areas. This will also include any Department policy information as may relate to the training material, i.e., use of force, pursuit driving, etc.

B) Training Content and Instructional Techniques

The method of instruction should be correlated to the subject matter being presented. Instructional techniques may be included but not limited to those listed below:

- Conferences: Debates, discussion groups, panels and seminars
- Field Experiences: Field trips, interviews, operational experiences and operational observations
- Presentations: Lecture, lecture discussion, and lecture demonstration
- Problem Investigations
- Committee inquiries
- Simulations: Case studies, games, and role playing

C) Identification of Tests

The Training Section will determine which training will require competency testing of the employee upon completion of the training program. The Training Section will determine the method of testing depending on the skill/knowledge being taught.

D) Lesson Plan Approval and Retention

The Training Lieutenant, or designee, will be responsible for approving all lesson plans prior to the training being conducted. He/she, or designee, shall also maintain a copy of all approved Department training lesson plans.

E) Lesson Plan Course Number

A course number, which identifies the course's curriculum, hours and other relevant course information, will be entered on the Lesson Plan Approval Form for review.

P5.1.4 TRAINING INSTRUCTORS *CALEA 33.3.1(a)(b)(c)(d)(e)* *(R 10/2016)*

The use of Police Department personnel as instructors permits the agency to improve its expertise in certain areas of law enforcement while allowing individuals to gain valuable career development opportunities, skills, and knowledge. The Tacoma Police Department utilizes its personnel as instructors in areas such as firearms, Electronic Control Tool (ECT), emergency vehicle operations, control tactics, speed measuring devices, BAC, and field training.

A) Instructor Development

All instructors, including Police Training Officers, will receive specialized training in the area they instruct and will receive training in the following areas:

- Lesson Plan Development
- Performance Objective Development
- Instructional Techniques
- Testing and Evaluation Techniques
- Resource Availability and Use

Training will be conducted in conjunction with the Washington State Criminal Justice Training Commission (WSCJTC) Academy and/or private enterprise.

P5.1.5 TRAINING RECORDS *(R 10/2016)*

A) Agency Training *CALEA 33.1.7(a)(b)(c)*

The Department Training Section shall be responsible for maintaining a record of the following for all training that takes place in the agency:

- Course content (lesson plans, outlines, narratives) of all taught subject matter sanctioned by the Department
- Names of Department members attending the training
- Test scores or other means indicating performance of the Department members attending the training, if applicable

The Training Section shall ensure that lesson plans are submitted by the instructor of any departmental training and approved by the Training Committee, the Training Captain, or, in the case of Special Teams or Units, the Unit Commander. This information is to be entered in the Department's training database.

Instructors of all departmental training will ensure that the names of Department members attending the training are submitted to the Training Section to be entered into the Department's training database.

B) Employee Records *CALEA 33.1.6*

The Training Section shall be responsible for the maintenance of training records for all Police Department employees. Training records will include the following:

- Attendance rosters or suitable permanent substitute
 - Written record of the course curriculum (lesson plans)
 - Certificates received
 - Test scores, if applicable
 - Instructors for the class
 - Training request forms
- 1) A "Training Request Form" will be required for all non in-service training scheduled by the Training Section. Training Request Forms are essential for tracking the process of approval, both by the requestee's chain of command and the Training Section's chain of command. See Procedures Manual, [Reimbursement of Training and Travel Expense](#), for additional information.
 - 2) Instructors teaching scheduled classes shall be required to have attendees sign an attendance roster and shall forward the completed roster to the Training Section.
 - 3) Upon completion of training, attendees will also forward a copy of any training certificates to the Training Section for recording. Records will be retained for the length of time required by the State's record retention law at a minimum.

P5.1.6 REMEDIAL TRAINING *CALEA 1.3.11,33.1.5*

(R 10/2016)

Many types of work performance shortcomings can be improved by providing additional training. The Tacoma Police Department utilizes remedial training to assist employees in improving work performance. Remedial training is individualized instruction used for specific identified deficiencies. See Procedures Manual, [Training - Remedial](#), for additional information.

P5.1.7 IN-SERVICE TRAINING *CALEA 33.5.1*

(R 10/2016)

The Department recognizes and emphasizes the need for all commissioned and non-commissioned personnel to be kept current on matters involving law enforcement, legal updates, Officer Safety, equipment and tools, and other subjects pertinent to the law enforcement profession. This goal is met through a variety of training processes, both internal and external.

