

COLUMBUS POLICE DEPARTMENT



General Order 41: Patrol

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Policy:

One of the most important and primary functions provided by the department will be an effective force of police officers patrolling the city and quickly responding to the needs of its citizens. The Columbus Police Department will maintain a patrol component with sufficient personnel and equipment to fulfill this purpose.

Definitions:

When a word or term is not defined, the proper and fitting definition, as used within the context, or the generally accepted definition, as defined by the context, shall be used. When a male pronoun is used, the female pronoun is implied. When a singular word or term is used, the plural is implied unless otherwise specified.

1. Investigatory Record
Any information compiled in the course of the investigation of a crime. (I.C. 5-14-3-2(i))
2. Law Enforcement Recording
An audio, visual, or audiovisual recording of a law enforcement activity captured by a camera or other device that is provided to or used by a law enforcement officer in the scope of the officer's duties and is designed to be worn by a law enforcement officer or attached to the vehicle or transportation of a law enforcement officer. (I.C. 5-14-3-2(k))
3. Law Enforcement Recording Device
A camera or other device for creating audio, visual, or audiovisual recordings that is provided to or used by a law enforcement officer in the scope of the officer's duties, and designed to be worn by a law enforcement officer or attached to the vehicle or transportation of a law enforcement officer. (I.C. 35-31.5-2-185.4)
4. Mental illness
A psychiatric disorder that substantially disturbs an individual's thinking, feeling, or behavior and impairs the individual's ability to function. The term includes mental retardation. (IC 12-7-2-130)
5. Seniority
Seniority shall be considered the amount of time an employee has held a particular rank and/or grade; this shall include all prior time in each particular rank and/or grade since the employee's most recent date of hire.
 - An employee's seniority shall accrue in each rank and/or grade below their current position. (Example: a sergeant is promoted to lieutenant – the employee's seniority as a sergeant would continue while they were a lieutenant.)

- Seniority in the Detective Division will continue only when the employee is assigned to a position within the Detective Division and/or when they accept a promotion to the position of captain or above directly from the Detective Division. (Example: a Detective is promoted to Chief – the employee’s seniority as a Detective would continue.) (Example: a Detective is promoted to Uniform Sergeant – the employee’s seniority as a Detective would not continue.)
- If an employee has a break in employment that occurred because of the employee’s retirement, their prior time in each particular rank and/or grade shall not be considered, but they shall have the shift bidding seniority consistent with their original badge number.

41.1 Administration

41.1.1 Shift Assignments

- A. Shift bidding – Officers assigned to the Uniform Division will bid for shift positions once per calendar year.
1. Each shift will have one Uniform Lieutenant, who is responsible for the shift. The Uniform Lieutenants will bid on shifts based on their seniority.
 2. Each shift will have four platoons, and each platoon will have a supervisor assigned to it. The supervisors will bid on shifts based on their seniority.
 3. The remaining officers will bid for shift positions based on their seniority.
 4. The shift positions available to bid from are as follows:
 - a. First shift: 0630 – 1500;
 - b. Second shift: 1430 – 2300; and
 - c. Third shift: 2230 – 0700.
 5. The Chief of Police or his/her designee has final authority to assign officers to shifts and/or modify shift hours in order to provide effective coverage, ensure accountability, and achieve organizational goals and objectives; this includes, but is not limited to, assigning SWAT and K-9 officers strategically throughout the shifts.
- B. Shift Minimums
1. First shift will have an eight-officer minimum that must include one supervisor.
 2. Second shift will have an eight-officer minimum that must include one supervisor.

3. Third shift will have a seven-officer minimum, and between the hours of 0500 – 0700, the minimum may be reduced to six officers, but must always include one supervisor.
4. The acting Uniform Lieutenant or higher-ranking officer has the right to change the minimum required officers on duty so long as effective coverage is provided, accountability is ensured, and the change does not negatively affect the organizational goals and objectives.

C. Additional Time Off

1. Each calendar year, officers will bid on additional time off within their assigned shift.
 - a. The active Uniform Lieutenant will have first choice for additional time off.
 - b. Second, the remaining supervisors will bid for additional time off based on their seniority.
 - c. Third, the remaining officers assigned to each shift will bid for additional time off based on their seniority.
2. Once the bidding process is complete, officers may request additional time off at any time by making the request to a supervisor.
3. If an employee's additional time off request results in another employee being called into work in order to meet the shift minimums, the employee requesting the additional time off must take a minimum of three consecutive work days off. A per shift maximum of two employees may be called into work in order to meet the shift minimums as a result of additional time off requests.
4. The Chief of Police or his/her designee have final authority to grant or deny additional time off requests in order to provide effective coverage, ensure accountability, and achieve organizational goals and objectives.

D. Other Regulations

1. No employee will be permitted to purchase or borrow another employee's accumulated compensatory time (overtime), vacation time, or holiday time.
2. No officer will work for or trade shifts with another officer without prior supervisory approval.

A. Authorization, Conditions, and Procedures for Usage

1. All departmental K-9s must complete a K-9 training course with a K-9 handler, and successfully meet all course requirements prior to being authorized as a department K-9. Untrained K-9s may not be used as a department K-9.
2. K-9 handlers are required to utilize all equipment issued by the department while handling a department K-9, subject to the specific use of the K-9 on any particular call, and are required to maintain all such equipment in accordance with G.O. 17.5.2
3. Teasing, agitating, or roughhousing with a police K-9 is strictly prohibited unless performed as part of a training exercise authorized by a K-9 handler.
4. Police K-9s shall not be used for breeding, participation in shows, field trials, exhibitions, or other demonstrations, or for secondary employment unless authorized by the Chief of Police or his/her designee.
5. K-9 handlers shall not permit anyone to pet or hug their K-9 without their prior permission and immediate supervision.
6. Police K-9s shall not be handled or given commands by anyone other than the assigned handler, unless exigent circumstances exist.
7. The officers assigned to handle a K-9 will maintain an on-call schedule in order to increase the likelihood that a K-9 is available. If the on-call K-9 handler is unavailable, he/she shall notify the on-duty supervisor.
8. K-9 handlers are responsible for determining whether a situation justifies K-9 use and the appropriate tactical measures that should be taken. When a supervisor disagrees with the handler's tactical assessment, the K-9 supervisor shall be contacted. If time does not permit contacting the K-9 supervisor, the use of the K-9 and the tactical application of such use shall be determined by the K-9 handler. In such situations, the K-9 handler shall submit a written report to the supervisor, shift Captain, and K-9 supervisor detailing why such decision was made.
 - a. Conduct building searches;
 - i. When possible, the building perimeter shall be secured by other officers;
 - ii. Whenever possible, efforts should be made to determine whether there may be tenants or others in the building; and

- iii. Before commencing the search, the K-9 handler or other appropriate personnel shall loudly announce and repeat the statement that a police K-9 will be released. A reasonable amount of time shall be allowed for a suspect to respond.
- b. Assist in the arrest or prevent the escape of serious or violent offenders;
- c. Protect officers or others from death or serious injury;
- d. Track suspects or locate lost or missing persons;
 - i. When possible, the perimeter of the area to be searched shall be secured by other officers;
 - ii. K-9 handlers may request an officer to assist them in their track, and this request should be met if practical.
 - iii. K-9 handlers or the assisting officer should continually update other officers on their position so that they can stay out of the area being tracked.
- e. Crowd control;
- f. Locate lost or hidden instrumentalities or evidence of a crime;
- g. Detect the presence of narcotics or explosives;
 - i. K-9 handlers shall maintain records that document the use and the proficiency of their assigned K-9 in drug detection.
 - ii. Sniffing of an individual's person is not permitted for the purpose of drug detection.
- h. Assist the department with public relations; and
- i. Justified uses of force.
 - i. K-9 bites are authorized as a means of use of force so long as the use of force complies with General Order 4.1.1. Any K-9 bite shall be reported in accordance with General Order 4.2.1.
 - ii. In the event of a K-9 bite, the K-9 handler should ensure that the person receives medical treatment at a hospital regardless of the perceived seriousness of the bite, the amount of injury, or the person's refusal to receive medical treatment.

- iii. K-9s shall be commanded to disengage as soon as the suspect no longer poses a threat or readily complies with officer direction.

