

AUTHORIZATION: ADVERTISEMENT OF ORDINANCE NO. 446
(POLICE POLICIES AND PROCEDURES)

ORDINANCE NO. 446

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER TO APPROVE AND ADOPT NEW AND REVISED POLICE POLICIES AND PROCEDURES, AND TO AUTHORIZE THE IMPLEMENTATION AND ENFORCEMENT OF SAID POLICIES AND PROCEDURES BY THE CHIEF OF POLICE AND TOWNSHIP ADMINISTRATION AND PROVIDING FOR SEVERABILITY

A COPY OF THE DRAFT ORDINANCE AND INDIVIDUAL POLICIES IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE ADVERTISEMENT OF ORDINANCE NO. 446 AS PRESENTED.

	MOTION	SECOND	AYES	NAYES
MRS. JORDAN	___	___	___	___
DR. MANN	___	___	___	___
MR. FORBES	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. KARPUZI	___	___	___	___

OFFICIAL

**WEST DEER TOWNSHIP
County of Allegheny
Commonwealth of Pennsylvania**

ORDINANCE NO. 446

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER TO APPROVE AND ADOPT NEW AND REVISED POLICE POLICIES AND PROCEDURES AND TO AUTHORIZE THE IMPLEMENTATION AND ENFORCEMENT OF SAID POLICIES AND PROCEDURES BY THE CHIEF OF POLICE AND TOWNSHIP ADMINISTRATION AND PROVIDING FOR SEVERABILITY.

Be it enacted and ordained by the Board of Supervisors of the Township of West Deer, County of Allegheny, Commonwealth of Pennsylvania, and it is enacted and ordained as follows:

ARTICLE I

Approval and Adoption of New and Revised Police Policies and Procedures

§ 1-1. Approval and Adoption of New Police Policies.

In accordance with the authority granted pursuant to §5-8 of the Township of West Deer Code, the Township's Board of Supervisors does hereby approve and adopt the following new policies to be included and incorporated into the West Deer Police Department's Manual Policy Standard Operating Procedures and Rules and Regulations, designated as follows by title and number:

- #85 Brady-Giglio Disclosure Requirements Policy
- #86 Interactions with Transgender Non-Conforming Individuals
- #87 Body Worn Cameras
- #88 Waiver of out of County Arraignment

§ 1-2. Approval and Adoption of Revised Police Policies.

In accordance with the authority granted pursuant to §5-8 of the Township of West Deer Code, the Township's Board of Supervisors does hereby approve and adopt the following revised policies to be included and incorporated into the West Deer Police Department's Manual Policy Standard Operating Procedures and Rules and Regulations, designated as follows by title and number and bearing a revision date of 19 May 2021:

- Township Oath of Office
- #1 Address and Telephone Numbers
- #13.1 Command Structure-Chain of Command
- #13.2 Command Structure-Job Descriptions
- #13.3 Command Structure-Emergency Call Out
- #13.4 Command Structure
- #13.5 Seniority List
- #21 Reports of Road Kill
- #30 Gratuities, Rewards, and Witness Fees
- #40 Mobile Video/Audio Recording Equipment
- #44.1 Off-Duty: Police Activity
- #48 Patrol Functions\Leaving the Township
- #51.3 Police Vehicle: Pursuit Driving
- #80 Social Media Policy

The revised Policies identified above shall replace the previously-adopted versions.

§ 1-3. Authorization of Chief of Police and Administration to Implement Policies.

The Township's Board of Supervisors authorizes the Chief of Police and Township Administration to take any action necessary to implement and enforce the Policies adopted and approved herein.

§ 1-4. Severability.

The provisions of this Ordinance and of the Policies approved and adopted hereby are severable, and if any clause, sentence, subsection, section, article, chapter or part thereof or any individual Policy or part thereof shall be adjudged by any court of competent jurisdiction to be illegal, invalid or unconstitutional, such judgment or decision shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation and application to the clause, sentence, subsection, section, article, chapter or part thereof rendered illegal, invalid or unconstitutional. It is hereby declared to be the intent of the Board of Supervisors that this Ordinance and the Policies would have been approved and adopted if such illegal, invalid or unconstitutional clause, sentence, subsection, section, article, chapter or part thereof had not been included therein.

§ 1-5. Effective date.

All provisions of this Ordinance and of the Policies approved herein shall be in force and effect on and after 19 May 2021.

ORDAINED AND ENACTED this 19th day of May 2021.

ATTEST:

WEST DEER TOWNSHIP

Daniel Mator
Township Manager

Arlind Karpuzi
Chairperson of the Board of Supervisors

CERTIFICATE

I, the undersigned, hereby certify that the foregoing and attached is a true copy of an Ordinance which was duly enacted at a meeting of the Board of Supervisors of West Deer Township on 19 May 2021, and that at such meeting a quorum was present and acting throughout, after due notice to the members of the Board of Supervisors of West Deer Township and to the public and such meeting was at all times open to the public; that the Ordinance was duly recorded in the West Deer Township Minutes Book and that a summary thereof was published as required by law in a newspaper of general circulation in the Township. I further certify that the Township met the advance requirements of Act No. 1998-93 by advertising the date of the meeting and posting a notice of the meeting at the public meeting place of the Board of Supervisors; that the total number of members of the Board of Supervisors is five; and the vote upon the Ordinance was called and duly recorded upon the minutes and that the members voted in the following manner:

DRAFT

Yes

No

Abstain

Absent

Arlind Karpuzi, Chairperson

Beverly Jordan, Vice Chair

Brandon Forbes

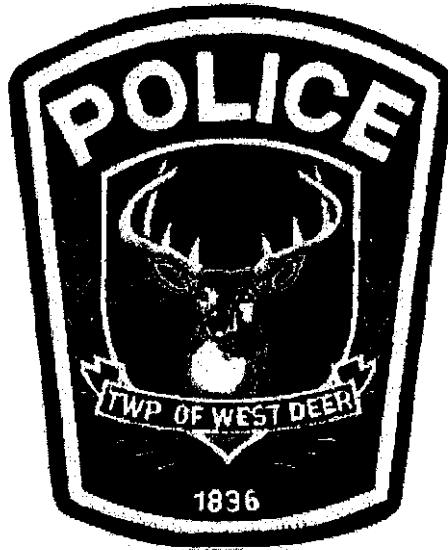
Shirley A. Hollibaugh

Jennifer Mann

WITNESS my hand and the seal of the Township on this 19th day of May 2021.

[SEAL]

By: _____
Daniel Mator
Township Manager



West Deer Township Police Policy Review

April 16, 2021

West Deer Twp. Police

MEMO

To: West Deer Township Board of Supervisors and Daniel Mator, Township Manger
From: Jonathan D. Lape, Chief of Police
Subject: Policy Review
Date: April 16, 2021

At last month's meeting I advised the Board of Supervisors that we received a grant for Body Worn Camera's and needed to adopt a policy in compliance with the grant. Since we were doing the BWC Policy a decided to address a couple other policies as well. Attached are a total of 18 policies. There are 4 new and 14 old that were updated. All of these were reviewed by the township's Labor Attorney's.

Township Oath of Office (Police)

- #1 Address and Telephone Numbers
- #13.1 Command Structure-Chain of Command
- #13.2 Command Structure-Job Description
- #13.3 Command Structure-Emergency Call Out
- #13.4 Command Structure
- #13.5 Seniority List
- #21 Reports of Road Kill
- #30 Gratuities, Rewards, and Witness Fees
- #40 Mobile Video/Audio Recording Equipment (MVR)
- #44.1 Off Duty: Police Activity
- #48 Patrol Functions\Leaving the Township
- #51.3 Police Vehicle Pursuit Driving
- #80 Social Media Policy
- #85 Brady-Giglio Disclosure Requirements Policy [REDACTED]
- #86 Interactions with Transgender Non-Conforming Individuals [REDACTED]
- #87 Body Worn Cameras [REDACTED]
- #88 Waiver of out of County Arraignment [REDACTED]

Township of West Deer



OATH OF OFFICE

COUNTY OF: _____

MUNICIPALITY: _____

I, _____, being duly appointed/ elected to the position of:

_____, do solemnly swear (or affirm), that I will support, obey, and defend the Constitution of the United States of America, the Constitution of this Commonwealth, the laws of this Commonwealth, and this governmental subdivision; that I will not knowingly receive, directly or indirectly, any money or other thing of value for the performance or non-performance of any act or duty pertaining to my position, other than the compensation allowed by law; that I will uphold, obey, and enforce the law, and do so without consideration to a person's race, color, sex, religious creed, sexual orientation, age, national origin, ancestry, handicap or disability; and that I will discharge the duties of my position, with fidelity.

Signature of Person Swearing to the Oath of Office: _____

Sworn and subscribed before me this _____ day of _____, 20_____.

Signature of Magisterial District Judge _____ *SEAL*

My Commission Expires: _____

SECTION 1.

ADDRESS AND TELEPHONE NUMBERS

POLICY: In the event of a major emergency, it will become necessary to notify off duty personnel who will be required to report for duty at that time. For the purpose of emergency notification all department employees shall, upon employment, submit their residence address and telephone numbers to their immediate supervisor who will forward this information to the Chief of Police. Telephone numbers will include the following:

1. Home phone
2. Personal cell phone
 - a. Any change in residence location or telephone numbers will be submitted to an immediate supervisor who will forward this information to the Chief of Police within twenty-four (24) hours of the change.
 - b. Any officer who does not want the Chief of Police to disseminate 1, or 2 should notify the Chief of Police in writing
 - c. There are no exceptions to this policy.