Each year the Department's training committee will meet to plan and determine the training needs of the Department. Per the in-service [WAC 139-05-300](#), each commissioned Police Officer must receive 24 hours of applicable in-service training annually.

In-service training will be presented through a variety of training sessions, turnouts, special assigned classes, computer programs, videos, or other learning mediums for all Department-mandated curricula. The Washington State mandated 24 hours of in-service training is included in the in-service sessions. Additional in-service training days, lectures, conferences, and/or presentations may be added as needed.

Attendance at in-service training sessions is mandatory for all designated personnel, commissioned and non-commissioned. Information presented at training sessions is essential for effective law enforcement service and to meet the Washington Administrative Code (WAC) requirement.

P5.1.8 SPECIALIZED IN-SERVICE TRAINING *CALEA 33.6.1(a)(b), 33.6.2*

(R 10/2016)

Specialized assignments require varying degrees of additional training, and therefore each specialty unit is required to perform and record training. Although each unit may keep training records, they shall also forward a copy of all records, rosters and the related to the Training Section for inclusion in the Department's database.

P5.1.9 TRAINING REIMBURSEMENT *CALEA 33.1.3*

(R 10/2016)

It will be the responsibility of the Support Services Division to monitor and administer the training program for the Department. Training is conducted both internally and externally utilizing a variety of resources and personnel. The Training Request Form is utilized to request and track specialized training outside of regularly scheduled courses and training days.

The Department provides for travel and training costs for authorized training to include, but not limited to, registration fees, materials, lodging, meals, and travel expenses as outlined in the [TPD Policy P4.6.4](#) and the City of Tacoma's [Travel Reimbursement policy](#). Please see Procedures Manual, [Reimbursement of Training and Travel Expense](#), for additional information.

P5.1.10 FIREARMS QUALIFICATIONS *CALEA 1.3.10, 1.3.11(a)(b)(c), 33.1.5*

(R 03/2010)

All commissioned personnel are required to qualify with their service weapon twice annually. Exemptions to this requirement may be granted by the Division Commander in the event of illness, incapacitation, or extended leave.

The first qualification period is from January 1 through June 30. The second qualification period is from July 1 through December 31. Harrison Police Range will be open for a specific period of time during each qualification period.

To facilitate qualification, each Division will assign their personnel to relays on the schedule provided. It is the responsibility of each Division Commander to ensure that the Officers appear on the days assigned. It is the responsibility of all Officers to ensure they meet the requirements of qualifying during both qualification periods. Officers will be permitted to fire for qualification once during each period while on duty. Any additional voluntary firing will be done on the Officer's own time.

Officers may be assigned to participate in additional specialized firearms-related training or familiarization, i.e., shotgun course, chemical agents, shoot-don't shoot, etc. Division Commanders will be notified of absences or failures and any recommendations for improvement.

In the interest of safety, all personnel shall adhere to firearms safety rules as posted and to orders of the Range Master without regard to rank.

The training will be monitored by a certified weapons instructor. Training and proficiency will be documented. If necessary, remedial training will be conducted for those Officers who are unable to qualify with an authorized weapon prior to resuming official duties.

The instructional portions of this policy can be found in the Procedures Manual, [Firearms Qualifications](#).

P5.1.11 USE OF FORCE TRAINING *CALEA 1.3.11(a)(b)(c), 33.1.5* *(R 03/2010)*

Annually, all commissioned personnel are required to receive in-service training on the Department's Use of Force policy and demonstrate proficiency with all approved lethal weapons issued and electronic controlled weapons that Department personnel are authorized to use. In-service training for other less than lethal weapons and weaponless control techniques shall be conducted at least biennially.

The training will be monitored by a certified weapons instructor. Training and proficiency will be documented. Remedial training will be conducted for those Officers who are unable to qualify with an authorized weapon prior to resuming official duties (see [P5.1.10](#) Firearms Qualifications). Also, please refer to [P3.1](#) Use of Force Policy for additional information.

P5.1.12 ETHICS TRAINING *CALEA 1.1.2* *(N 03/2010)*

All Department personnel will receive biennial training regarding the Mission, Vision, Values, and Professional Conduct of the agency as outlined in [P1.1](#) of this Policy Book.