B. Selection, Evaluation, and Pre-Service Training Requirements for Police K-9s

1. The Chief of Police shall appoint a supervisor with training and experience in police K-9 handling to oversee the department's K-9 program and make recommendations with regard to the program.
2. Qualifications for a police K-9:
 - a. No personally owned animals will be accepted as department K-9s.
 - b. K-9s shall be acquired only from a reputable vendor that has been vetted by the K-9 program supervisor and approved by the Chief.
 - c. K-9s selected for use shall pass an independent physical evaluation by the department's local veterinarian, with specific evaluation of hip and joint disorders.
 - d. K-9s selected for use will have the ability to be firm and aggressive or friendly, depending on the situation.
 - e. K-9s must demonstrate proficiency as described in Section D

C. Qualifications and Selection Process for Police K-9 Handlers

1. Qualifications of a police K-9 handler:
 - a. At least two years of sworn law enforcement experience with satisfactory work performance and disciplinary records;
 - b. Willingness to commit to being a K-9 handler for at least five years;
 - c. Willingness, together with other family members, to care for and house the K-9 at the officer's residence with a secure outdoor area for the K-9 that conforms with departmental requirements;
 - d. A strong desire to work with K-9s and willingness to care for and train the animal; and
 - e. Physical fitness and agility to be able to handle a police K-9.
2. Selection and Training of police K-9 handler:
 - a. Applicants for the position of police K-9 handler will be evaluated and interviewed by the K-9 program supervisor. The supervisor may also include current and/or former department K-9 handlers in the evaluation process.
 - b. Training of a police K-9 handler:

- a. New K-9 handlers must complete a K-9 training course and successfully meet all course requirements prior to being authorized as a K-9 handler.
- b. K-9 handlers should be allotted two days per month for training. In addition, the K-9 handlers should be allotted time during their regularly assigned shifts to train with their assigned K-9, if practical.
- c. K-9 handlers will be required to attend any additional training necessary to maintain the certifications of the handler and police K-9.

D. Initial and Monthly In-Service Training Requirements for each Police K-9 Team

The K-9 Handler team will complete initial and monthly in-service training as outlined in 41.1.5(C)(2)(b).

E. Requirement for an Annual Evaluation/Certification of each Police K-9 Team

- a. Each K-9/Handler team shall annually pass an evaluation of the team's operational readiness and effectiveness. At a minimum, the following standards will be evaluated:
 - i. Obedience
 - ii. Agility
 - iii. Aggression Control
 - iv. Criminal Apprehension
 - v. Tracking
 - vi. Area Searches
 - vii. Building Searches
 - viii. Article Searches
 - ix. Drug Detection
- b. The K-9 program supervisor shall conduct the evaluation, with assistance from former K-9 handlers on this department and/or current K-9 handlers from area agencies with whom the K-9 team trains and works.
- c. Current K-9 officers will not evaluate themselves or other current teams for purposes of the annual evaluation and certification.

F. Documentation Requirements for All Training

The K-9 handlers will document all K-9 training in Guardian Tracking

G. Procedures for 24 Hour Care and Maintenance of Police K-9s

1. K-9 handlers will be given ½ hour per day for daily maintenance of their assigned police K-9. K-9 handlers are personally responsible for the daily care and feeding of their assigned police K-9, to include, but not be limited to:
 - a. Maintenance and cleaning of the kennel and yard area where the K-9 is housed;
 - b. Providing the K-9 with food, water, and general diet maintenance as prescribed by an authorized veterinarian;
 - c. Grooming the K-9;
 - d. Daily exercise for the K-9 (police K-9s are not permitted to run at large unless in an area remote enough to insure the safety of the public);
 - e. Ensuring the K-9 receives routine vaccinations and other general and routine medical attention, and monitoring the K-9 for irregularities. The K-9 handler shall report any medical issues or concerns with the K-9 immediately to the K-9 supervisor; and
 - f. Maintaining records for the K-9 to include health, training, uses, awards and certificates, etc.
2. Where a K-9 handler is unable to perform the necessary care and/or their related duties for a police K-9 due to illness, injury, or leave:
 - a. Another K-9 handler or prior K-9 handler, who left the assignment in good standing, may be assigned to temporarily care for the dog; or
 - b. The K-9 may be housed in an approved kennel.
3. The K-9 handler shall be responsible for the organization, training, state of readiness and the tactical deployment of the K-9.
4. Possession or ownership of a police K-9 may be given or transferred at the sole discretion of the Chief of Police.
5. A K-9 handler may apply to take possession or ownership of his/her assigned police K-9 when:
 - a. The K-9 is retired from duty or relieved due to injury; or
 - b. The handler is reassigned, promoted, retires, or leaves the department, and a decision is made not to retrain the dog for another handler.

- H. So long as the Columbus Police Department retains ownership of the police K-9, they will provide all of the necessary equipment and needs for the K-9 as approved by the Chief of Police or his/her designee, including, but not limited to the following:
1. When available and if the K-9 is not retired, assignment of a take-home patrol car for the K-9 handler, equipped with a back seat cage for the K-9, with a screen to separate the front seat passengers from the K-9;
 2. A kennel and a dog house for the K-9;
 3. Dog food;
 4. Equipment necessary to maintain records of the K-9;
 5. Equipment necessary to properly train the K-9;
 6. Equipment necessary for the K-9 to operate in its authorized utilizations; and
 7. All veterinarian services and care, as approved by the Chief of Police.

I. Collection of Deployment Data

1. All K-9 deployments should be documented by the K-9 handler in Guardian Tracking.
2. Any use of force shall be documented and reviewed in accordance with G.O. 4.

41.2 Operations

41.2.1 Responding Procedures

The purpose of this order is to establish guidelines concerning the operation of police vehicles during non-emergency and emergency calls. The use of the police vehicle is to be consistent with the laws of the State of Indiana and the Ordinances of the City of Columbus on all types of runs, which includes officers operating such vehicles with due regard for the safety of all persons.

- A. Non-emergency calls are considered requests for services that are not emergency calls.
- B. Emergency calls are considered requests for services that pose a risk of serious bodily injury or death to a person, where a quicker response by officers may prevent the commission of a forcible felony, or any other situation requiring the immediate and urgent presence of an officer.
- C. Prioritization of Call Types for Response

1. The following is a list, in order, of the priority of Calls for Service:
 - a. Emergency call which requires immediate response and there is reason to believe that an immediate threat to life exists;
 - b. Emergency call which requires immediate response and there exists an immediate and substantial risk of major property loss or damage;
 - c. Crimes in progress that require an immediate response but present no significant threat of serious physical injury or major property damage or any active incident or activity that could be classified as a possible crime or potential threat to life or property;
 - d. Requests for police response which do not require an immediate response but there exists a likelihood that an officer's investigation will lead to the apprehension of a suspect based on suspect information or physical evidence;
 - e. Request for service where the officer's primary function will be fact-finding, reporting, or rendering assistance;
 - f. Officer initiated activity from the field;
 - g. All other.

D. Guidelines for the use of authorized emergency equipment

1. When responding to an emergency call, the officer should have their emergency lights and siren activated. However, the officer is not required to activate their siren if a stealth approach to the call is necessary as the officer determines through his/her training, experience, and judgment.
2. Supervisors shall monitor officers responding to emergency calls, and make determinations on whether responding to calls in an emergency mode is necessary and how many officers should be responding in an emergency mode.
3. In activities such as stopping traffic violators and assisting motorists, officers should have their emergency lights activated, and may activate their siren when necessary.
4. Officers responding to emergency calls may suspend conformance with normal traffic regulations as permitted by IC 9-21-1-8. However, the duty of each officer to drive with due regard for the safety of all persons is not relieved. Officers are reminded that state and local provisions do not protect the person who drives an authorized emergency vehicle from the consequences of the person's reckless disregard for the safety of others.

A. Evaluating the Circumstances:

1. Any officer in a department vehicle equipped with emergency lights and a siren may initiate a vehicular pursuit when ANY of the following criteria are met:
 - a. The suspect exhibits the intention to avoid an officer in a vehicle after committing an alleged felony, misdemeanor or traffic violation;
 - b. The suspect operating the vehicle refuses to stop at the lawful direction of the officer; or
 - c. The suspect, if allowed to flee, would present a danger to cause serious injury or death.

B. Criteria Under Which Pursuits can be initiated:

1. The decision to initiate pursuit must be based on the conclusion that the need to apprehend the suspect outweighs the danger created by the pursuit.

C. Initiating Unit/Personnel Responsibilities:

1. Utilize emergency lights and siren;
2. Continually update the communications center of the current location and other pertinent information, until a secondary unit takes over communication.
3. Continually evaluate the decision to continue the pursuit by evaluating whether the need to apprehend the suspect outweighs the danger created by the pursuit.