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SECTION 13.1
COMMAND STRUCTURE-CHAIN OF COMMAND

It having been recognized and clearly understood, the Board of Supervisors for the Township of West Deer has the authority over and control of ALL TOWNSHIP DEPARTMENTS, the Police Department included. The Township Manager exercises control over all department heads as instructed by the Board of Supervisors. In accordance with existing Administrative Code for the Township of West Deer and the enclosed job description, the Chief of Police shall report directly to the Township Manager who shall be responsible to the Board of Supervisors for the Township of West Deer.

The following shall list in order of command superiority, the internal structuring of the Police Department for the Township of West Deer as approved and provided for by the West Deer Township Board of Supervisors:

Chief of Police
Police Sergeant
Police Corporal
Patrol Officer

NOTE: In the absence and/or unavailability of the Chief of Police and/or the Sergeant of Police, command of the police department shall fall under the control of the designate of the Chief of Police for the purpose of the day to day operations of the Police Department. This does not relegate the authority to establish and/or violate any of the established Polices, Standard Operating Procedures, Rules and/or Regulations of the Police Department as established by the Chief of Police and sanctioned by the Board of Supervisors. Furthermore, the chain of command does not in any way usurp the authority of the Township Manager and/or Board of Supervisors with regard to their authority over this department. (See Patrol Officer Seniority list section 13.5.)

SECTION 13.2
COMMAND STRUCTURE-JOB DESCRIPTION

POSTION TITLE: CHIEF of POLICE

Immediate Supervisor: Township Manager

PRIMARY FUNCTIONS:

This position is responsible for the planning of administrative and technical police work and developing and directing a comprehensive police program. Work involves responsibility for the protection of lives and property in the Township through the supervision of all employees, functions and activities in the Police Department.

The Chief of Police is directly responsible for the efficient operation of the department. The work includes the control of patrol, traffic, criminal investigation and other related services to ensure that order is maintained and laws and ordinances are enforced. The Chief must supervise and plan the training, assignments and discipline of all department personnel.

The Chief consults with the Township Manager in determining general plans, objectives and policies to be observed in the conduct of police operations, but the Chief of Police has complete internal control with respect to the "day to day operations" and technical police procedures and practices. The Chief of Police is responsible for promoting and maintaining harmonious and cooperative working relationships within the Police Department as well as with other law enforcement agencies, other township departments, the public, citizenry and the media.

A. WORKED PERFORMED:

1. Plans, organizes and directs all actives of the Police Department.
2. Confers with Township Manager on the formulation of policies and practices of the Police Department.
3. Recommends applicants for appointment to the department and for promotion within the department in accordance with selection procedures.
4. Coordinates the operation of different units within the department (e.g. Patrol, Investigation, Support Services, Juvenile, ECT.).
5. Controls expenditures of budgeted funds and makes budget recommendations to support police department operations.

6. Advises and assists police officers on criminal acts of a more serious and difficult nature
7. Formulates orders, policies, standard operating procedures, rules and regulations governing departmental activities; prescribes work methods and procedures, and adjusts departmental policies and methods to meet new situations or to improve existing operations.
8. Supervises and participates in training the officers of the Police Department in police methods, procedures, and duties.
9. Develops and/or adopts new techniques to improve the department's effectiveness in the discharge of primary police obligations.
10. Cooperates with Federal, State, County, and Local Law Enforcement officers as requested.
11. Reviews activities and reports of subordinates.
12. Reports all charges "referred" against any officer, supervises investigation, and keeps records of the charges (s), evidence presented and defense offered.
13. Directs the preparation of uniform crime reports and the maintenance of police records of the charge(s), evidence presented and defense offered.
14. Enforces, or causes to be enforced, all of the laws of the United States, Commonwealth of Pennsylvania and the Township of West Deer.
15. Investigates, or causes to be investigated, any criminal behavior reportedly committed within the Township.
16. Reports promptly to the Township Manager all serious explosions, disasters, and/or riots, assumes command of police officers, takes charge of and protects the premises, dispels all crowds, and arrests any person refusing to obey orders, disturbing the peace or inciting others to do so.
17. Requisitions supplies and recommends the purchase of necessary equipment.
18. Establishes and cultivates as wide a informants as possible and clear and frequent lines of communication between the township police department and other law enforcement agencies.
19. Maintains effective working relationships and good public relations with the public, citizenry and the media.

20. Enforces department rules and regulations, policies, standard operation procedures and the code of discipline, taking disciplinary action when necessary.
21. Receives and disposes of complaints.
22. Conducts special investigations or investigation of serious crimes or accidents as required.

B. PERIODIC DUTIES:

1. Attends various police conventions if/when approved by the Board of Supervisors.
2. Attends civic club meetings, churches, schools, and other places of public gatherings to explain activities and functions of the department and to establish favorable public relations.
3. Makes court appearances as necessary.
4. Prepares periodic reports for the Township Manager, Board of Supervisors, Police Committee and Federal Bureau of Investigations, etc. as required.
5. Travels to other law enforcement agencies for conferences and meetings as needed.
6. Attends various law enforcement related seminars, meetings, etc. As needed for the improvement of the department and the benefit of the township.

C. REQUIRED KNOWLEDGE:

1. Extensive knowledge of the principles and practices of modern police administration and methodology.
2. Thorough working knowledge of the controlling federal, state, and local laws and ordinances.
3. Thorough knowledge of the use of police records and their application to the solution and evaluation of police problems and to the effective planning of police programs and assignments.
4. Thorough knowledge of the Township's geography.
5. Considerable knowledge of types, uses and the care of firearms, communication and automotive equipment.

6. Considerable knowledge of court processes and rules of arrest.
7. Considerable knowledge to the organization and function of the Township departments and of county, state, federal and local law enforcement regulatory agencies.
8. Some knowledge of sociology, psychology, and an understanding of socio-economic differences and their impact on human behavior.
9. Ability to command the respect of subordinate officers.
10. Ability to plan, direct and evaluate the work of subordinates performing varied police operations.
11. Ability to analyze all situations calmly, quickly and objectively and to determine the proper course of action to be taken.
12. Ability to express ideas clearly and concisely, both orally and in writing.
13. Ability to establish and maintain effective working relationships with the press, citizenry and the general public.
14. Ability to regulate the control of employees, expenditures and equipment for efficient and effective use.
15. Physical health, condition and fitness sufficient to perform required duties efficiently including but not limited to the pursuit and apprehension of suspected criminals.
16. General intelligence and emotional stability.

D. MINIMUM EXPERIENCE AND TRAINING:

1. Education equivalent to a High School Diploma from and a graduate of a state certified Police Academy.

And

2. Three (3) years of experience in supervisory and administrative police work or having completed the course of instruction at the National Academy of the Federal Bureau of Investigation.

Or

3. Any equivalent combination of experience and training.

And

4. Possession of a valid Pennsylvania driver's license.

And

5. Must meet and maintain the requirements of the Police Training Law (Act 120) and remain certified under this act to function fully as a police officer in the Commonwealth of Pennsylvania.

POSTION TITLE: ADMINISTRATIVE ASSISTANT
ALTERNATE TITLE: POLICE SECRETARY

Immediate Supervisor: Chief of Police

PRIMARY FUNCTIONS:

The police secretary position provides standard clerical and secretarial support services for the Chief of Police and other record keeping and information gathering duties for the police department.

Work involves independent handling of a variety of office processes for which there are standard procedures, forms, or schedules that must be followed. Some work is done in response to requests for services from the public, police officers or other government offices.

Most work is performed independently with in established policies and procedures. Work is reviewed by the Chief of Police for adherence to standard.

A. WORK PERFORMED:

1. Types letters, reports, complaints, witness statements, records, bills, etc. From handwritten drafts, tape, recordings or shorthand notes.
2. Receives and sorts incoming mail, distributes it to proper person or takes necessary action to file, copy or respond as required.
3. Processes requests from the public for items such permits, accident reports, incidents reports, and information concerning citations and complaints.
4. Greets the public, ascertains their business and assists them or directs them to the proper person.
5. Uses computer information systems to record and retrieve information about citations, criminal records, missing and stolen property.
6. Notifies officers of work schedules and court appearance requirements and keeps records of officer's activities including vacation leave, sick leave, bereavement leave, etc.
7. Maintains files of case dispositions, citations, accident reports and other police activity and retrieves information from files as required.
8. Prepares periodic statistical reports of police department activities.

9. Orders office supplies and obtains expense reimbursements for officers.
10. Receives telephone calls for police assistance both emergency and non-emergency related and dispatches police officers and/or notifies Allegheny County Dispatch when other assistance is required.
11. Performs related duties as required or directed by the Chief of Police and/or Township Manager.

B. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of English grammar, punctuation and spelling.
2. Knowledge of standard office procedures, practices, conduct and actions necessary in maintaining harmonious working relationships.
3. Knowledge of the types, organization and use of standard office files, logs, forms, and letter formats.
4. Skill in using a computer keyboard at a minimum speed rate of 40 words per minute.
5. Ability to proofread information for conformance with a prescribed pattern of form, to assure the adherence to clerical office methods, or for compliance with specific administrative or procedural rules.
6. Knowledge of PC base based computer systems including experience with word processing and data based programs.
7. Ability to understand and follow detailed oral and written instructions.
8. Ability to file and retrieve materials by matching the item category with appropriate file heading.
9. Ability to learn the practices and procedures of operating two-way radio equipment and a computer terminal keyboard.
10. Ability to learn geographic details, boundaries, patrol areas, emergency equipment capabilities and availability for given areas.
11. Ability to act quickly and calmly in emergency situations.
12. Ability to obtain facts and details quickly from persons in distress.