P5.1.13 POLICE TRAINING OFFICER (PTO)/RECRUIT *CALEA 33.2.4, 33.4.1, 33.4.3 (b)(d)(e)* *(R 10/2016)*

Police Training Officers (PTO) are selected, retained, and dismissed by the Operations Bureau Assistant Chief, Captains, and Operations Administrative Sergeant. Police Training Officers are required to meet the training requirements of the Tacoma Police Department and the WSCJTC. PTOs are compensated per the Tacoma Police union contract for the time they spend as a Training Officer with a Student Officer. The number of Police Training Officers depends on Department need. Officers selected for the program must:

- Have three years of police experience with two of those years on the Tacoma Police Department
- No sustained Bureau level discipline in the last three years ([P1.8](#))

All commissioned Department entry-level employees must successfully complete several types of training that are divided into at least five phases to include: Pre-Academy, Post Academy, PTO Program (Phase A - One Month, Phase B - One Month, Phase C - One Month, Phase D - One Month), Prescriptive Training (if applicable), and Final Probation Officer Phase. Commissioned Lateral employees will go through the same entry-level program with modifications to meet the individual's requirements. Please see [P2.1.3](#) for additional information.

P5.1.14 EMERGENCY VEHICLE OPERATIONS CADRE (EVOC) *(R 04/2012)*

All Department Emergency Vehicle Operations Instructors must successfully complete at least a 40-hour Basic EVOC Instructor course as well as continuing training. All personnel assigned duties that involve the use of Department vehicles will be required to participate in drivers training, unless excused by their Division Commander. Driver qualification training will be scheduled at least annually for all employees operating Department-issued vehicles. Please see Policy [P5.1.8](#) (above) and [P3.2.1](#) for additional information. Please see Procedures Manual, [Driving Course, Practical](#), for instructor criteria.

P5.1.15 CULTURAL DIVERSITY *(R 03/2010)*

All Department employees must complete at least one Cultural Diversity formatted training/forum. Currently, new employees complete a City of Tacoma sponsored Cultural Diversity Awareness forum. Cultural Awareness training is also provided as a prescriptive and/or continuing education/training opportunity on an as-needed basis.

P5.1.16 ICS (Incident Command System) / NIMS (National Incident Management System) *(R 10/2016)*

The Tacoma Police Department adheres to the ICS/NIMS parameters and protocol. ICS/NIMS requires a varying degree of compliance and/or completed training courses, according to position specifications, responsibilities, and/or security clearance. In so doing, all Tacoma Police Department employees are required to successfully complete each ICS/NIMS training as it applies to their respective position. All training requirements and results of training compliance are maintained in Department training records. See [P1.3.4, Incident/Event Management](#) and Procedures Manual, [Incident Event Management](#), for additional information.

P5.1.17 CONTROL TACTICS *CALEA 1.3.11(a)(b)* *(R 09/2010)*
All commissioned Department employees shall complete and show proficiency in Control Tactics and Weaponless Control Techniques training biennially. All mandatory training shall be instructed and monitored by certified Control Tactics Instructors as well as documented in the employee's training record.

P5.1.18 TELESTAFF *(R 03/2010)*
Telestaff is a comprehensive personnel scheduling and timecard reconciliation program. All Department employees shall receive Telestaff training within 12 months of initial employment, and updated training as needed.

P5.1.19 BLOOD BORNE PATHOGENS *(R 03/2010)*
All Tacoma Police Department employees are required to successfully complete training and updated safety precautions surrounding Blood Borne Pathogens on an annual basis.

P5.1.20 FIRST AID *(R 09/2010)*
All commissioned Department employees are required to successfully complete biennial training in First Aid, to include CPR, etc. All training is documented in training records.

P5.1.21 ELECTRONIC CONTROL TOOL - ECT *CALEA 1.3.11 (a)(b)* *(R 03/2010)*
The use of an Electronic Control Tool (ECT) is considered a less than lethal use of force. Nonetheless, this form of force application shall be utilized strictly within the parameters of the Department Force Continuum and only by members trained in the use of ECTs. All commissioned employees of the Tacoma Police Department must successfully complete training and display proficiency in the use of ECTs at least annually. All annual training must be monitored by a certified ECT weapons instructor and documented in each employee's training records.