D. Secondary Officer's Responsibilities:

1. Utilize emergency lights and siren;
2. Take over communications from the initiating officer, and continually update the communications center of the current location and other pertinent information.
3. Continually evaluate the decision to continue the pursuit by evaluating whether the need to apprehend the suspect outweighs the danger created by the pursuit.

E. Pursuit Restrictions

1. If the initiating officer is in an unmarked vehicle, he/she shall allow a fully marked vehicle to take over the primary position in the pursuit if such transition can be safely accomplished.

2. No more than three officers may be actively involved in a pursuit, unless more are expressly authorized by a supervisor. However, officers who are relatively close may move to an area where they may assist with the pursuit, but the assisting officers shall not convoy behind the pursued vehicle.
 - a. Assisting units may be requested to establish a stationary roadblock or set up a tire deflation device as outlined in General Order 41.2.3.
 - b. Officers actively involved in the pursuit may suspend conformance with normal traffic regulations as permitted by IC 9-21-1-8. However, the duty of each officer to drive with due regard for the safety of all persons is not relieved.
3. If the pursuit concludes with the suspect vehicle coming to a stop, the situation should be treated as a high risk stop as outlined in General Order 61.1.7(B).

F. Tele-communicators shall have the following responsibilities:

1. Receive and record all incoming information on the pursuit;
2. Control all radio communications; and
3. Notify neighboring jurisdictions of the pursuit, when necessary.

G. Supervisors shall have the following responsibilities:

1. Upon notification that a vehicular pursuit is in progress, assume responsibility for monitoring and controlling the pursuit as it progresses.
2. Continuously review the incoming information to determine whether the pursuit should be continued or terminated.
3. Directing officers into pursuit, out of pursuit, or to a location where assistance may be needed;
4. Approval, disapproval, and coordination of pursuit tactics;
5. Approval, disapproval to leave Bartholomew County to continue pursuit; and
6. Make inter-jurisdictional decisions for events identified in General Order 41.2.2(J).

H. Termination of Pursuit

1. A decision to terminate pursuit may be made by a pursuing officer or any supervisor.

2. A pursuit shall be terminated when:
 - a. The need to apprehend the suspect does not outweigh the danger created by the pursuit; or
 - b. The distance between the pursuing vehicle(s) and fleeing vehicle is so great that further pursuit is futile.

I. Specifying Authority to Terminate Pursuit:

1. The procedure for notifying termination of the pursuit will occur on the police radio and may be made by anyone involved in the pursuit or any supervisor.

J. Inter-jurisdictional Pursuits

1. The officer responsible for communications during a pursuit shall notify the dispatcher when it is likely that a pursuit will continue into a neighboring jurisdiction or across the state line.
2. When a pursuit is initiated by another agency and at some point enters the Columbus city limits, the level of assistance provided will be determined by a supervisor.

K. Reporting Procedures and Administrative review

1. Whenever an officer is directly involved in a vehicle pursuit, the on-duty supervisor shall complete the established vehicle pursuit report in Guardian Tracking.
2. The Board of Captains shall review the pursuit and issue a decision. The decision by the Board of Captains shall be one of the following:
 - a. Justifiable - Judgment of the Board that the employee involved in the pursuit exercised reasonable care in operation of their vehicle, and that the employee followed all applicable laws, orders, rules, policies, and other directives.
 - b. Justifiable with Extenuating Circumstances - Judgment of the Board that the pursuit should not have been initiated or the pursuit was justified to be initiated but should have been discontinued due to conditions or circumstances, and/or there was a failure to exercise reasonable care during the pursuit, and/or there was a violation of law, orders, rules, policies, or another directive, but extenuating circumstances exist and disciplinary action is not needed; this includes policy deficiencies, training inadequacies, etc.

- c. Non- Justifiable - Judgment of the Board that the pursuit should not have been initiated or the pursuit was justified to be initiated but should have been discontinued due to conditions or circumstances, and/or there was a failure to exercise reasonable care during the pursuit, and/or there was a violation of law, orders, rules, policies, or another directive.
 3. The Deputy Chief or his/her designee shall add a comment to the original Guardian Tracking entry documenting the Board's decision.
- L. Each calendar year, the Deputy Chief or his/her designee shall perform a documented administrative analysis of all reports submitted regarding pursuits by department employees as required by General Order 41.2.2(K). The review may reveal patterns or trends that could indicate training needs and/or policy modifications. The annual report should include the following:
 1. A list of each pursuit report; to include:
 - a. The findings of each pursuit; and
 - b. Whether a roadblock or tire deflation device was used in each pursuit.
 2. Compiled statistics concerning the frequency of pursuits compared to all traffic stops.
 3. Recommended training needs;
 4. Recommended equipment upgrades or needs; and

5. As a part of the documented annual analysis required in General Order 41.2.2(L), the Deputy Chief or his/her designee shall include a documented review of pursuit policies and reporting procedures, and any recommended policy changes and/or reporting procedure changes that shall be approved by the Chief of Police.
- M. Before any probationary officer operates a police vehicle in the Field Training Program as described in General Order 33.4.3, they must first complete initial training on the department's pursuit policy. This initial training shall be documented in accordance with General Order 33.1.6.
- N. All sworn personnel shall completed documented annual training on the department's pursuit policy. This annual training shall be documented in accordance with General Order 33.1.6.

41.2.3 Roadblocks and Forcible Stopping

A. Circumstances warranting use:

1. A police vehicle shall be viewed with the same regard as use of a deadly weapon and such use shall be considered only when use of deadly force is authorized by General Order 4.1.2.
2. Stationary roadblocks are permitted under the following circumstances:
 - a. Emergency vehicle lighting shall be in operation;
 - b. Vehicles used as stationary roadblocks shall not be occupied.
 - c. Privately owned vehicles shall not be commandeered to be used as a stationary roadblock.
 - d. Stationary roadblocks shall be set up where it will afford clear visibility to traffic in all directions and to all highway users.
 - e. An escape route through the roadblock must be established. The escape route must be established in such a manner to be maneuvered through at a reasonable speed.
 - f. Vehicles and people not associated with the roadblock should be removed from the area.
3. Rolling roadblocks are permitted under the following circumstances:
 - a. When the pursuit is proceeding at slow speeds, or when it is necessary to protect a third party; and
 - b. When three police vehicles are behind the vehicle being pursued.

4. Tire deflation devices are permitted under the following circumstances:
 - a. The officer shall set up a stationary roadblock in accordance with General Order 41.2.3(A)(2);
 - b. The officer should set up his/her vehicle at a location conducive to the proper operation of the roadblock where it can be used as a protection from the fleeing vehicle.
 - c. Tire deflation devices should not be used on two or three wheeled vehicles unless the use of deadly force is authorized by General Order 4.1.2.

B. Implementation of approved procedures:

1. When an officer establishes a stationary roadblock, he/she shall inform the pursuing unit(s) of his/her intention to establish the roadblock, and his/her location.
2. When an officer decides to utilize a rolling roadblock, he/she shall ensure that three unit(s) are participating in the roadblock, and that one officer is responsible for communication during the execution of the roadblock
3. When an officer deploys a tire deflation devices:
 - a. He/she should advise the pursuing unit(s) of his/her deployment and his/her location;
 - b. He/she should advise the pursuing unit(s) once the location of the deployed device is clear for them to proceed.

C. All officers will be trained in the use of approved roadblock and forcible stopping techniques.

D. Supervisors will have the same responsibilities as required by General Order 41.2.2(G).

E. Any use of a roadblock or forcible stopping technique shall be reported and reviewed as required by General Order 41.2.2(L).

41.2.4 Notification Procedures

- A. The on duty supervisor or the investigating detective on the scene will be responsible for ensuring that the Coroner is notified of any death that officers encounter. All officers will be responsible for ensuring that the Coroner does not enter any crime scene until approved by the person in charge of the crime scene.