13. Ability to assist male patrol officers in the search of female prisoners for the protection of the actor, the officers and the general public, when\if called upon to do so.
14. Ability to communicate clearly and effectively.
15. Ability to established and maintain effective working relationships with co-workers and the general public.

C. EXPERIENCE AND TRAINING:

1. High school degree, business curriculum which included at least one typing and one basic computer course.
And
Two (2) years of experience in general clerical or secretarial work.
Or
Any equivalent combination of experience and training.

D. REGULAR SCHEDULE:

1. Full-time position, normally 7am to 3pm Monday through Friday.
2. The aforementioned job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all of the work requirements inherent to the position.

POSTION TITLE: SERGEANT

Immediate Supervisor: Chief of Police

PRIMARY FUNCTIONS:

This is supervisory police work performed in the field or at headquarters in directing assigned police personnel in general law enforcement or headquarters. The work involves responsibility for the efficient and prompt performance of the work of patrol officers on an assigned shift. The Sergeant is given specific work instructions by superior officers on the new assignments, but works with considerable independence in performing regularly assigned duties.

A police Sergeant must have good knowledge of police work and be familiar with the laws and ordinances governing the local police activities in order to instruct subordinates on procedures and work methods. The Sergeant must be capable of commanding the respect of subordinates. Responsibility is assumed for the appearance, discipline, and performance of all officers under the Sergeants command. The Sergeant must establish and maintain cooperative working relationships with other law enforcement agencies and with in the department. Work is reviewed through accomplishments, personal inspection and the review of reports covering activities.

A. ESSENTIAL JOB DUTIES

1. Plans and supervises the work of patrol officers on an assigned shift.
2. Examines and evaluates the work of patrol officers, including probationary patrol officers, on a regular basis, and confers with the Chief of Police on the progress/regress of the patrol personnel.
3. Insures that all pertinent laws and ordinances are enforced and life and property are protected.
4. Reviews reports of patrol officers on his/her shift and prepares and submits reports to superior officers.
5. Reports any breach of duty or inefficiency of subordinates.
6. Assists in prosecution of suspects by making arrests, preparing reports and providing testimony at trials and hearings.
7. Receives complaints and requests for police services and applies appropriate corrective action or information, completing incident and accident reports as required.
8. Broadcasts from headquarters or police unit radio messages dispatching officers to scenes of crimes and emergencies.

9. Monitors fire alarms and other police radio frequencies.
10. Receives orders from superior officers, transmits orders and assigns patrol officers to new duties.
11. Inspects equipment, appearance and performance of subordinates; checks and issues firearms.
12. Provides advice and assistance as necessary.
13. Maintains police vehicle maintenance records and is responsible for routine fleet maintenance and repairs.
14. Supervises searching and custody of prisoners; receives and lists money and valuables; obtains medical assistance for prisoners as needed.
15. Exercises respect for the rights of theirs and performs assignments with due tact, discretion and firmness.
16. Maintains cooperative working relationship with other federal, state, county and local law enforcement agencies and the public.
17. Prepares and administers the work schedule, as directed by the Chief of Police.
18. Maintains all training records, arranges all mandatory training and elective in-service training as directed by the Chief of Police.
19. Performs related duties as directed.

B. PERIODIC DUTIES:

1. Attends police academies and training programs as directed.
2. Attends Township meetings when directed to do so.
3. Makes courts appearances when necessary.
4. Works long and unusual hours as required.
5. Travels to other law enforcement agencies for conferences and meetings.

C. ESSENTIAL JOB DUTIES—KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable knowledge of approved practices, methods and techniques of police work.

2. Working knowledge of the geography of the Township.
3. Working knowledge of operating departmental rules and regulations, standard operating procedures and existing departmental policies.
4. Knowledge of controlling laws and ordinances.
5. Ability to plan, assign and supervise the work of subordinates.
6. Ability to deal courteously, impartially and firmly with the public.
7. Ability to handle situations and people firmly, discreetly and with respect for the rights of others.
8. Ability to use and maintain firearms and other assigned equipment.
9. Ability to observe and analyze situations objectively and report them clearly and completely.
10. Ability to administer first aid and CPR.
11. Ability to command respect of subordinates.
12. Ability to exercise sound judgment in emergencies.
13. Physical health, condition and fitness sufficient to perform required duties efficiently including but not limited to the pursuit and apprehension of suspected criminals.

D. ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS:

1. Physical strength, health and agility sufficient to perform required tasks efficiently.
2. General intelligence and emotional stability.
3. Remove hazards from roadway and extinguish vehicle or other minor fires.
4. Direct traffic and other processions, including twisting at waist.
5. Engage in incident response driving on roadway with the utmost regard for safety.
6. Make vehicle stops to effect arrests.

7. Participate in large scale area search parties for persons or evidence.
8. Ability to crawl in confined areas.
9. Ability to carry heavy equipment to rescue or crime scene.
10. Pursue on foot fleeing suspects.
11. Climb and/or jump over/through openings (e.g., windows) and climb and/or jump over obstacles (e.g., walls).
12. Balance oneself on uneven or narrow surface.
13. Jump across ditches, streams, etc.
14. Climb up and jump down from elevated surfaces.
15. Break up fights between two or more persons.
16. Carry by yourself an immobile child or adult.
17. Push a motor vehicle out of a lane of traffic with another person.
18. Lift while in a stationary position a heavy object or person.
19. Pull person out of a vehicle through window or open door to effect rescue.
20. Holds or devices to control or take suspect down.
21. Tackle a fleeing suspect and subdue physically attacking or resisting person.
22. Hold or physical struggle by oneself with a 72 inch, 170 pound person for 3 minutes to control their movement.
23. Use weaponless defense tactics and use of hands or feet in self-defense.
24. Grip person tightly to prevent escape/control movement.
25. Stand and walk for more than half of work shift.
26. Climb stairs in multiple story buildings.
27. Bend over/kneel to search under vehicle.
28. Strike person with side-handled or straight baton.

29. Hold or support a person upright to prevent their falling, e.g., intoxicated person.
30. Bend/kneel to apply shackles, cuffs, etc.

E. EXPERIENCE AND TRAINING:

1. Graduation from a police academy; and five (5) years experience as a Full Time Police Patrol Officer; or any equivalent of training and experience.

F. LICENSES/CERTIFICATES:

1. Possession of a current Pennsylvania driver's license during tenure of employment.
2. Must meet and maintain the requirements of the police training law (Act 120) and remain certified under this act to function fully as a police officer in the Commonwealth of Pennsylvania.

G. SCHEDULE:

1. Shift work is an essential job function, as well as required overtime work including call outs while off duty.

This job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a description of all the work requirements.

POSTION TITLE: POLICE CORPORAL

Immediate Supervisor: Sergeant of Police

PRIMARY FUNCTIONS:

This is a temporary position. The purpose of this position is to provide the Police Department for the Township of West Deer with increased shift supervision, in the absence of the Sergeant and\or Chief of Police while at the same time giving the Police Officer an opportunity to demonstrate his\her aptitude for rank.

The Chief of Police shall have the authority to appoint any Police Officer to this temporary position at his/her discretion, for the purpose of ascertaining the individual's potential for leadership. However, Probationary and\or Part-time police officers shall **not** be eligible for this position.

It must be understood that there is no increase in remunerations and or benefits for accepting this temporary appointment. This shall last for a period of six months. Further, there is/are chances in securing a permanent promotion. During this period, the Corporal shall be evaluated by the Sergeant and\or Chief of Police and his\her demonstrated supervisory skills shall be considered whenever promotions occur within the police department.

Corporals shall be considered the Officer in Charge in the absence of the Sergeant and\or Chief of Police and shall adhere to all department rules and regulations, policies, standard operating procedures and memorandums as promulgated and implemented by the Chief of Police.

Corporals shall wear silver Corporal chevrons on both collars of their uniform shirt, but shall make no other alterations to his\her uniform.

A. ESSENTIAL JOB DUTIES:

1. Plans and supervises the work of patrol officers on an assigned shift.
2. Examines and evaluates the work of patrol officers on assigned shifts.
3. Insures that all pertinent laws and ordinances are enforced and life and property are protected.
4. Reviews reports of patrol officers on his/her shift and prepares and submits reports to superior officers.
5. Reports any breach of duty or inefficiency of subordinates.

6. Assists in prosecution of suspects by making arrests, preparing reports and providing testimony at trials.
7. Receives complaints and requests for police services and applies appropriate corrective action or information, completing incident and accident reports as required
8. Broadcasts from headquarters or police unit radio messages dispatching officers to scenes of crimes and emergencies.
9. Monitors fire alarms and other police radio frequencies.
10. Receives orders from superior officers, transmits orders and assigns patrol officers to new duties.
11. Inspects equipment, appearance and performance of subordinates; checks and issues firearms.
12. Provides advice and assistance as necessary.
13. Maintains police vehicle maintenance records and is responsible for routine fleet maintenance and repairs.
14. Supervises searching and custody of prisoners; receives and lists money and valuables; obtains medical assistance for prisoners as needed.
15. Exercises respect for the rights of theirs and performs assignments with due tact, discretion and firmness.
16. Maintains cooperative working relationship with other federal, state, county and local law enforcement agencies and the public.
17. Supervises and coordinates the efforts of the D.A.R.E. / Crime Watch Units.
18. Prepares and administers the work schedule, as directed by the Chief of Police.
19. Maintains all training records, arranges all mandatory training and elective in-service training as directed by the Chief of Police.
20. Performs related duties as directed.

B. PERIODIC DUTIES:

1. Attends police academies and training programs as directed.

2. Attends Township meetings when directed to do so.
2. Makes courts appearances when necessary.
3. Works long and unusual hours as required.
4. Travels to other law enforcement agencies for conferences and meetings.

C. KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable knowledge of approved practices, methods and techniques of police work.
2. Working knowledge of the geography of the Township.
3. Working knowledge of operating departmental rules and regulation, standard operating procedures and existing departmental polices.
4. Knowledge of controlling laws and ordinances.
5. Ability to plan, assign and supervise the work of subordinates.
6. Ability to deal courteously, impartially and firmly with the public.
7. Ability to handle situations and people firmly, discreetly and with respect for the rights of others.
8. Ability to use and maintain firearms and other assigned equipment.
9. Ability to observe and analyze situations objectively and report them clearly and completely.
10. Ability to administer first aid and CPR.
11. Ability to command respect of subordinates.
12. Ability to exercise sound judgment in emergencies.
13. Physical health, condition and fitness sufficient to perform required duties efficiently including but not limited to the pursuit and apprehension of suspected criminals.

D. ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS:

31. Physical strength, health and agility sufficient to perform required tasks efficiently.

32. General intelligence and emotional stability.
33. Remove hazards from roadway and extinguish vehicle or other minor fires.
34. Direct traffic and other processions, including twisting at waist.
35. Engage in incident response driving on roadway with the utmost regard for safety.
36. Make vehicle stops to effect arrests.
37. Participate in large scale area search parties for persons or evidence.
38. Ability to crawl in confined areas.
39. Ability to carry heavy equipment to rescue or crime scene.
40. Pursue on foot fleeing suspects.
41. Climb and/or jump over/through openings (e.g., windows) and climb and/or jump over obstacles (e.g., walls).
42. Balance oneself on uneven or narrow surface.
43. Jump across ditches, streams, etc.
44. Climb up and jump down from elevated surfaces.
45. Break up fights between two or more persons.
46. Carry by yourself an immobile child or adult.
47. Push a motor vehicle out of a lane of traffic with another person.
48. Lift while in a stationary position a heavy object or person.
49. Pull person out of a vehicle through window or open door to effect rescue.
50. Holds or devices to control or take suspect down.
51. Tackle a fleeing suspect and subdue physically attacking or resisting person.
52. Hold or physical struggle by oneself with a 72 inch, 170 pound person for 3 minutes to control their movement.

53. Use weaponless defense tactics and use of hands or feet in self-defense.
54. Grip person tightly to prevent escape/control movement.
55. Stand and walk for more than half of work shift.
56. Climb stairs in multiple story buildings.
57. Bend over/kneel to search under vehicle.
58. Strike person with side-handled or straight baton.
59. Hold or support a person upright to prevent their falling, e.g., intoxicated person.
60. 30. Bend/kneel to apply shackles, cuffs, etc.

E. EXPERIENCE AND TRAINING:

1. Graduation from a police academy; and Four (4) years full time experience as a Police Patrol Officer; or any equivalent of training and experience.

F. LICENSES/CERTIFICATES:

1. Possession of a current Pennsylvania driver's license during tenure of employment.
2. Must meet and maintain the requirements of the police training law (Act 120) and remain certified under this act to function fully as a police officer in the Commonwealth of Pennsylvania.

G. SCHEDULE:

1. Shift work is an essential job function, as well as required overtime, including call outs while off duty.

This job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a description of all the work requirements.

POSTION TITLE: PATROL OFFICER

Immediate Supervisor: Sergeant(s), Corporal

PRIMARY FUNCTIONS:

This employee is responsible for general duty police work in the protection of life and property through the enforcement of laws and ordinances. The officer is responsible for the prevention, detection and preliminary investigation of crime and for maintaining law and order. The work normally consists of assigned patrol duties, traffic regulation, law enforcement and miscellaneous police duties. A superior officer is available to regularly check work, give specific instructions and provide assistance when special problems arise.

The work is performed according to established rules and procedures, and according to special orders. The degree of initiative and discretion required varies and may be considerable in emergencies or in situations where no supervisor is available. The work is reviewed through reports submitted, upon check inspections, appraisal of the effectiveness of service and observation of results. Responsibility is assumed for the exercise of proper respect for other's rights and patrol officer impartiality and courtesy in dealing with the public. The work involves an element of personal danger.

A. ESSENTIAL JOB DUTIES:

1. Enforces the laws and ordinances of the Township and all other pertinent laws.
2. Patrols an assigned area in a police unit and/or on foot, to prevent and detect the commission of criminal activity.
3. Examines the premises of unoccupied buildings, business establishments and residence to check doors and windows and to detect any suspicious condition.
4. Visits the scenes of crimes and accidents, searches for and preserves evidence, investigates clues, searches for and apprehends violators.
5. Escorts prisoners to the police station, district court and detention facilities as required.
6. Attends court, testifies and presents evidence as required.
7. Controls and directs traffic; enforces traffic laws and parking regulations, gives information concerning the location of streets, routes and buildings.
8. Furnishes information on laws, ordinances and general information to the public.

9. Investigates places and person suspected of being engaged in gambling, prostitution or other illegal activities.
10. Checks on the operation of taverns, dance halls, and other public places for compliance with the laws.
11. Develops and maintains sources of information.
12. Operates radio transmitter, maintains records and prepares reports.
13. Takes or makes provisions for the taking of photographs of major accident scenes and/or crimes scenes as required.
14. Maintains order in crowds and attends parades, funerals or other public gatherings.
15. Performs investigations of wanted and missing persons and property.
16. Takes and files fingerprints when necessary.
17. Maintains effective working conditions with other police officers and the public.
18. Cooperates with local, state and federal law enforcement agencies and prosecuting officers.
19. Exercises respect for the rights of others and performs assignments with due tact, discretion and firmness.
20. Performs other work as directed or required.

B. PERIODIC DUTIES:

1. Attends police academies and training programs as directed.
2. Attends township meetings as required.
3. Travels to other law enforcement agencies for conferences and meetings.
4. Works long and unusual hours as required.

C. ESSENTIAL JOB DUTIES- KNOWLEDGE AND SKILLS:

1. Working knowledge of the township's geography.
2. Knowledge of modern principles and practices of police work.

3. Knowledge of controlling laws and ordinances.
4. Ability to analyze situations quickly and objectively and to determine the proper course of action.
5. Ability to handle situations and people firmly, discreetly and with respect for the rights of others.
6. Ability to react quickly and calmly in emergency situations.
7. Ability to develop skill in the use and care of firearms and on the operation of motor vehicle and other assigned equipment, including the computer system.

D. ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS:

61. Physical strength, health and agility sufficient to perform required tasks efficiently.
62. General intelligence and emotional stability.
63. Remove hazards from roadway and extinguish vehicle or other minor fires.
64. Direct traffic and other processions, including twisting at waist.
65. Engage in incident response driving on roadway with the utmost regard for safety.
66. Make vehicle stops to effect arrests.
67. Participate in large scale area search parties for persons or evidence.
68. Ability to crawl in confined areas.
69. Ability to carry heavy equipment to rescue or crime scene.
70. Pursue on foot fleeing suspects.
71. Climb and/or jump over/through openings (e.g., windows) and climb and/or jump over obstacles (e.g., walls).
72. Balance oneself on uneven or narrow surface.
73. Jump across ditches, streams, etc.
74. Climb up and jump down from elevated surfaces.

75. Break up fights between two or more persons.
76. Carry by yourself an immobile child or adult.
77. Push a motor vehicle out of a lane of traffic with another person.
78. Lift while in a stationary position a heavy object or person.
79. Pull person out of a vehicle through window or open door to effect rescue.
80. Holds or devices to control or take suspect down.
81. Tackle a fleeing suspect and subdue physically attacking or resisting person.
82. Hold or physical struggle by oneself with a 72 inch, 170 pound person for 3 minutes to control their movement.
83. Use weaponless defense tactics and use of hands or feet in self-defense.
84. Grip person tightly to prevent escape/control movement.
85. Stand and walk for more than half of work shift.
86. Climb stairs in multiple story buildings.
87. Bend over/kneel to search under vehicle.
88. Strike person with side-handled or straight baton.
89. Hold or support a person upright to prevent their falling, e.g., intoxicated person.
90. Bend/kneel to apply shackles, cuffs, etc.

E. EXPERIENCE AND TRAINING:

1. Graduation from high school and a certified Pennsylvania Police Academy.

F. LICENSE/CERTIFICATES:

1. Possession of a current Pennsylvania driver's license during tenure of employment.
2. Must meet and maintain the requirements of the Police Training Law (Act 120) and remain certified under this act to function fully as a police officer in the Commonwealth of Pennsylvania.

G. SCHEDULE:

1. **Shift work. Overtime work often required including call outs while off duty.**

This job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a description of all the work requirements.

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SECTION 13.3

COMMAND STRUCTURE-EMERGENCY CALL OUT

PURPOSE: To clearly define the manner by which certain serious crimes and/or accidents shall be routinely investigated by members of this department and/or referred to various assisting agencies for successful investigation and prosecution.

The Chief of Police shall be promptly notified, in the event of any of the following crimes/incidents having been reported to and/or investigated by any member of the West Deer Township Police Department. In the absence of the Chief, the Sergeant of Police shall be notified, again in a prompt fashion.

In the event that no supervisory personnel (Chief or Sergeant) are on duty at the time, the Sergeant shall be called out to supervise the investigation and in his/her absence, the Chief of Police shall be requested to respond to the scene. In every event, the Chief must be notified of the incident.

Unless they are already "on duty" and/or have been called out by the Chief of Police, there is no need for two Sergeants to respond to the scene, unless extenuating circumstances exist which can be substantial.