P5.1.22 TACOMA POLICE DEPARTMENT TEMPORARY DETENTION ROOMS *(R 12/2012)*
CALEA 71.1.1, 71.2.1, 71.4.3
The Tacoma Police Department has four temporary detention rooms as well as a temporary booking and mass arrest processing area. The use of the facilities is restricted to the short-term holding of adults and juveniles until they can be properly released or transported to the appropriate facility. All Tacoma Police Department commissioned employees are required to be familiar with, and fully understand, all procedures and requirements attendant to the use, safety, duration, and restrictions surrounding the Detention Room facilities. Each Department employee is required to understand the corresponding policy and procedures on temporary detention rooms. Refresher training for each Department employee shall occur at least once every three (3) years.

Additionally, each Operations Desk Officer will conduct a security/sanitation inspection at the beginning of each shift. The Operations Desk Officer is also available to answer supplemental questions by facilitating officers. Please see Procedures Manual, [Detention – Temporary Detention Rooms](#), for additional information.

P5.1.23 BIAS BASED TRAINING *CALEA 1.2.9 (b) (d)* *(R 10/2016)*
The Tacoma Police Department will provide training in Bias Based Profiling annually, to include legal aspects and/or updates. All training through the variety of methods is documented in training records. The Internal Affairs Section also conducts an annual review of agency activities including a summary of any citizen concerns for the purposes of remedial actions taken, if necessary, and any recommendations for additional training needs. Please see [P1.6](#) for additional information.

P5.1.24 ACCREDITATION *CALEA 33.5.3(a)(b)(c), 33.5.4* *(N 03/2010)*
All Tacoma Police Department employees shall receive accreditation information/orientation within 30 days after their employment begins or within 30 days after completing the Washington State Criminal Justice Training Commission (WCJTC). All agency employees receive information and updates regarding accreditation throughout the self-assessment phase (36-month period) and prior to an on-site assessment.

All accreditation information shall be initiated by the Accreditation Unit through or via the Office of the Chief of Police.

P5.1.25 DOMESTIC VIOLENCE (DV)

(R 03/2010)

All Tacoma Police Department employees will undergo comprehensive training and legal updates at least annually. The all-inclusive training/updating will encompass legal precedents, affected court decisions, as well as all things related to the TPD policy of “No Tolerance.” Please see [P1.7.1 \(D\)](#) for additional information.



TACOMA POLICE DEPARTMENT

Reviews/Reports

Sub-Section 6.1

*Sets forth the Purpose
And Timetable for
Tacoma Police Department
Reviews / Reports*

Donald Ramsdell, Chief of Police

Purpose: To establish and publish defined reporting and review timelines for the listed categories and activities.

P6.1.1 ANNUAL FORCE *CALEA 1.3.6(a)(b)(c)(d), 1.3.13* *(N 03/2010)*

The Tacoma Police Department conducts a documented annual analysis of all Use of Force Reports surrounding the following:

- Discharge of a firearm for other than training or recreation purposes
- Actions resulting in, or alleged to have resulted in, injury or death of another person
- Applies force through the use of lethal or less than lethal weapons
- Applies weaponless physical force at a level as defined by the Department ([See P3.1.8](#))

P6.1.2 BIAS BASED POLICING *CALEA 1.2.9 (a)* *(R 11/2016)*

The Internal Affairs Section will conduct an annual review of agency activities regarding bias-based profiling including:

- An administrative review of any complaints and their status
- An explanation of any remedial action taken *CALEA 1.2.9(c)*
- Recommendations for training needs *CALEA 1.2.9(b)*
- A summary of reported citizen concerns *CALEA 1.2.9(d)*
- Recommendations for policy changes

(See [P1.6](#) for additional information.)

P6.1.3 CRIME ANALYSIS *(N 03/2010)*

Comprises monthly crime statistics addressing the following, but not limited to:

- Calls for service by geographic area (census block)
- Calls for service indicating peak days and times
- Calls for service by crime type

P6.1.4 MONTHLY STATUS REPORT *(N 03/2010)*

The Office of the Chief of Police distributes a monthly Executive Dashboard report consisting of the following:

- Crime Snapshots
- Community Snapshots
- Operational Effectiveness Snapshot
- Employee Snapshot
- Budgetary Snapshot

Each of these Snapshots illustrate current status and indicators which aid the Department in determining current patterns, future needs, and progress surrounding the Department’s Strategic Plan.