- B. All officers shall observe for unsafe conditions, and shall report such conditions to a dispatcher, who will be responsible for contacting the person or government agency responsible for the specified condition
- C. The media shall be notified of any incident encountered by officers that could affect the general public safety of the community. In all such cases:
 - 1. If practical, the officer should receive supervisor approval that such notification is necessary;
 - 2. If such notification is deemed necessary, the information shall be delivered to the Public Relations Officer, or his/her designee, and he/she will be responsible for notifying the necessary media source(s).
- D. Officers shall notify medical personnel whenever they encounter a person who requests medical attention, when an officer should reasonably deem that a person is in need of medical attention, or when otherwise required by General Order 4.1.5.
- E. During unusual circumstances or major crisis incidents, the on-duty supervisor will ensure notification to his/her supervisor is made. Each subsequent supervisor is responsible for notifying his/her supervisor. However, if deemed necessary, any supervisor may request that the Emergency Operations Center (EOC) initiate a mass notification.
 - 1. When a critical incident requires the activation of the SWAT team, the SWAT Team Commander, or his/her designee, should be notified before activating the team, and will make the decision whether to activate the team. However, if deemed necessary, any supervisor may request that the entire SWAT team be activated.
 - a. If the SWAT team is activated, the EOC should be requested to page the team with "SWAT Activation," and should provide them with the following information:
 - i. The nature of the call out, and
 - ii. The staging location (not the address of the incident).
 - b. Upon receiving a page, team members are to call dispatch to confirm that they have received the page. If a SWAT member has not confirmed the page within five (5) minutes, the EOC will then attempt contact by other means.
 - c. Negotiators, the on-call K-9 officer and SWAT medics should be paged and respond when the SWAT team is activated.
 - d. SWAT team members, negotiators and K-9 officers should notify dispatch when they arrive at the location they were to respond.

41.2.5 Missing Persons

- A. In addition to the procedures described throughout the remainder of this policy, special considerations apply to critically missing or at-risk persons:
1. High-risk missing person – A person whose whereabouts are not known and who may be at risk of injury or death. The term high risk missing person includes the following (IC 5-2-17-1):
 - a. A person who is missing as the result of abduction by a stranger;
 - b. A person whose disappearance may be the result of the commission of a crime;
 - c. A person whose disappearance occurred under circumstances that are inherently dangerous;
 - d. A person who is missing for more than thirty (30) days;
 - e. A missing person who is in need of medical attention or prescription medication;
 - f. A missing person who may be at risk due to abduction by a noncustodial parent;
 - g. A missing person who is mentally, physically or intellectually impaired;
 - h. A missing person who is less than twenty-one (21) years of age;
 - i. A missing person who has previously been the victim of a threat of violence or an act of violence; or
 - j. A missing person who has been determined by a law enforcement agency to be:
 - i. At risk of injury or death; or
 - ii. A person that meets any of the descriptions in subdivisions (a) through (i).
 - k. A missing person who is an endangered adult (as defined in IC 12-7-2-131.3).
 2. A missing juvenile, including a runaway, is considered a high-risk missing person (IC 31-36-2-0.5, IC 5-2-17-1); see General Order 41.2.5(A)(1)(h) and General Order 41.2.6.

3. A missing endangered adult is considered a high-risk missing person (IC 12-10-18-0.5, IC 5-2-17-1).
 - a. A missing endangered adult is an individual who is at least eighteen (18) years of age who is reported missing to a law enforcement agency and is, or is believed to be (IC 12-7-2-131.3):
 - i. A temporary or permanent resident of Indiana;
 - ii. At a location that cannot be determined by an individual familiar with the missing individual; and
 - iii. Incapable of returning to the missing individual's residence without assistance by reason of:
 - a. Mental illness;
 - b. Mental retardation;
 - c. Dementia; or
 - d. Another physical or mental incapacity of managing or directing the management of the individual's property or providing or directing the provision of self-care.
 - b. An officer receiving a report of a missing endangered adult shall prepare the investigative report as soon as practicable, and if possible not later than five (5) hours after the law enforcement agency receives notification of a missing endangered adult (12-10-18-2).

B. It is the policy of the Columbus Police Department that there is no “waiting period” to report a missing person.

1. An officer receiving a report of a missing person shall prepare a report on the missing person, and complete the Indiana Missing Person’s Report State Form 42290, which includes all the information required by IC 5-2-17-6. However, if the missing person is a child, the officer shall complete the form prescribed in General Order 41.2.6(E)(1). Anyone making a missing person’s report of a child less than 18 years of age shall be given an informational pamphlet for the National Center for Missing and Exploited Children and the National Runaway Safeline as required by IC 5-2-17-7. This pamphlet is available to download from ISP’s website.

2. The officer receiving a report of a missing person shall determine as soon as possible whether the missing person is a “high risk” missing person as defined by General Order 41.2.5(A). If the officer determines that the missing person is not a high risk missing person and new information suggests that the missing person may be a high risk missing person, the officer receiving the new information shall make a new determination as to whether the person is a high risk missing person (IC 5-2-17-6).
3. When an officer takes a missing person/juvenile report, the officer shall notify their immediate supervisor of the facts surrounding the incident. This shall be done verbally while on scene or immediately after leaving the scene. The supervisor shall evaluate the information to determine what additional resources should be utilized to proceed in the investigation.

C. The officer that completes the missing person report shall also (IC 5-2-17-10):

1. Inform every appropriate law enforcement agency in Indiana if the person is a “high risk” missing person as defined by General Order 41.2.5(A).
2. Ensure that the information that relates to a missing person report is entered into:
 - a. The National Crime Information Center (NCIC) data base not more than two (2) hours after the information is received; and
 - B. Any other appropriate database not more than one (1) day after the information is received.
3. If the person is a “high risk” missing person as defined by General Order 41.2.5(A), immediately:
 - a. Instruct the agency's officers to be alert for the missing person, and the person who may have abducted the missing person, if applicable; and
 - b. Ensure that all collected information related to the missing person case is entered into the appropriate state or federal databases.

D. Entry of the information in the appropriate criminal justice information system should be done in accordance with General Order 41.2.5(B). Removal of the information should be done in the following manner:

1. If the person was reported missing to CPD and recovered by CPD during the same shift:
 - a. The recovering officer shall contact their supervisor to determine whether it is appropriate to contact a detective.
 - b. The recovering officer shall complete a supplement to the original incident number.

- c. The recovering officer shall ensure that the IDACS/NCIC entry has been cleared.
 - d. The shift supervisor reviewing the report shall ensure that it is documented that the person has been removed from IDACS/NCIC, and that the officer attempted to or made contact with the original complainant.
 2. If the person was reported missing to CPD and recovered by CPD during a different shift:
 - a. The recovering officer shall contact their supervisor to determine whether it is appropriate to contact a detective.
 - b. The recovering officer shall generate and complete a new report number.
 - c. The recovering officer shall ensure that the IDACS/NCIC entry has been cleared.
 - d. The shift supervisor reviewing the report shall ensure that it is documented that the person has been removed from IDACS/NCIC, and that the officer attempted to or made contact with the original complainant.
 3. If the person was reported missing to CPD and recovered by another agency:
 - a. EOC will contact a shift supervisor. The shift supervisor will act as primary officer on the case unless he/she assigns it to an officer.
 - b. The primary officer shall follow up with the recovering agency to determine the facts surrounding the missing person. The shift supervisor will be notified with the facts surrounding the case and determine whether it is appropriate to contact a detective.
 - c. EOC will generate a new report number.
 - d. The primary officer shall document the pertinent details of the recovery such as the agency, the names of any agency officials involved, phone numbers of any contacts, and the location of the related person or property.
 - e. The primary officer shall notify EOC to have the missing person cleared in IDACS/NCIC as a missing person. EOC will notify the primary officer of the IDACS/NCIC removal numbers to show that the person was removed from IDACS/NCIC.

- f. The primary officer shall ensure that there is documentation of the attempts to notify or contact the original complainant.
4. If the person was reported missing to another agency and recovered by CPD:
- a. Upon an officer's request, EOC will contact the agency in which the person was reported missing.
 - b. The other agency will be responsible for any additional follow-up.
 - c. The other agency will be responsible for removing the person from IDACS/NCIC.
 - d. The officer shall complete a report on his/her involvement in the recovery.

E. Criteria for Activation for Notification to the Public:

1. Indiana has a Silver Alert Program, which establishes a clearinghouse that transmits information about missing endangered adults to broadcasters who have agreed to participate in the program, and immediately and repeatedly broadcast the information to the general public (IC 10-13-5-4.6).
- a. Criteria for a Silver Alert
 - i. The person must be a Missing Endangered Adult, Missing Endangered Child, or High Risk Missing Person or have a mental impairment validated through a credible medical authority (Physician, Physician's Assistant, or Nurse Practitioner).
 - ii. There must be enough descriptive information to believe the broadcast will help.
 - iii. Request must be recommended by the law enforcement agency of jurisdiction.
 - iv. Enter the person into IDACS/NCIC with message key EME.
 - b. If anytime during the investigation of a missing person, an officer discovers that the criteria for a Silver Alert are met, he/she shall inform a supervisor, who will be responsible for ensuring that the proper notification is made.
 - c. A Silver Alert can be made by contacting the Indiana Clearinghouse for Information on Missing Children and Missing Endangered Adults at (800) 831-8953 or <https://www.in.gov/isp/3412.htm>.