- 1) Any Motor Vehicle Accident involving a West Deer Township Police Unit.
- 2) Any/all Suicide, Homicide and/or serious assault in which the possibility of the loss of life is eminent.
- 3) Any motor vehicle accident, in which there is a fatality and/or serious potential for resulting in a fatality.
- 4) Any/every shooting incident in which a person(s) actually sustains personal injury/death, ESPECIALLY those which may involve the Police Officer(s) having been required to return Fire.
- 5) Any Bank Robbery and/or armed robbery of any seriousness.
- 6) Any hostage situation.
- 7) Any impending natural disaster, as in the case of a flood, tornado, earthquake, etcetera.
- 8) Any Hate Crime and/or Ethnic Intimidation Crime.
- 9) Any kidnapping and/or car jacking.

- 10) Any other serious incident, not listed, which in the opinion of the Investigating Officer should be brought to the attention of a supervising officer, for obvious reasons.

In the event of any of the aforementioned, and in the absence and unavailability of any departmental supervisor, the Senior Police Officer in Charge SHALL solicit the cooperation of the Allegheny County Police Department with regard to the successful investigation of said incident.

This does not alleviate the initial Police Officer(s) from his/her responsibilities as outlined in the Rules and Regulations Section of this manual with regard to the investigation of any/all crimes, incidents and/or investigations.

No West Deer Township Police Officer is authorized to provide the media with any details pertinent to the investigation of any of the aforementioned without the permission of the Chief of Police or his designee.

NOTE: No Police Officer shall be subject to any disciplinary action for failure to notify the aforementioned supervisor(s), via the available channels, when a concerted effort has been made by the Police Officer(s) to comply with this policy.

Section 13.4
CHIEF OF POLICE – Schedule and Media
POLICE SECRETARY

(I) SGT. LOPEK (TRAFFIC)	(A) SGT. BAILEY (ADMINISTRATIVE)	(C) SGT. MIKUS (CRIMES)	(S/T) SGT. SHURINA (SCHOOL/TECH)
SHIFT SUPERVISION POLICE UNIT/EQUIPMENT MAINTENANCE POLICE UNIT INSPECTIONS ADOPT-A-HIGHWAY PROGRAM COMMUNICATION (RADIOS) N.H. D.U.I. TASK FORCE TRAFFIC ENFORCEMENT HIGHWAY PROJECTS/PROBLEMS POLICY'S S.O.P., RULES REVIEW BUCKLE UP AGGRESSIVE DRIVING FIREARMS SUPERVISOR	SHIFT SUPERVISION BIKE PATROL CO-ORDINATOR C.O.P. COORDINATOR FIELD TRAINING OFFICER SUPERVISION POLICY, S.O.P., RULES REVIEW INTERNAL AFFAIRS INVESTIGATION SCHEDULE SUPERVISION TRAINING MEDIA/COMMUNITY RELATIONS	SHIFT SUPERVISION EVIDENCE MAINTENANCE SRT SUPERVISOR CRIMINAL INTELLIGENCE CRIMINAL INVESTIGATION SUP. DANET CO-ORDINATOR ELDERLY CARE SERVICES CRIME PREVENTION K-9 CO-ORDINATOR	COMP. SYSTEMS ADMIN. D.A.R.E. PROGRAM S.R.O. COORDINATOR SCHOOL SECURITY J-NET COORDINATOR USE OF FORCE COORDINATOR ASST. CRIME SCENES INVEST. SHIFT SUPERVISOR
PLATOON (I) *	PLATOON (A) *	PLATOON (C)	PLATOON (S/T)
PATROL OFFICER PETOSKY PATROL OFFICER FEDUNOK PATROL OFFICER ELZA PATROL OFFICER FALLEN PATROL OFFICER DOBSON	PATROL OFFICER EVAN PATROL OFFICER TROCKI PATROL OFFICER BURK	PATROL OFFICER WIKERT PATROL OFFICER RIGOUS PATROL OFFICER WIKERT PATROL OFFICER NEWMAN	PATROL OFFICER GIZIENSKI PATROL OFFICER BRAND PATROL OFFICER LINDNER PATROL OFFICER DOBRANSKY

NOTE: Platoons for supervision purposes & specific details only.

Section 13.5
Seniority List

1. **Brian Dobson**
2. **William Bailey**
3. **Jon Lape**
4. **Darren Mikus**
5. **Tina Gizienski**
6. **Ed Newman**
7. **Bob Loper**
8. **Mike Shurina**
9. **Brian Wikert**
10. **Tim Burk**
11. **Robert Petosky**
12. **Matthew Evan**
13. **Thomas Trocki**
14. **Zakary Fedunok**

SECTION 21

REPORTS OF ROAD KILL

All reports of any road killed deer or bear shall be documented in the Calls for Service file unless the victim is reporting damage to the vehicle. If the victim is reporting damage to the vehicle, a West Deer Township Police Department Incident Report form will be completed. If there is injury and/or the vehicle has to be towed, a State accident form will be completed.

If any person wants to take possession of the wildlife, the officer must advise the person to contact the Pennsylvania Game Commission.

Any/all animals which are found and/or reported to have been poached shall not be removed. The scene shall be preserved and Pa. Game Commission shall be promptly notified. Incidents in which poaching is suspected shall be documented on a WDPD Incident Form with a copy made available to the Pa. Game Commission upon request.

Any/all deer which were struck by a motor vehicle, that are injured or deceased, shall be removed from the roadway. If the animal is on a state maintained road, notification shall be made through Allegheny County 911 for removal. If the deer is on a Township Road the information shall be given to the Township Administrative Secretary or the Police Department Administrative Assistant, who will contact the contracting deer removal agency for removal and disposal.

SECTION 30.

GRATUITIES, REWARDS, AND WITNESS FEES

POLICY: Employees shall not solicit or accept rewards, gifts, gratuities, or compensation other than that paid by the township, or as provided for by Township Ordinance or Department Policy, for services performed in the line of duty.

- A. Any reward, gratuity, gifts or unauthorized compensation received by any officer, shall immediately be submitted to the Chief of Police, accompanied by an incident report describing all circumstances related to the incident.

- B. No employee shall use his or her badge, uniform, identification card, or official position to solicit special privileges for him or herself or others such as:
 - (1) Admission to places of amusement.
 - (2) Sporting events.
 - (3) Discount on purchases.
 - (4) Other favors, except as expressly permitted by department orders.

- C. Employees shall not solicit witness fees for responding to a legally constituted subpoena and testimony in criminal courts. If unsolicited witness fees are paid to an officer, an incident report will be made identifying the case, case number, the court of jurisdiction, the amount of the fee, and the identification of the person paying the fee. However when subpoena for a civil court, the officer shall be reimbursed at his/her regular rate plus parking if this is the officers scheduled shift. If the appearance is requested on the officers off duty time he/she shall be reimbursed at time and a half of his/her regular rate plus parking.

SECTION 40
MOBILE VIDEO/AUDIO RECORDING EQUIPMENT

PURPOSE: The purpose of this policy is to provide police officers with the general guidelines on the use of the Mobile Video Recorder while on patrol, as an effective tool to visually document incidents and events to the fullest possible extent as they actually occur.

POLICY: The West Deer Township Police Department has adopted the use of Mobile Video Recorders (MVR) in an effort to increase officer safety, accurately document events, actions and conditions during arrest situations and critical incidents, traffic enforcements, criminal investigations, intelligence gathering, traffic surveys, investigation of suspicious activity, Emergency Pursuit Vehicle Operations, and the prosecution of the Motor Vehicle Code and Crimes Code violations, as to ensure the accuracy of reports, collection of evidence, and testimony in court and the enhancement of this Department's ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, as well as, for officer evaluation and training.

PROCEDURES:

A. Officers Responsibilities:

1. At the beginning of each officer's shift, he/she is to ensure that the Mobile Video Recorder is on, in working order and a check will be made of the MVR digital media storage to determine the length of recordable time remaining on it. If there are 45 minutes or less and/or the MVR digital media is not wirelessly transferring to the approved media server properly, the officer shall notify the shift supervisor and also make notification to the MVR Administrator at his/her earliest convenience.
2. Officers will note in the incident, arrest and any related reports when video recordings were made during the incident in question and the property number will be noted in the appropriate report.
3. Officers shall inform the Sergeant or the OIC of the shift that any video recordings may be of value for training purposes.
4. Under NO circumstances will any smart card or media device not issued by this Department be used, configured with, or played in the MVR.
5. Malfunctions of the MVR should immediately, or as soon as practical, be brought to the attention of the shift supervisor and shall be noted on the officer's daily activity. If the officer's assigned vehicle's MVR is not functioning properly, the shift supervisor may assign an officer to another vehicle if available.
6. The MVR is positioned and adjusted to record events and the use of the MVR will commence immediately upon the activation of the emergency lights or from a manual activation by the officer.
7. Officers should utilize the MVR to record activities associated with their job duties and responsibilities whenever possible. The MVR should not be deactivated before

the enforcement action or incident is completed. If the MVR is deactivated before the enforcement action or incident is completed and a question should arise as to why, the officer will be expected to articulate the reason(s).

8. When a prisoner(s) is being transported in a MVR equipped vehicle, the camera should be activated to record the actions of the prisoner(s) in the backseat of the vehicle. As soon as reasonably practicable, advise the prisoner(s), "YOUR ACTIONS AND WORDS ARE BEING RECORDED."
9. Officers will not attempt to change any functions or controls on the recording unit for which they have not been trained including, but not limited to, date, time, taping speed, etc. This includes any replacement and/or removal of any digital media device inserted into the MVR.