P6.1.5 USE OF FORCE *CALEA 1.3.6 (a)(b)(c)(d)* *(R 12/2016)*

Use of Force Reports are written electronically (EUF), by Supervisors in all cases wherein a reportable Use of Force occurs. Periodic review of EUFs ensures departmental training needs are being met and standards are being adhered to. Reviews shall take place at the direction of the Administrative Services Bureau Commander and shall be conducted by the Training Lieutenant, or designee. Any training issues identified during the review process shall be addressed by the Training Unit. See [P3.1.8 \(B\)](#) for criteria. For Use of Force Review Board see [P4.12.5](#).

P6.1.6 CID REPORTS *(R 12/2016)*

The Criminal Investigation Division, within the Investigations Bureau, provides timely reporting in a variety of areas, to include the following:

- Weekly divisional review of crime investigation highlights, status, progress and trends
- Monthly reporting to the Chief of Police for active caseloads, significant crimes, Forensic workloads and status

- Annual Report tracking summaries of crime categories and trends

P6.1.7 POLICY, PROCEDURE AND HANDBOOK (PP&H) REVIEW *CALEA 12.2.1 (e)(i), 41.2.2(k)*

(R 11/2016)

While the Office of the Chief of Police is ultimately responsible and accountable for constant maintenance, review, and any amendments or deletions ([P1.5.1](#)), all Tacoma Police Department members are encouraged to constantly review Policies, Procedures and Handbooks for opportunities to improve Department operations. Recommendations must be subsequently reviewed by the Accreditation Unit for proper coding, accreditation compliance, and Department de-confliction. An overall review of the Department Policy, Procedure & Handbook (PP&H) system and protocol is conducted by the Office of the Chief of Police, in consultation with the Accreditation Unit. Requests for changes or additions are made using either the [Policy Change Protocol](#) form or [Procedure Handbook and Form Change Protocol](#) form only ([P1.5.8](#)).

P6.1.8 RECORDS RETENTION REVIEW *CALEA 82.1.3*

(R 11/2016)

The Tacoma Police Department utilizes the Records Management guidelines and general Records Retention Schedules for Law Enforcement Agencies in compliance with [RCW 40.14](#) “Preservation and Destruction of Public Records.” This Schedule denotes minimum retention. The Department Legal Advisor maintains the Records Retention Handbook and oversees the adherence of the Department to the State guidelines as well as, via the Office of the Chief of Police (or designee), reviews the content categories annually for purging. See [P1.9.1, Records Retention](#) for additional information.

P6.1.9 EXTERNAL/INTERNAL SURVEYS *CALEA 45.2.4*

(R 11/2016)

External:

The Department initiates and tracks a comprehensive external survey regarding Law Enforcement services. This survey, referred to as a “Citizen Survey,” is distributed to a statistical sample of our stakeholders in an effort to gauge the community’s knowledge of Department services, perceptions of safety and crime trends, as well as community perceptions of the Department. The Citizen Survey is conducted as needed and used by the Department to improve its collaboration in Community Oriented Policing Strategies in the following areas:

- Overall agency performance
- Overall competence of agency employees
- Citizens’ perception of Officers’ attitudes and behavior
- Citizens’ recommendations and suggestions for improvements
- Citizens’ perception of safety and crime levels in their neighborhoods

Internal:

The Department initiates and tracks a comprehensive internal survey to assess our current state and/or environment. This survey, referred to as the “Employee Survey,” aids the Department in determining our current level of effectiveness as applied to our Mission, Vision, Values, and Strategic Plan. The Employee Survey is disseminated on an as-needed basis. The results of this survey continue to provide barometers for the Department in the following areas:

- Department effectiveness in supervision, management, and policy
- Organizational strengths and weaknesses
- Trends and developments
- Best practices (benchmarking)

Both External and Internal surveys assist the Department with the successful completion of its Strategic Plan, the adherence to its Mission and Vision, and reinforcement of its stated Values.