F. Follow-up contact with reporting persons

1. An officer that determines after a diligent investigation that a missing person is either voluntarily missing or not missing may stop the investigation. An officer stopping an investigation must document the investigative steps and the results of the investigation that led to the conclusion that the person reported missing is either voluntarily missing or not missing (IC 5-2-17-6).
 2. Unless the person was reported missing to another agency, the recovering officer shall make reasonable attempts to notify the original complainant of the recovery, and document their notification or attempts to notify the complainant.
 3. If an officer determines that a reported missing adult is either voluntarily missing or not missing may not disclose the location of the reported missing adult to the person who made the missing person report if the missing person requests that the information not be disclosed (5-2-17-6).
 4. If requested by the person making a report of a missing person, an officer shall inform the person making the report, a family member of the missing person, and any other person whom the law enforcement agency believes may be helpful in locating the missing person of the following (IC 5-2-17-7):
 - a. The general procedure for handling missing person cases.
 - b. The approach the department intends to pursue in the case, if, in the opinion of the officer, disclosure would not adversely affect the investigation.
 - c. That additional information may be required if the missing person is not promptly located or if additional information is discovered in the course of the investigation. The officer shall describe the additional information that may be helpful, if this information is known.
 - d. That the National Center for Missing and Exploited Children (if the missing person is a child) or the National Center for Missing Adults (if the missing person is an adult) may provide additional resources. The law enforcement agency shall provide contact information for the appropriate organization.
 - i. Contact with the National Center for Missing and Exploited Children may be made by calling (800) 343-5678.
 - ii. Contact with the CUE Center for Missing Persons may be made by calling (910) 343-1131.
- G. Follow-up investigation and search for the missing person will generally be the responsibility of the Detective Division, and should adhere to the investigative standards in General Order 42.

1. This does not preclude other divisions of the Columbus Police Department from working to recover a missing person. All members of the department should be familiar with outstanding missing persons.
2. The Detective Lieutenant or his designee shall determine a missing persons case assignment, which can include School Resource Officers as investigators of missing juvenile cases in which the child is a student enrolled at BCSC.

41.2.6 Missing Children

- A. It is the policy of the Columbus Police Department that there is no “waiting period” to report a child as missing, runaway, abandoned, abducted, or any other missing status. An officer receiving a report of a missing juvenile shall follow the following procedures in addition to the procedures described in General Order 41.2.5 (IC 31-36-2-0.5). A missing juvenile is considered a “high risk” missing person according to IC 31-36-2-0.5; see General Order 41.2.5(A). A runaway as outlined in IC 31-37-2-2 is considered a missing child.
- B. When an officer takes a missing person/juvenile report, the officer shall notify their immediate supervisor of the facts surrounding the incident. This shall be done verbally while on scene or immediately after leaving the scene. The supervisor shall evaluate the information to determine what additional resources should be utilized to proceed in the investigation.
 1. A missing child, including a runaway, is considered a high-risk missing person.. The supervisor shall ensure that every appropriate law enforcement agency in Indiana receives the report as soon as possible. (IC 5-2-17-10).
- C. Upon completion of the report required by General Order 41.2.6(E)(1), the officer shall immediately forward the contents of the report to (IC 31-36-1-3):
 1. All law enforcement agencies that have jurisdiction of the location in which the missing child lives and all law enforcement agencies that have jurisdiction of the location in which the missing child was last seen;
 2. All law enforcement agencies to which the person who provided notification requests the report be sent, if the law enforcement agency determines that the request is reasonable in light of the information contained in the report;
 3. All law enforcement agencies that request a copy of the report;
 4. The Indiana Clearinghouse for Information on Missing Children and Missing Endangered Adults (Amber Alert), established by IC 10-13-5, if required by General Order 41.2.6(D);
 5. The Indiana data and communication system (IDACS); and

6. The National Crime Information Center's Missing Person File (NCIC).

D. Indiana has an Amber Alert Program, which establishes a clearinghouse that transmits information about a recently abducted child to broadcasters who have agreed to participate in the program, and immediately and repeatedly broadcast the information to the general public (IC 10-13-5-1).

1. If anytime during the investigation of a missing child, an officer discovers that the criteria for an Amber Alert are met, he/she shall inform a supervisor, who will be responsible for ensuring that the proper notification is made. In addition, the National Center for Missing and Exploited Children (see General Order 41.2.5(D)(4)(d)), and/or A Child Is Missing (ACIM) may be other resources that can be utilized.

a. Criteria for an Amber Alert

- i. The child must be under 18 years of age.
- ii. The child must be believed to be abducted, AND in danger of serious bodily harm or death.
- iii. There must be enough descriptive information to believe the broadcast will help.
- iv. Request must be recommended by the law enforcement agency of jurisdiction.
- v. Enter the child into IDACS/NCIC with message key EME.

b. An Amber Alert can be made by contacting the Indiana Clearinghouse for Information on Missing Children and Missing Endangered Adults at (800) 831-8953 or <https://www.in.gov/isp/3412.htm>.

E. Responsibilities

1. Call takers/first responders have the responsibilities to prepare a report when they receive notification about a missing child. The officer shall also complete the Indiana Missing Person's Report State Form 42290, which includes all the information required by IC 31-36-1-1 and 5-2-17-6, and comply with all other procedures as set forth in this General Order.
2. Supervisors have the responsibilities to ensure the call takers/first responders complete their responsibilities correctly. In addition, supervisors are required to ensure the case is assigned to someone to be investigated, if necessary, and to comply with all other procedures as set forth in this General Order.
3. Officers assigned to investigate the cases have the responsibilities to:
 - a. Ensure the tasks contained in General Order 41.2.6(F) are completed;

- b. If the child is less than thirteen years of age, not later than fifteen days after completion of the report, forward the contents of the report to the last (IC 31-36-1-4):
 - i. Child care center or child care home in which the child was enrolled; or
 - ii. School the child attended, if any.

F. Follow-up Responsibilities

- 1. Investigatory duties of law enforcement (IC 31-36-2-2):
 - a. Update the initial report upon the discovery of new information concerning the investigation;
 - b. Forward the updated report to the agencies and organizations listed in General Order 41.2.6(C).
 - c. Search the National Crime Information Center's Wanted Person File for reports of arrest warrants issued for persons who allegedly abducted or unlawfully retained children and compare these reports to the missing child's National Crime Information Center's (NCIC) Missing Person File; and
 - d. Notify all law enforcement agencies involved in the investigation, the Indiana Clearinghouse for Information on Missing Children and Missing Endangered Adults (Amber Alert), if applicable, and the National Crime Information Center (NCIC) when the missing child is located.
- 2. When an officer is notified that a child for whom that agency prepared a report has been found, that agency shall promptly notify the persons who had been notified in accordance with General Order 41.2.6(C) and General Order 41.2.6(E)(3) (IC 31-36-2-6).

G. Special Considerations for Abducted Children

- 1. The Columbus Police Department recognizes the extreme danger faced by children who have been abducted, and that a swift response by law enforcement is necessary to increase the likelihood of a positive outcome. Therefore, additional procedures must be followed in addition to those specified elsewhere in General Order 41.2.6.

2. When an officer responding to a call of a missing child learns that there are indications that the child has been abducted by a stranger, that officer shall immediately notify the supervisor. The supervisor shall in turn evaluate this information to determine whether to call the on-call detective and/or make additional notifications through the chain of command to ensure adequate resources are available.
3. The Federal Bureau of Investigation maintains Child Abduction Rapid Deployment teams throughout the United States, who are available to assist local agencies in their investigations. CARD teams consist of highly trained, experienced FBI personnel available for fast, on-site response to a missing child investigation. The CARD teams assist the local agency with expertise and manpower, while the local agency remains the primary investigating body.
 - a. In order for the CARD team to assist a local agency the abducted child must be entered into NCIC and have an NCIC number assigned. An Amber Alert is not required. The local agency must request the assistance of the CARD team through the local FBI field office's Crimes Against Children Coordinator or the Violent Crimes Against Children Supervisor.

41.2.7 Mental Health Issues

- A. Although it may be difficult to identify if someone suffers from mental health issues, officers should observe for indicators that a person may be suffering from mental health issues. Some of the indicators may include, but are not limited to when:
 1. He/she demonstrates substantial changes in behavior;
 2. He/she has strange losses of memory;
 3. He/she thinks people are plotting against him/her;
 4. He/she has illustrious ideas about himself/herself;
 5. He/she talks to himself/herself or hears voices;
 6. He/she sees visions, smells strange odors, or has peculiar tastes;
 7. He/she thinks people are watching or talking about him/her;
 8. He/she has bodily ailments that are not possible;
 9. He/she is extremely frightened or in a state of panic;
 10. He/she behaves in a way that is dangerous to himself/herself or others; etc.