B. Audio Recording Ability:

1. PA.C.S. Title 18 Sections 5701 et seq. (Wiretapping and Electronic Surveillance) permits State and Municipal Police Officers to record oral communications made in the presence of a law enforcement officer on official duty who is in uniform or otherwise clearly identifiable as a law enforcement officer and who is using an electronic, mechanical or other device which has been approved under 18 Pa.C.S. Section 5706(b)(4) to intercept the communication in the course of law enforcement duties.
2. Although notice is not required by law, in certain circumstances it may prove beneficial to inform, as soon as reasonably practicable, the individuals identifiably present that their oral communication is being audibly recorded. The notification should be very plain and clear. (i.e. "Our words and actions are being recorded.")
3. If the assigned MVR is equipped with audio and/or portable audio recording abilities, Officers may elect not to utilize this function of the MVR only if they are utilizing a body worn camera which is capturing the audio of the recorded event.
4. Where applicable, each vehicle equipped with a MVR will have notification posted about video and audio recordings (i.e. "YOUR ACTIONS AND WORDS ARE BEING RECORDED"). Such postings should be displayed on the protective cage or side window(s) area to alert rear passengers.

Supervisory Responsibilities:

- (a) Supervisory personnel will ensure that all officers follow established procedures for the use and maintenance of MVR documentation. In the event a malfunction is brought to the attention of a supervisor, he will, as soon as practical, notify the MVR Administrator for repairs.
- (b) The MVR Administrator and/or department supervisors will have the responsibility in randomly reviewing MVR digital media to assist in periodic assessment of Officer Performance, determine whether MVR

equipment is being fully and properly used and to identify material that may be appropriate for training.

C. Digital Media control and management

1. Storage and use.

- (a). All Digital Media and/or smart cards are the property of the West Deer Police Department and as such are considered official records and/or evidence of the department and are not to be removed from departmental custody without the consent of the Chief of Police. No one shall tamper with or alter any Digital Media and/or smart cards.
- (b). Storage and erasure of Digital Media and/or smart cards will be in accordance with 18 Pa.C.S. §5749 (a) (1-5) (Retention of Certain Records) and will be the responsibility of the Sergeant in charge of property and evidence.
- (c) MVR Digital Media and/or smart cards containing information that may be of value for case prosecution or any criminal, civil, or administration proceeding shall be safeguarded as evidence. Any time an officer requires such safeguards, the officer shall, as soon as possible, notify the MVR Administrator to request that the MVR Recordings be saved as evidence. This request may be made by completing and submitting a Digital Media Request form. The MVR Administrator will assure this recording is transferred to a portable media storage device (i.e.: USB drive or cd\dvd) and tagged as evidence. This evidence will be subject to the same security restrictions and chain of evidence safeguards as detailed in this departments evidence control procedures. (See Section 26 of this policy manual).

D. Dissemination

1. The contents of the MVR Digital Media and/or smart cards are considered "INVESTIGATIVE" and/or "INTELLIGENCE" in nature and as such are for the department use only and are not open to random inspection or review. Copies of MVR Digital Media and/or smart cards will not be released to anyone with exception of the District Attorney's Officer or another Criminal Justice Agency and only with prior approval of the Sergeant in charge of property and evidence or the Chief of Police. Any cost of duplication will be the responsibility of the requesting agency.
2. If an action is recorded and DOES NOT involve a member of this department, the original MVR Digital Media and/or smart cards Shall Be given to the Sergeant in charge of property and evidence or the Chief of Police as soon as possible. The Chief and/or Sergeant may turn over the MVR Digital Media and/or smart cards to a Supervisor i.e. Sergeant\Chief\ Agency in question. Should a MVR Digital Media and/or smart cards be given to another department's supervisor, this action

shall be documented on the notes portion of the daily officer's activity. (See Appendix A Video\DVD Request and Appendix B Evidence Form)

(APPENDIX A)

WEST DEER TOWNSHIP POLICE IN-CAR DIGITAL VIDEO RECORDER DIGITAL VIDEO REQUEST FORM

This form should be printed out and completed by the officer requesting the video. If you are requesting only a small segment (or specific time frame within your video), please complete this form and see the MVR administrator.

Officer Requesting Video: _____

Video Date and Time: _____

Patrol Unit #: _____

Report #: _____

Actors Name: _____

Actor Arrested: YES NO

Event ID:

- TRAFFIC STOP
- DUI STOP
- ARREST / PRISONER
- VEHICLE PURSUIT
- RESPOND TO CALL

Notes: *(please give a brief description of video, including locations)*

Officer's Signature

Date

Prepared CD/DVD:	_____
Date Prepared:	_____
Delivered to:	_____
Date Delivered:	_____

(APPENDIX B)



TOWNSHIP OF WEST DEER POLICE DEPARTMENT



JONATHAN D. LAPE
Chief of Police

109 East Union Road • Box 2 • Russellton, PA 15076
www.westdeertownship.com / wdpc@westdeertownship.com

Emergency: 911
Office: 724-265-1100
Fax: 724-265-1140

Evidence Submission Form to Evidence Room

Case # _____

DEFENDANT _____ RACE _____ SEX _____ AGE _____

ADDRESS _____

CHARGES _____

DESCRIPTION OF EVIDENCE _____

OWNER _____ ADDRESS _____

ARRESTING OFFICER _____ BADGE # _____

DEPOSITED BY _____ DATE _____ TIME _____

COLLECTED BY _____ DATE _____ TIME _____

RECEIVED FROM _____

DATE _____ TIME _____

RECEIVED FROM _____ BY _____

DATE _____ TIME _____

RECEIVED FROM _____ BY _____

DATE _____ TIME _____

RECEIVED FROM _____

DATE _____ TIME _____

SECTION 44.1.

OFF DUTY: POLICE ACTIVITY.

POLICY: Due to the nature of law enforcement activities, it is necessary for employees to be subject to call out at all times. It is the policy of this department to allow the highest ranking supervisor or senior officer on duty, at the time a situation occurs, to evaluate the circumstances and determine what additional resources, (personnel, equipment, etc.), if any, are needed.

PURPOSE: The purpose of this policy is to establish guidelines for all employees to follow concerning call out procedures, and actions to be taken by off duty officers in certain situations.

DEFINITIONS:

- A. **Conflict of Interest:** A conflict of interest, concerning police activities within this agency, occurs when an employee of this department becomes involved in a situation, (acts or intervenes in a case), for which the employee has a particular interest in the outcome.

PROCEDURES:

- A. It shall be the responsibility of the highest ranking supervisor/officer on duty to notify the Chief of Police in the event that a call out is being contemplated. An exception to this rule will apply in situations such as a minor felony offense, (battery, burglary, theft, etc.), for which an investigating officer is needed to perform a follow up investigation. The Chief of Police will always be notified concerning any major crime, event, or catastrophe.
- B. All employees of this agency will be considered as being "off duty" at anytime other than during regularly scheduled working hours.
- C. All employees of this agency will be subject to call during their "off-duty" time.
- D. Employees shall be subject to emergency stand-by as deemed necessary by the Chief of Police or his/her designee.
- E. **Law Enforcement Action While Off-Duty:**
 - 1. An officer shall act in his official capacity, whether on or off-duty, if he observes an incident requiring law enforcement action in which time is of the essence, or if his action will safeguard life or property or prevent the escape of a criminal.

2. An officer shall not take action, other than to safeguard life and property, in any situation for which he/she would be considered to have a conflict of interest.
3. An off duty officer in plain clothes will not place themselves in a situation, because of their appearance, which would create a substantial risk of injury to the officer or others. Intervening in a domestic dispute for which no physical altercation is occurring is an example of this type situation. An officer should, however, contact the department for deployment of uniform personnel.
4. An off duty officer will carry his/her official police department identification at all times when off duty and away from home. Off duty police officers are permitted to carry their off duty weapon which have been authorized by the Chief of Police and have been qualified to use such weapon in accordance with this department's policy and State law.

F. Neighborhood Disputes

1. Officers shall not intentionally become involved in or attempt to intervene in neighborhood quarrels or disputes involving their neighbors. These disputes shall be handled by disinterested persons, and the officer assigned to patrol the area shall be called when necessary.
2. Officers shall not make arrests in their personal quarrels or those of their family or neighbors unless such action is warranted by the immediate threat of serious bodily harm or property damage.

G. In any situation requiring the utilization of additional resources, the Chief of Police will have the responsibility of contacting the mayor/city manager as soon as it is reasonably possible.

H. Call out in all situations involving off duty personnel will require the use of discretion by the supervisor/highest ranking officer in charge and will depend on the circumstances associated with each incident.

SECTION 48

PATROL FUNCTIONS\LEAVING THE TOWNSHIP

POLICY: The patrol function is a primary law enforcement function and embraces much more than the act of patrolling. It is a generalized function in which officers engage in a wide variety of activities to include, but not limited to; enforcing traffic/criminal laws, answering complaints, conducting follow-up investigations, community relations, transporting prisoners, crime prevention activities, etc.

PROCEDURES:

A. Communications/coordination/cooperation between components:

All patrol officers must cooperate and exchange information with criminal investigators and personnel of other functional areas of the department. This cooperation and exchange is accomplished by, but not limited to:

- (1) Attendance of all personnel at staff meetings, where matters of departmental interests are discussed and ideas are exchanged.
- (2) Review daily by all patrol and investigative personnel of offense/incident reports and miscellaneous information made available by utilization of the daily reading file. This review should trigger the sharing of information and assistance.
- (3) Review of and input from all personnel in development of new policies and/or procedures.

B. Patrol Coverage

- (1) This law enforcement agency operates 24 hours a day, around the clock, seven days a week, to provide the citizens with law enforcement services. The department will provide, generally, the same services at all hours of the day or night in relation to answering calls for service, emergency, preventive patrol, traffic enforcement, etc.