P6.1.10 ANNUAL UPDATE RECRUITMENT PLAN *CALEA 31.2.2 (a)(b)*

(R 11/2016)

The Tacoma Police Department seeks to maintain a comprehensive Recruiting Plan in conjunction with its overall efforts to mirror the stakeholder’s demographic makeup. In so doing, the Department will continue to seek out eligible law enforcement candidates with the aid of community, ethnic- and minority-based organizations, educational organizations, military resources, public notices and forums, etc., and in full support of the City of Tacoma EEO guidelines. The Department recognizes that suitable law enforcement candidates, representative of the community, will further our philosophy of Community Oriented Policing.

The Department will review its Recruitment Plan annually to determine strengths, challenges, and opportunities to refine hiring efforts that can more accurately approximate our geographic workforce demographics.

P6.1.11 PROBATION AND PERFORMANCE REVIEW BOARD *CALEA 34.1.3 (e)*

(R 11/2016)

All permanent Tacoma Police Department Probationary employees (new and promotional) must successfully complete the probationary period in order to retain current status. At the conclusion of the assigned probationary period, the employee's status is reviewed by his/her supervisor. If the probationary employee fails, they have the right to appear before a Probationary Review Board before final disposition is rendered.

The purpose of the departmental Review Board shall be to ensure fairness, consistency, and objective findings in probationary and performance failures. Providing a structured venue assures the employee(s) affected by such actions that they have an opportunity to have their views fully aired. The task of the Review Board is not to substitute its judgment for that of the Department/Division head or reviewer, but rather to insure that a substantial basis for the Department/Division head's opinion or review exists in fact. This Board shall be selected and activated only on an as-needed basis and at the request of probationer reviewed.

The findings and recommendation of the Review Board will be advisory in nature only. Its written findings will be transmitted to the Chief of Police and the petitioner. The Office of the Chief of Police will send copies of the Chief's final decision to the City of Tacoma Human Resources Department and the Office of the City Manager. Please see [P2.1.4\(F\)](#) and Procedures Manual, [Probation and Performance Review Board](#), for additional information and board member criteria.

P6.1.12 POLICE ACCIDENT REVIEW BOARD

(R 11/2016)

The Department's Accident Review Board shall review all fleet accidents/incidents involving Police employees or damage to City vehicles (e.g., motor vehicles and bicycles). The Board has the authority to:

- Review all Police records and other available information pertaining to the accident/incident under review
- Request the attendance of the involved Police employees at the meetings, if deemed necessary by the Board Chairperson

(NOTE: Employees involved in the accident/incident have the option of attending when not specifically requested to be present at the meeting.)

- Request other members of the Department to appear before the Board to give information concerning facts in question
- Rule on accidents/incidents involving Police employees and City vehicles and make training recommendations

The Board's objectives are to review and improve employee driving ability and to reduce accidents/incidents by recommending, when appropriate, individual and/or Department-wide training in addition to improving/maintaining safety via reporting cause and conditions of Police motor vehicle accident/incidents. The Board shall consist of a seven-member rotational membership (with an emphasis on prior accident investigation training) including the Chairperson, and meet as needed. All findings of the Review Board and Division Commander will be recommendations directed to, but not binding upon, the employee's Bureau Commander. The employee's Bureau Commander will return the final decision to the Accident Review Board's Recording Secretary for distribution. Training issues will be forwarded to the Training Section for disposition. Disciplinary issues will be forwarded to the employee's Bureau Commander or Internal Affairs Section for disposition. If the Board or Division Commander's recommendations are not approved, the employee's Bureau Commander will return the case to the Board for re-examination with an explanation or questions that need to be answered. Please see Procedures Manual, [Accident Review Board](#), for complete procedures and details.

P6.1.13 EARLY INTERVENTION SYSTEM *CALEA 35.1.9*

(N 03/2010)

The Personnel Early Intervention System is established to provide indications and patterns of conduct over assigned time periods. This process is coordinated by the Training Lieutenant who monitors the system and reviews the status on a monthly basis. The Early Intervention System is programmed to monitor a set of pre-selected criteria, which alerts the appropriately assigned Supervisors in the event a threshold is surpassed. If a threshold is met or exceeded and the alert occurs, an immediate review of the personnel is triggered.