B. Procedures for accessing available community mental health resources:

1. A law enforcement officer, having reasonable grounds to believe that an individual has a mental illness, is either dangerous or gravely disabled, and is in immediate need of hospitalization and treatment, may do the following (IC 12-26-4-1):
 - a. Apprehend and transport the individual to the nearest appropriate facility. The individual may not be transported to a state institution.
 - b. Charge the individual with an offense if applicable.
2. A law enforcement officer who transports an individual to a facility under General Order 41.2.7(B)(2) shall submit to the facility a written statement containing the basis for the officer's conclusion that reasonable grounds exist (12-26-4-2).
3. Other resources may be:
 - a. Bartholomew County Adult Protective Services (812) 379-1670; and
 - b. Department of Child Services (812) 376-9361 or (800) 800-5556.

C. Dealing with persons with mental health issues:

1. During street level contacts, or other contacts with a person suspected of mental health issues, personnel should:
 - a. Continually assess the situation for danger;
 - b. Maintain adequate space between himself/herself and the person;
 - c. Give firm, clear directions, and if possible, only one officer should talk to the person;
 - d. Respond to any delusions or hallucinations by talking about the person's feelings rather than what he/she is saying; and
 - e. Offer assistance to make the person feel safer, calmer, etc.
2. During street level contacts, or other contacts with a person suspected of mental health issues, personnel should not:
 - a. Join into the behavior related to the person's mental health issue (i.e. agreeing or disagreeing with delusions or hallucinations);
 - b. Stare at the person as this may be interpreted by the person as a threat;
 - c. Give the person multiple choices as this may confuse him/her;

- d. Whisper, laugh, or joke about the situation as this will increase the person's suspiciousness and may increase the potential for violence;
 - e. Deceive the person as dishonesty may increase the person's fear and suspicion; or
 - f. Touch the subject, unless necessary, as it may cause more fear and lead to violence.
 3. In interviewing and interrogating persons suspected of suffering from mental health issues, personnel are guided by the above information. In addition, personnel shall consider the following in their interviews and interrogations:
 - a. The officer must evaluate if they feel the subject being interviewed understands the nature of an oath, and that he or she appreciates the difference between truth and falsehood.
 - b. If the officer believes the person being interviewed does not understand truth from falsehood due to a mental health issue, does not understand their rights, or is in need of some other professional assistance, they should take no further action. However, in the event of exigent circumstances, such as a missing or injured person, the interview of a person suspected of a mental health issue may be continued.
 4. Although alternatives to arrest should be considered in dealing with a person suspected of suffering from mental health issues, nothing in this directive shall prevent an officer from arresting a person suspected of suffering from mental health issues for acts committed in violation of criminal laws.
 5. When it is necessary to restrain and/or use force on a person suspected of mental health issues, officers shall follow the provisions set forth in General Order 1.3.
- D. All agency personnel will receive entry level training regarding the interaction with persons suspected of suffering from mental health issues. This training will be documented and shall be maintained by the training coordinator.
- E. Annually, all agency personnel will receive in-service training regarding the interaction with persons suspected of suffering from mental health issues. This training will be documented and shall be maintained by the training coordinator.

41.3 Equipment

41.3.2 Equipment Specification/Replenishment & Regulations for Assigned Vehicles

A. The department will provide equipment to be included in every patrol vehicle used by officers assigned to the Uniform Division. Inventories and inspections of these vehicles and the equipment will be conducted by supervisors at least quarterly. If vehicles need any equipment or supplies replenished or repaired, the supervisor will be responsible for making the necessary request in accordance with G.O. 17.5.2(E)(3). However, this directive is not intended to diminish the employee's responsibility to keep any department and/or city owned property and equipment assigned to them in a state of operational readiness as outlined in General order 17.5.2. In addition to the equipment assigned to individual officers, the following equipment and supplies should be assigned to every patrol vehicle used by officers assigned to the Uniform Division:

1. Fuel key;
2. In-car computer;
3. In-car radio;
4. Flashlight;
5. Flashlight charger;
6. Fire extinguisher;
7. Siren;
8. Emergency lights;
9. Long gun vault or mount;
10. In-Car Video Recording System;
11. Printer; and
12. Barcode reader/scanner.

B. Regulations for Assigned Vehicles

1. Department Vehicle Assignment

- a. The Chief of Police may specifically authorize or require officers to take marked or unmarked law enforcement vehicles to their residence when the officer is not working if it is determined that the officer must have such vehicle available in order to immediately respond from his or her residence to emergency situations involving his or her job duties. However, officers may not be authorized or required to take marked or unmarked department vehicles to their residence until they are released to work as a single unit in accordance with General Order 33.4.1(B).

- b. Any law enforcement vehicle assignment to an officer is at the discretion of the Chief of Police. In all cases, law enforcement vehicles are not considered a benefit of employment; rather police visibility is a benefit for the community by:
 - i. Improving the department's readiness, reducing response times to emergency situations, and increasing coverage;
 - ii. Enhancing the security of the citizens of Columbus and the region surrounding the city by creating an increased visibility of police officers, both on-duty and off-duty, resulting from an increased number of police vehicles on the streets of the city and region;
 - iii. Improving police-community relations by increasing off-duty personal contacts and services performed by police officers;
 - iv. Deterring crime by creating the appearance of police omnipresence;
 - v. Providing quicker police response times to all types of calls;
 - vi. Providing off-duty police officers the ability to immediately respond to emergency situations involving their job duties;
 - vii. Increasing traffic safety enforcement by decreasing the number of traffic violations through increased visibility of police vehicles, both on-duty and off-duty; and
 - viii. Increasing visibility of Columbus police vehicles, both on-duty and off-duty, throughout the region surrounding Columbus in order to attract the most qualified candidates for police officer positions for the overall benefit of the City.
- c. General Order 26.3.7 governs the assignment of a police vehicle while an officer is on administrative leave or suspension.
- d. Any officer on sick leave or light duty should not be authorized or required to take a marked or unmarked department vehicle to their residence when the officer is not working, nor will they be permitted to operate any such vehicle for authorized personal use..

2. Area Restrictions

- a. Officers authorized or required to take a marked or unmarked department vehicle to his or her residence when the officer is not working may operate the vehicle for authorized personal use in Bartholomew County, counties contiguous to Bartholomew County and other areas outside of these authorized areas as approved by the Chief of Police or Deputy Chief. The Chief of Police may restrict or suspend off-duty use as deemed necessary.
- b. Employees shall not operate a department vehicle outside or beyond the area restrictions, except for:
 - i. Official police business that is preapproved by a supervisor;
 - ii. Attending preapproved department training; or
 - iii. Emergent official police business that is reported to a supervisor as soon as practical.

3. Vehicle Operation

- a. Department vehicles should only be operated by sworn police officers, unless another employee is authorized by the Chief of Police or his/her designee.
- b. While on or off-duty and not responding to any calls or conducting any type of investigation, employees are to obey all traffic laws.
- c. Employees may not carry or transport alcoholic beverages or liquor in a department vehicle, except in the official performance of his/her duties.
- d. No employee shall transport an intoxicated person, unless in the official performance of his/her duties.
- e. No department vehicle, unless on official business, will be parked within close proximity of any establishment that serves alcoholic beverages as its main source of income.
- f. Both on and off-duty officers shall notify dispatch anytime action is taken utilizing a department vehicle. This includes motorist assists, traffic accidents, car stops, responding as a back-up officer, etc.
- g. When operating a department vehicle outside Bartholomew County, officers are expected to render immediate assistance when needed (i.e. motorist assists, traffic accidents, etc.)