(2) **Assignment of Officers to Patrol Areas:** The assignment of officers to particular areas will be the responsibility of the Chief of Police or his/her designee based on the following criteria:

- (a) Number of calls for service
- (b) Number of offenses/incidents
- (c) Number of businesses
- (d) Available manpower
- (e) Other specific needs

(3) **Area Rotation Frequency:**

- (a) Partial rotation may also be necessary when a particular officer is required to perform a specific type of assignment in another part of this jurisdiction.
- (b) The Chief of Police or his/her designee will rotate area assignments as frequently as believed necessary to maintain a high level of officer interest and responsiveness to the law enforcement needs of the district.

(4) **Sharing Significant Law Enforcement Information:**

- (a) Officers assigned to areas are encouraged to share significant law enforcement information concerning their area with other officers. Such information may be placed on an Information Memo or passed on personally.

C. **Supervision/scheduling:** Supervisor scheduling responsibilities include:

- (1) Ensuring sufficient personnel are available for daily assignment to meet prescribed minimum staffing levels.
- (2) Anticipating pre-planned major events and ensuring availability of personnel as required.
- (3) Monitoring accrual of/and mandatory pay back requirements for compensatory time.
- (4) Monitoring of leave time accrual in order to ensure that no individual leave

is lost due to excess accrual at year-end (December 31).

- (5) Coordinating officer attendance at required and optional training, range firing, physical fitness evaluation, etc.
- (6) Requesting assistance from within or outside agencies in meeting emergency or other planned law enforcement activities.
- (7) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations, directed patrol activity, and changes in the status of wanted persons, the stolen property list, and major investigations.
- (8) Notifying officer of schedules and assignments or changes therein.
- (9) Informing officers of new directives or changes in directives.

D. Prisoner Transport Vehicles: The department does not have officers or vehicles that are designated exclusively for prisoner transport purposes. Any officer while performing his regular duties may be utilized to transport a prisoner as the need arises.

E. Patrol Activities

- (1) Response to certain incidents. Response to some calls may require several officers to deal effectively and safely with the problem. The types of situations requiring the response of at least two officers are:
 - (a) Potential or actual assault on an officer
 - (b) Possibility of or actual on-scene arrest for a felony or violent misdemeanor
 - (c) Potential or actual resistance to arrest
 - (d) Possibility of or actual use of force
 - (e) Crime in progress
 - (f) Fleeing suspect
 - (g) Domestic Abuse Incidents

- (2) COUNTY DISPATCH will ensure the dispatch of back up to all calls requesting assistance. An officer finding the circumstances listed above will request back-up assistance. Two officers assigned to such a call will coordinate their simultaneous arrival, where possible.

F. Incidents Requiring Presence of Chief of Police: Chief of Police will be notified and determine whether to proceed to and assume command of the following types of incidents:

- (1) Serious injury to a police officer
- (2) Accident involving a police vehicle especially if an officer is injured, other persons are injured, or major damage is involved
- (3) Major crimes to include murder, bank robbery, jail break, heinous crime, and assault where death may occur
- (4) Barricade/hostage situation
- (5) Disasters, catastrophes, or severe weather producing emergency conditions
- (6) Serious complaint or incident involving a law enforcement officer
- (7) Serious accident, injury, or incident involving agency personnel or property
- (8) Any other incident where he/she is requested

G. Public Hazards/Potential Hazards

- (1) A wide variety of hazardous situations in this jurisdiction such as bad road/weather conditions, unsafe structures, potentially dangerous calls for service, etc., will normally be identified by the patrol officers on the street or called into COUNTY DISPATCH by citizens or announced by local media. Information as to any of these hazardous or potentially hazardous situations should be reported, shared among officers and other agencies that need to know, and passed on to subsequent shifts.
- (2) Information concerning hazardous/potentially hazardous situations that is received by COUNTY DISPATCH should be passed on to all personnel during shift change in order to prepare and plan for the situations.

H. Special Notifications:

(1) Emergency/Next-of-Kin Messages

- (a) Subject to the availability of personnel, emergency messages of any legitimate type, as defined by the person receiving the message here in the department, may be delivered. Any message pertaining to death, serious injury, or serious illness will be delivered.
- (b) Notifying next-of-kin in a case where there is a death, serious injury, and/or serious illness, can place the officer in a delicate and uncomfortable situation. The following procedures should be utilized when ever possible and practical:
 - * Notification should be made as promptly as possible
 - * The presence of a minister or relative/close friend (if known) should be obtained whenever possible prior to notification.
 - * If notification has to be made alone, the officer should offer assistance to the next-of-kin in contacting a relative, close friend, and/or minister.
 - * The person receiving notification should be advised of the means used in transmitting the notification to the department, i.e., teletype or call from another law enforcement agency, unverified telephone call to the department, etc.
 - * When requested by another agency to make notification of next-of-kin, the officer should attempt to obtain whatever pertinent information about the situation is available in order to assist the relative receiving the message here.

- (2) Medical Examiner: The Medical Examiner will be notified in all situations where an officer responds to a location where a death has occurred. Notification will normally be made by the officer and/or Emergency Medical Services paramedic, who made the pronouncement of death. The name of the victim, location, telephone number and any preliminary facts pertaining to the death will be given to the Medical Examiner.

(3) **Street/Highway/Public Utility Personnel:** At anytime when a situation exists that creates a hazard or potential hazard, the officer identifying the situation will make proper notification in order that the situation may be corrected in as short a time as possible. Typical situations and timing of notification are as follows:

(a) **Immediate notification to proper agency**

- * Large holes in road
- * Electrical power lines down
- * Large debris etc., in roadway
- * Breaks in water, gas, or other utility
- * Snow/ice, etc. on roads
- * Fire hazards needing immediate attention

(b) **Notification at beginning of next business day**

- * Small (non-hazardous) holes in road
- * Street lights in need of repair
- * Telephone/video cables down but not creating hazard
- * Dead animals in road
- * Potential fire hazards not requiring immediate attention
- * Excessive growth of weeds, grass, etc.

(c) **Some hazardous situations may demand immediate notification of the local radio station(s) in order to request immediate public service announcements. Normally, the Chief of Police will handle the situation.**

I. **Preliminary Court Appearances Not Required:** Court appearance by the law enforcement officer is not required in the following types of cases:

- (1) Any initial appearance which requires appointment of counsel to the defendant
- (2) Any prepaid traffic infraction
- (3) Any other cases when officer is notified by the court/Prosecuting Attorney that his/her presence is not required.

LEAVING THE TOWNSHIP

PURPOSE; The purpose of this policy is to clearly define the circumstances and/or conditions under which an officer, while "ON DUTY" may leave the Township on official business in a West Deer Township police unit.

Officers/Unit are permitted to leave the Township of West Deer for the following reasons/purposes:

1. To effectively continue one's patrol, crossing over the Township line, as needed, so as to negate the need for the patrol to avoid having to make an abrupt and hazardous turnaround at said Township boarder, i.e. Middle Road. and East Hardies to Cedar Ridge Road.
2. To continue one's PURSUIT in accordance to West Deer Township Police Departments current Pursuit Policy, Section 51.3 of this policy manual.
3. In furtherance of the existing cooperative MUTUAL AID agreements that are in effect at the time. (Note: Any West Deer Township Police Officer who may have an occasion to assist another police department shall either offer his/her assistance OR wait to be called to assist said department, via RADIO COMMUNICATIONS prior to rendering ANY assistance.
4. Further, police officers/units ARE permitted to leave the territorial boundaries of the Township of West Deer to accomplish the following once permission has been obtained from the shift supervisor.
 - A. To transport a patient and/or actor to a medical facility for emergency care, breath/blood/urine sample and /or to pursue an accident and/or criminal investigation.
 - B. To transport evidence to/from the crime laboratory.
 - C. To attend any criminal court or district court proceeding, as required by subpoena and/or court order.
 - D. To obtain parts and/or parcels for the police department and/or township of West Deer as instructed to do so by one's township officer/s.
 - E. To provide an escort for a funeral details, emergency ambulance trips and/or any other SPECAIL DETIAL as approved/authorized by the O.I.C. (Note: All funeral escorts shall be within a 15 mile radius of the township unless otherwise specified).

- F. To obtain a needed repair to or service on any police unit, including but not limited to car washed, speedometer checks, and/or any necessary repairs to or modifications on any police department vehicle.
- G. To attend pre-approved meetings, training seminars, schools and similar events as approved by the Chief of Police.

Officers are permitted to leave the township to PICK-UP a meal/snack at any of the municipalities that DIRECTLY border West Deer Township. Only one officer may leave the township to pickup his/her meal at a time.

AT NO TIME WILL ANY OFFICER LEAVE THE TOWNSHIP UNPROTECTED. One officer shall be available AT ALL TIMES. If/when any officer chooses to take advantage of this privilege he/she shall communicate his/her intentions to the other officer on duty with him/her at that the time, by way of telephone or in person. Neither radio transmission nor "coding" shall be utilized to affect this privilege. The officer's meal pickup MUST be recorded in his/her patrol log as to the exact time and the name of business establishment. This privilege shall be considered as part of your lunch/dinner period and shall be limited to one pickup per officer per tour of duty.

NOTE: Exceptions to this regulation shall permit any/all Officer's who may be attending school, training seminars, juvenile and/or criminal court, district justice hearings, etcetera to obtain his/her breakfast, lunch or dinner and/or a snack while traveling to and from the township of West Deer as the officer has a need to do so. Abuses of these privileges shall result in the suspension of such privileges; as determined by the Chief of Police.

NOTE: Any/all scenarios/circumstances not covered in the aforementioned policy shall/will be amended by the Chief of Police on an as needed basis. Said amendments shall be made known to all department personnel in a timely and written fashion so as to promote and provide strict adherence to these regulations.