P6.1.14 GEOGRAPHICAL BOUNDARIES *CALEA 2.1.1*

(R 04/2012)

The Tacoma Police Department maintains a map of the City of Tacoma and ancillary jurisdictional boundaries, and articulates specific operational sectors. The boundaries map is updated by the Crime Analysis Unit as needed as changes occur. See [P1.2.2 \(B\)](#) for additional information.

P6.1.15 CONCURRENT JURISDICTION *CALEA 2.1.2**(N 03/2010)*

The Tacoma Police Department shares concurrent jurisdiction with multiple Law Enforcement Agencies to include: Washington State Patrol, Pierce County Sheriff's Department, Washington Department of Fish and Wildlife, Washington State Liquor Control Board, and Federal Law Enforcement Agencies. The Tacoma Police Department supports this concept and fully cooperates with other agencies in the discharge of these duties. An annual review of agency agreements is conducted by the Office of the Chief of Police.

P6.1.16 MUTUAL AID*(R 11/2016)*

Chapter 89, Washington Laws of 1985, Section 7 ([RCW 10.93](#)) provides controlling legislation governing mutual aid, making provisions for the Tacoma Police Department to enter into interagency agreements for "consent to full exercise of Peace Officer Powers." Copies of all active mutual aid agreements and policies are maintained in the Office of the Chief of Police. These agreements are reviewed and amended as needed and/or upon the appointment/change of the Tacoma Police Department Chief.

P6.1.17 DIRECTIVES *CALEA 12.2.2(b)**(N 03/2010)*

Department-level Directives are logged in a master file and monitored by the Accreditation Unit in order to ensure proper coding, uniformity in formatting, de-confliction with accreditation standards, as well as confirmation that expiration and rescind dates are adhered to. Please see [P1.5.3](#) for additional information.

P6.1.18 INTERNAL AFFAIRS STATISTICAL SUMMARY *CALEA 52.1.5**(R 11/2016)*

The Department Internal Affairs Section shall compile annual statistical summaries based upon records of Internal Affairs investigations, which are made available to the public and agency employees. This summary shall be completed in the form of a written report and shall occur at the end of each calendar year. Please see [P1.8.1\(B\) \(11\)](#) for additional information.

P6.1.19 ANALYSIS OF GRIEVANCES *CALEA 25.1.2, 25.1.3**(R 11/2016)*

The Office of the Chief of Police maintains and controls the record and procedures for filing agency grievances. As such, the Administrative Services Bureau (ASB) Commander conducts an annual analysis of initiated grievances from the entire Department. This analysis enables the Department to determine any patterns or trends in the areas and types filed. This comprehensive analysis allows the Department to maintain a proactive stance in taking steps to minimize future grievances.

P6.1.20 SPECIALIZED ASSIGNMENTS *CALEA 16.2.1**(R 12/2016)*

A documented review may be completed for each specialized assignment/career rotational assignment for the purpose of determining whether it should be continued and/or altered. The review shall be at the direction of the Chief of Police, conducted by the Administrative Services Bureau. The review will include:

- A listing of the agency's specialized assignments
- A statement of purpose for each listed assignment
- The evaluation of the initial problem or condition that required the implementation of the specialized assignment

P6.1.21 PERIODIC – AGENCY ADMINISTRATIVE REPORTING *CALEA 11.4.1, 11.4.3**(R 11/2016)*

The Tacoma Police Department mandates a variety of Administrative Reporting functions throughout the agency, both accreditation related and non-accreditation related. The purpose is to maintain regularly scheduled oversight of the status regarding selected Department activities and processes. The Accreditation Manager, or designee, maintains a spreadsheet of reports and reviews mandated for this function, which includes applicable suspense dates. The spreadsheet shall contain the responsibility source, purpose, frequency, and the distribution instructions for all required Administrative Reports. In instances where the reporting requirements are not met, the Administrative Support Bureau (ASB) Chief is designated the authority to require compliance from Department members. The Accreditation Manager is designated the liaison for the facilitation of these reports under the authority of the ASB Chief.

P6.1.22 PURSUIT REVIEW ANALYSIS *CALEA 41.2.2.j**(N 02/2011)*

A documented analysis of pursuits that have undergone an administrative review during the year shall be conducted annually. The analysis will aid the Department in determining patterns or trends that may indicate training needs and/or policy modifications.