- h. Except for department vehicles used for covert operations, employees shall use city approved fueling facilities. The use of any other fueling facility, unless preapproved by a supervisor, will be at the employee's expense. In addition, the use of fueling facilities for employees who operate department vehicles used for covert operations for authorized personal use outside of Bartholomew County, will be at the employee's expense.
- i. Employees and all passengers in a department vehicle will utilize passenger restraint devices at all times the vehicle is in operation as required by law, unless extenuating circumstances exists.
- j. When in civilian attire employees shall dress in clothing that is acceptable to meet and deal with the public.
- k. Officers operating a department vehicle while on or off-duty will monitor the police radio and will respond, as needed, to any incident of an emergency nature, within close proximity.
- l. No employee is permitted to use a department vehicle to further any personal interest relative to any off-duty employment or enterprise unless authorized by the Chief of Police or his/her designee.
- m. Officers shall have available to them a department approved handgun and police identification while operating a department vehicle, except when it is not possible to do so because of the requirements of undercover work. Weapons may be left unattended in a department vehicle only when in compliance with General Order 4.3.1(F)(4).
- n. General Order 41.3.5(D) governs when protective vests need to be kept in department vehicles.
- o. Officers shall handle all evidence in accordance with department directives and shall not consider a department vehicle to be an approved evidence storage location.
- p. Officers may have equipment added and make other modifications to department vehicles by an approved, qualified, person after first having the addition or modification approved by the Chief of Police or his/her designee. Officers shall be responsible for the purchase, installation, maintenance and replacement of all such additions or modifications, and shall also comply with General Order 17.5.2.
- q. Restrictions on use of tobacco in a department vehicle are governed by General Order 26.1.1(A)(1)(v).

- r. Restrictions on the use of a department vehicle after consuming intoxicating beverages or after taking prescribed controlled substances is governed by General Orders 26.1.1(A)(5)(c) and 26.1.1(A)(5)(h), respectively.

4. Passengers

a. Off-duty:

- i. Officers may have non-police passengers in a department vehicle when off-duty.
- ii. Off-duty officers will take whatever steps necessary to ensure the full and complete safety of any passengers, including the removal of them from a department vehicle prior to responding to an emergency.
- iii. Off-duty officers are prohibited from making emergency runs or engaging in pursuits while the vehicle is occupied by any passengers, except when the passenger(s) is another sworn police officer.
- iv. Passengers will dress in attire that is acceptable to meet and/or be seen by the public. Officers will be responsible for the personal appearance and conduct of any passengers in a department vehicle.

b. On-duty:

- i. Officers may have passengers in a department vehicle when on-duty only if preapproved by a supervisor. However, supervisor approval is not necessary if the passenger has law enforcement powers and is riding with the officer for official police purposes.
- ii. All approved non-law enforcement passengers must sign a waiver of liability form prior to riding with an on-duty officer.

5. Accidents

- a. Whenever an employee is involved in an accident, either on or off-duty, in a department vehicle, he/she shall comply with all requests by any law enforcement officer to submit to any type of test for intoxication, or alcohol, drug or controlled substance usage.

- i. Whenever an employee is involved in an accident, either on or off-duty, in a department vehicle, a supervisor shall arrange for the employee to be driven to a facility capable of testing the employee for drugs and alcohol. The drug and alcohol testing shall occur within two (2) hours of the accident, unless it is unpractical.
- ii. After the drug and alcohol testing, a supervisor may authorize the employee to operate their assigned department vehicle and resume their duties, if applicable. However, if there is any suspicion that the employee would test positive for drugs and/or alcohol, the supervisor shall not allow the employee to operate their assigned department vehicle, shall relieve the employee of his/her duties, and contact an administrator immediately.
 - a. A suspicion that the employee would test positive for drugs does not include consuming prescribed medication in the manner prescribed when there are no signs of impairment. However, a suspicion that the employee would test positive for drugs does include consuming prescribed medication in the manner prescribed when there are signs of impairment or consuming prescribed medication in a manner not prescribed.
- b. Whenever a department vehicle is involved in an accident either on or off-duty, no matter how slight the damage, the employee shall immediately notify an on-duty supervisor. The on-duty supervisor will either complete the accident report and take photographs, or ensure that the officer involved contacts the proper jurisdiction to complete an accident report. However, if the accident is within Bartholomew County and involves major property damage or personal injury, the supervisor shall follow the department's Conflict of Interest directive (SOP 2017-02) to have an accident report completed. The supervisor will be responsible for making an entry into the Guardian Tracking software in the "Accidents" category, and create an action item for the Training Coordinator.
 - i. An Accident Board will be established. Members will be selected by the Chairperson from all eligible persons, and must be approved by the Chief of Police.
 - a. The Chairperson of the Accident Board will be the training coordinator, and will vote only in the event of a tie;
 - b. Two (2) selected EVOC instructors will be members and each will have one vote;

- c. A uniform supervisor will be a member and will have one vote; and
 - d. A uniform officer will be a member and will have one vote.
- ii. The Accident Board is responsible for the review of all vehicle accidents and incidents involving department vehicles. The Accident Board will review all cases of damage to department vehicles except, interior damage and damage as a result of vandalism or weather.
- a. Review Procedures:
 - i. The Chairperson will establish appropriate procedures for efficient review of all investigative materials concerning the accident, incident, or pursuit.
 - ii. The Accident Board may review all reports, videos, and require testimony from the involved employee and other personnel connected, if necessary.
 - iii. A member of the Accident Board with first-hand knowledge of the circumstances surrounding a department vehicle accident or incident may be disqualified from serving as a board member by the Chairperson.
 - b. Recommendations of the Accident Board
 - i. Non-Preventable - The employee directly responsible for the vehicle exercised reasonable care in the operation of the vehicle, and/or circumstances contributing to the incident were reasonably beyond the control of the employee.
 - ii. Preventable with Extenuating Circumstances - The incident was reasonably within control of the employee, but extenuating circumstances exist and disciplinary action is not needed; this includes policy deficiencies, training inadequacies, etc.
 - iii. Preventable - Avoidance of the incident was reasonably within control of the employee, and/or there was failure to exercise reasonable care in the operation of the vehicle and/or there was a violation of law, orders, rules, policies, or another directive.

- iii. The training coordinator will add the Accident Board's findings to the Guardian Tracking entry created by the supervisors for a final review by the Board of Captains. The Deputy Chief will be responsible for adding the Board of Captain's findings to the Guardian Tracking entries created by the training coordinator.
 - a. An employee will be disciplined if he/she has three or more preventable incidents within a three-year time span. Discipline may vary depending on the circumstances surrounding the accidents and the employee's record. Employees having subsequent (numbers 4, 5, etc.) preventable accidents within three years of the initial three accidents will be disciplined on a progressive scale.

6. Maintenance

- a. Each officer assigned a department vehicle will be fully responsible for the proper care of the vehicle, and to ensure it is in a constant state of operational readiness in accordance with General Order 17.5.2. In addition, officers are responsible for delivery of their vehicles to the appropriate facility for preventative maintenance or repairs.
- b. Each officer assigned a department vehicle will be responsible for keeping clean the interior and exterior of the vehicle. Officers may take the assigned department vehicle to the approved car wash for cleaning in the manner set forth by the Chief of Police or his/her designee.

41.3.5 Protective Vests

- A. Protective body armor vests will be issued to all officers regardless of their assignment. The training coordinator is responsible for ensuring that each officer's vest is not expired by the manufacturer. Officers are responsible for wearing their most recently issued vest, and reporting to the training coordinator any vest that he/she has reason to believe would be futile.
- B. While on duty and in uniform, officers are required to wear their issued protective body armor vest.
- C. Officers who are on duty and assigned responsibilities where a uniform is not required, are not required to wear their vest, but must have reasonable access to it.
- D. Officers operating a department vehicle are required to have their body armor in the vehicle, unless engaged in undercover or covert activities.

41.3.6 Protective Vests for Pre-Planned High Risk Situations

Officers engaged in preplanned, high risk, situations are required to wear their issued protective body armor vest, regardless of the exceptions that may have been delineated in General order 41.3.5. Preplanned, high risk, situations are considered planned events where there is a high possibility for injury or confrontation.

41.3.8 In-Car and Body-Worn Cameras

- A. The department uses in-car and body-worn devices that capture both audio and video recordings for the purpose of obtaining accurate documentation of calls for service and officer-initiated activities of the Uniform Division when officers are assigned to routine patrol duties; this does not include the front desk officer or School Resource Officers. In addition, quasi-experimental research has shown reductions in use of force and citizen complaints when these devices are employed appropriately with proper direction and management.
- B. When on-duty and assigned to routine patrol duties in the Uniform Division:
 - 1. In-car camera systems – Officers assigned a police vehicle equipped with an in-car camera system shall:
 - a. If issued a body-worn camera system that is in current working order – Have the in-car camera system turned on, but are not required to manually activate the system. In addition, the officer will not be required to be equipped with or activate the microphone that accompanies the in-car camera system.
 - b. If not issued a body-worn camera system or if issued a body-worn camera system that is not in current working order - Activate the in-car camera system manually when arriving at calls for service and officer-initiated activities, unless the system activates automatically. The system should not be deactivated and the microphone should always be on until citizen contact is completed. However, the microphone may be deactivated for officer or supervisor consultation, or for encounters with undercover officers or confidential informants.
 - 2. Body-worn camera systems – officers assigned a body-worn camera system shall:
 - a. Activate the system manually when arriving at calls for service and officer-initiated activities, unless it is unsafe or impractical to do so. The system should not be deactivated until citizen contact is completed.
 - i. The system may be muted for officer or supervisor consultation. The officer shall be prepared to explain the reasoning for muting the camera.

- ii. The system may be deactivated or muted for encounters with undercover officers, confidential informants, or medical personnel. The officer shall be prepared to explain the reasoning for deactivating or muting the camera.
 - iii. The system should not be deactivated in areas that have a reasonable expectation of privacy so long as the officer is lawfully present and engaged in the performance of official duties. Such lawful presence in areas that have a reasonable expectation of privacy are outlined in General Order 1.2.4. However, the system should be deactivated in areas where the privacy rights of third parties are more vulnerable, such as hospitals, emergency rooms, etc., unless the integrity of such third party privacy rights can be constantly maintained while recording in such areas. The officer shall be prepared to explain the reasoning for deactivating the camera.
 - iv. Activating a body-worn camera may not be possible, safe, or practical in every situation. If activation of a body-worn camera is not possible, safe or practical, the officer shall be prepared to explain such reasoning for not activating the camera, and shall activate the camera as soon as it is safe or practical to do so.
 - v. If an officer does not activate the body-worn camera, fails to record the entire contact, or interrupts the recording AND the event results in the officer completing a report, he/she shall document in the report the reasoning for not obtaining a complete recording.
- b. Wear the body-worn camera in a position on their uniform that facilitates optimum recording field of view. However, officer safety is paramount to the desire to capture optimum views.
3. Officers shall not use any mechanism to record any personal conversation of or between another member of the department without the other member's knowledge or permission.
4. Officers shall only use department issued camera systems for official police duties, and shall not use such systems to record non-work related activity. The wearing of any other personal audio/video recorder for the same purpose is not authorized without permission of the Chief of Police.

C. Use of Data

1. Law enforcement recordings shall remain, the property of the Columbus Police Department, and shall not be duplicated (except for duplication for purposes of internal evidence retention), reused, or released outside of the department without authorization from a Captain or above. However, any request from the prosecutor's office, request for production of documents, subpoena, or other official court ordered request may be processed without authorization from a Captain or above.
2. Any law enforcement recording will be released in accordance with I.C. 5-14-3-5.1 if requested in a manner prescribed by the department, which shall not be inconsistent with I.C. 5-14-3-3(i). Such releases will be authorized by a Captain or above.
3. Any video or audio recording may be used internally in accordance with General Order 41.3.8(G).

D. Data Storage and Retention Requirements

1. Officers shall upload the data from their issued in-car and/or body-worn camera system(s) to the network server during or before the officer's next assigned shift after the data was collected, or as soon as reasonably practical, and appropriately label the data if the data labeling process is not automated. Officers are not required to label the data unless it fits into one of the following categories:
 - a. Misdemeanor offense; or
 - b. Felony offense.
2. The department will retain the audio/video data from law enforcement recording devices in accordance with I.C. 5-14-3-5.3
3. The Chief of Police will be responsible for having audio/video data retained in accordance with I.C. 5-14-3-5.3 when he/she is notified, not more than 180 days after the date of the recording, of a request in writing by an eligible person, or when a formal or informal complaint is filed with the department regarding a law enforcement activity depicted in the recording.
4. Officers shall note in all reports when video and/or audio recordings have not been made if a label would have been required under General Order 41.3.8(D)(1).
5. Officer requests for deletion of recordings or portion of recordings in the event of an accidental recording of personal activities, or when a recording is not otherwise required by this policy must be made in writing to the Chief of Police. There shall be written documentation detailing the reasons any recording was deleted under such a request.

E. Equipment Maintenance and Inspection Procedures

1. Officers shall ensure their department assigned law enforcement recording devices are in a state of operational readiness in accordance with General Order 17.5.2. If the system is not working properly, he/she shall report the issue in accordance with General Order 17.5.2.
2. Supervisors shall conduct at minimum, quarterly documented inspections of officers' assigned law enforcement recording devices and their operation. Review will consist of at least one video/audio recording for each employee and each type of video equipment.

F. Training Requirements

1. Officers will not be expected to utilize or upload department issued in-car and/or body-worn camera systems(s) without first being trained how to do so. In addition, officers will receive training on this policy.
2. Supervisors may be trained on how to retrieve and view audio and/or video from department issued in-car and/or body-worn camera systems(s).

G. Review of Data

1. Any officer may review a law enforcement recording, but shall not erase or alter any video or audio recording. Such review is limited to the following purposes:
 - a. The officer's involvement in an incident for the purposes of completing a criminal investigation, preparing official reports, or courtroom testimony or presentation.
 - b. Providing a statement pursuant to an administrative inquiry.
2. Supervisors may review a law enforcement recording to immediately resolve a citizen complaint, to investigate alleged misconduct, to review any incident that should have been labeled according to General Order 41.3.8(D)(1), to conduct routine inspections in accordance to 41.3.8(E)(2), or to ensure officers are in compliance with this directive

41.3.9 License Plate Recognition System

A. Data and Security Access

1. LPR data should be considered "For Official Use Only," is exempt from mandatory release to the public under Indiana law and can be shared for legitimate law enforcement purposes only.
2. LPR data will be stored securely and accessed through software that requires a unique username and password.

3. Manual license plate inquiries made through the LPR software will only be authorized for official law enforcement purposes where reasonable suspicion of a criminal act serves as the minimum standard.
4. LPR software will contain access log and audit capabilities to track inquiry activities.
5. When LPR data is disseminated outside the agency, it will be documented in a secondary dissemination log maintained by the Intelligence Led Policing Unit.
6. An annual spot check audit of the LPR system will be conducted by the Criminal Investigations Division Captain or his designee to verify LPR system integrity is maintained. A report on the audit will be forwarded to the Chief of Police. Spot check auditing will verify case number submission and usage levels.

B. Data Storage and Retention

1. When LPR data is used, a report will be completed in the Records Management System by the investigating officer, including what LPR data was used and how it was used.
2. Data shall be stored and retained in accordance with Indiana Law and City of Columbus storage, retention, and disposition schedules.

C. Operator Training

1. The Columbus Police Department Training Sergeant will ensure and document that all officers receive LPR system training prior to using it.
2. The Uniform Division Captain is responsible for ensuring that mobile LPR camera units are only used by trained officers.

D. Guidelines for LPR use


3. Columbus Police Department uses license plate recognition (LPR) technology to assist in criminal law enforcement and public safety activities that include automated criteria created by the Columbus Police Department, Bartholomew County Sheriff's Office, and other member law enforcement agencies. The following criteria will generally be followed:
 - a. Stolen vehicles and license plates;
 - b. Suspended drivers licenses or registrations;
 - c. Vehicles associated with:
 - i. Wanted persons
 - ii. AMBER and SILVER alerts
 - iii. Federal Law Enforcement Information
 - iv. Criminal investigations
4. Agency Supervisors will be responsible for setting automated criteria for those lists, not individual users.
5. Mobile LPR should be regularly deployed to the field for patrol operations, active investigations, special events or when deemed appropriate by supervising officers.
6. LPR will be used only for official law enforcement purposes consistent with related training.


Acceptance by Columbus Police Department Captain's Board:

Date: 7/18/2023


Michael Richardson, Chief

Attest:


Steve Norman, Deputy Chief

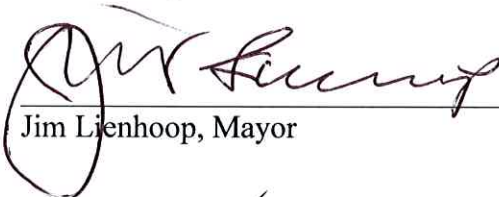

Kathy Rondomanski, Chief's Secretary

Toby Combest, Uniform Captain



Jay Frederick, Administrative Captain

Acceptance by Columbus Board of Public Works and Safety:

Date: July 18, 2023


Jim Lienhoop, Mayor

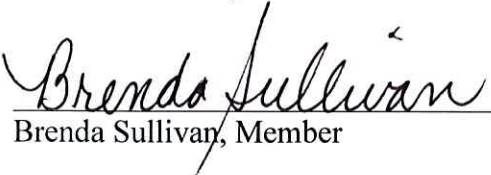
Attest:


Luann Welmer, Clerk-Treasurer


Mary Ferdon, Member


John Pickett, Member

Jim Strietelmeier, Member


Brenda Sullivan, Member