SECTION 51.3

POLICE VEHICLE: PURSUIT DRIVING

1. PURPOSE

The purpose of this policy is to provide police officers with guidelines on Pursuit Driving and related activity. Changes in law and procedure, as well as training provided on this procedure, will give rise to modifications and updates. This policy is considered CONFIDENTIAL and thereby is not to be released to the public consistent with Section 6342(e) of the Vehicle Code (Title 75).

2. GENERAL CONSIDERATIONS

All police officers should have the goal to minimize the likelihood of pursuits. An officer's initial effort to affect a traffic stop/apprehend an offender shall not, in and of itself, constitute a pursuit. When possible and without creating a threat to the officer or public, prior to initiating a stop, an officer should consider whether it is tactically the best time and place to initiate the stop.

A motor vehicle pursuit is justified only when the necessity of immediate apprehension outweighs the level of danger created by the pursuit.

Every officer must always weigh the benefits of immediate capture with the risk inherent to the pursuit itself.

3. DEFINITIONS

Avenue of Escape: A gap in a roadblock which requires the violator to decrease the vehicle's speed to permit the violator to bypass the roadblock.

Boxing-in: (Also known as Blocking) A slow-speed coordinated maneuver where two or more vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Boxing-in is not a moving or stationary roadblock.

Caravan or Caravanning: Direct participation in, or following of, a pursuit by emergency vehicles other than the primary and authorized secondary units.

Divided Highway: A road which includes a physical barrier between traffic traveling in opposite directions.

Forcible Felony: For the purposes of this policy, a forcible felony involves actual or threatened force, violence, serious bodily injury, or death, which may include:

- Murder
- Voluntary Manslaughter
- Arson – Endangering Persons
- Aggravated Assault causing serious bodily injury

- An act of terrorism incident involving a weapon of mass destruction.
- Sexual Assault
- Rape
- Involuntary Deviant Sexual Intercourse
- Robbery
- Kidnapping
- Burglary

Initiating Unit (Officer): The police unit (officer) that initiates the pursuit.

Motor Vehicle Pursuit: An active attempt by a police officer operating a motor vehicle to apprehend one or more occupants of a motor vehicle when the driver of the vehicle is resisting the apprehension by maintaining or increasing his speed, or using evasive tactics, or by ignoring the police officer's audible or visual signal to stop. [75 Pa. C.S. §6341] For the purposes of this policy, an attempt by a police officer to stop any motor vehicle operating in conformance with posted speed limits and other traffic laws shall not be considered a Motor Vehicle Pursuit.

Paralleling:

Street Paralleling: Driving a police vehicle on a street parallel to a street on which a pursuit is occurring.

Vehicle Paralleling: A deliberate tactic by one or more patrol vehicles to drive alongside the pursued vehicle while it is in motion.

Primary Unit: The police unit immediately following the suspect vehicle at a reasonable distance—that assumes primary control of the pursuit.

Pursuit Intervention Technique or Precision Immobilization Technique (PIT): A low-speed maneuver designed to cause the suspect vehicle to spin out, stall and come to a stop.

Pursuit-rated (vehicle): An authorized emergency vehicle that is specially designed and equipped for use during high-speed pursuits.

Ramming: Legal intervention technique consisting of the deliberate act of contacting a suspect's vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect's vehicle to stop. This action shall be considered use of deadly force.

Road Block: A deliberate obstruction by physical means at one or more selected points on a roadway, which may be employed for a number of different purposes.

Secondary Unit: Any police unit that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.

Serious Bodily Injury: Bodily injury, which creates substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ [18 Pa. C.S. §2301].

Terminate: To discontinue a pursuit or stop chasing fleeing vehicles.

Termination Point: The location where the pursuit comes to a conclusion.

Tire Deflation Device (TDD): A device designed and intended to produce a controlled deflation of one or more tires of a pursued vehicle, and capable of operation consistent with criteria established in this policy.

Trail or Trailing: The unauthorized following of a pursuit at any distance, to include paralleling, intercepting, or tracking.

4. **LAW**

a. **Pennsylvania Motor Vehicle Code, Title 75**

- i. **Section 6342 (a):** Each police department shall develop and implement a written emergency vehicle response policy governing the procedures under which a police officer should initiate, continue, and terminate a motor vehicle pursuit. This policy may be the model policy endorsed by a national or state organization or association of police chiefs or police officers. The written policy shall incorporate the guidelines under this section.
- ii. **Section 6342 (e):** A policy adopted under this section shall be confidential and shall not be made available to the general public.
- iii. **Section 3105: Required Use of Audible and Visual Signals.** The privileges granted in Section 3105, shall apply only when the vehicle is making use of an audible signal and visual signals and the driver of the emergency vehicle is driving with due regard for the safety of all persons.
 1. Officers may exceed the maximum speed limits so long as the driver does not endanger life or property.
 2. Officers may proceed past a red signal indication or stop sign, but only after slowing down as may be necessary for safe operation.
 3. **School Busses.** Officers must come to a complete stop when a school bus flashes its red signal lights and activates a stop signal. The vehicle pursuit may continue only after exercising due caution for the safety of students.

5. PROCEDURES

a. Pursuit Initiation

- i. Vehicle pursuits for summary, misdemeanor or non-forcible felony offenses are prohibited unless the immediate danger to another person created by the pursuit is less than the immediate or potential danger of death or serious bodily injury to another person should the suspect remain at large and/or continue to flee.
- ii. Vehicle pursuits are authorized only when, based on the totality of the circumstances, an officer who is in close proximity to a suspect reasonably believes:
 1. the suspect did commit or attempt to commit a forcible felony; or
 2. the suspect is mentally ill (if the mental illness is known to the officer) or suicidal, and the officer reasonably believes that they are a danger to themselves or others to the extent that failing to apprehend the subject is likely to result in death or serious bodily injury to themselves or others; or
 3. the driving ability of the suspect is so impaired or so reckless, prior to initiating the pursuit, that it is likely to result in death or serious bodily injury to themselves or others.
- iii. The felony violation of Fleeing and Eluding, in and of itself, is not justification for a pursuit.

b. Pursuit Considerations and Pursuit Driving

- i. Police Officers are under no legal obligation to initiate a pursuit.
- ii. Any officer who makes a decision not to pursue or to terminate his involvement in a pursuit will not be disciplined, second guessed nor subjected to inappropriate criticism.
- iii. In deciding whether to initiate or continue a pursuit, an officer must consider the following factors:
 1. whether justification to initiate the pursuit exists;
 2. the seriousness of the original violation and how it relates to the safety of the officer(s) involved and the public.
 3. whether the suspect's identification and address are known, thereby making available an alternate means of arrest (e.g. by an arrest warrant);
 4. road configuration (e.g., interstate, divided highway, work zones);
 5. physical location and population density (e.g., residential area, school zone, business district);
 6. day of week, time of day;

7. existence of vehicular and pedestrian traffic;
 8. lighting and visibility;
 9. weather and environmental conditions;
 10. the relative performance capabilities of the pursuit vehicle and the vehicle being pursued (e.g., pursuit-rated police vehicle);
 11. officer ability, training, experience, and familiarity with the pursuit area;
 12. speed and evasive tactics employed by the suspect;
 13. the presence of other persons in the suspect vehicle;
 14. the necessity for immediate vs. subsequent apprehension;
 15. any other condition or situation that would create an unreasonable risk.
- iv. An active pursuit will normally involve not more than two (2) police vehicles: the primary police vehicle, and one secondary police vehicle.
1. "Caravanning" is not permitted. No other police vehicles will "caravan" behind the secondary unit. Additional support police vehicles may be utilized to provide peripheral assistance to the primary and secondary vehicles, (e.g., to clear intersections, deploy tire deflation devices or assist in a foot pursuit).
 2. Officers involved in a pursuit shall not engage in vehicle or street paralleling.
- v. During pursuit, a safe distance shall be maintained between all involved vehicles enabling the pursuing officers to duplicate any sudden turn and reduce the possibility of a collision in the event of a sudden stop.
- vi. If the primary police vehicle becomes disabled, the secondary police vehicle will become the primary unit and, if available, the Shift Supervisor/OIC will assign another vehicle as secondary.
- vii. The pursuing officers and Shift Supervisor/OIC must continuously assess the benefits of continuing the pursuit. Any officer in the primary or secondary vehicle can terminate the pursuit at any time, regardless of rank.
- viii. Under no circumstances shall police vehicles with civilian passengers (including prisoners) become involved in a pursuit.

- ix. **Intersections:** are extremely dangerous; caution and common sense are to be used when proceeding through intersections where the traffic may have the right of way. An officer shall proceed through an intersection only after slowing down as may be necessary for safe operation. Emergency lights and sirens only signal vehicles in the immediate path of the pursuit to pull over and yield the right-of-way; they are not to be depended upon to stop cross-traffic at an intersection.
- x. **One-way Streets and Divided Highways:** officers shall take all necessary precaution to avoid operating a vehicle the wrong way on a divided roadway. This action is extremely dangerous and may result in tragedy. Nor should an officer pursue a vehicle the wrong way on a one-way street due to the risk of danger to the public and to the officer(s). If, however, facts and circumstances present themselves to require either action, the officer must be able to **justify their actions** and show that all possible safety for the public and the pursuing officer was taken into account.

c. **Pursuit Termination**

- i. All pursuing officers shall discontinue and the Shift Supervisor/OIC shall terminate the pursuit when:
 - 1. directed to do so by a primary or secondary pursuing officer or a Supervisor/OIC;
 - 2. the hazards of exposing the officer(s), public, or suspect to unnecessary dangers are greater than the danger posed by continuing the pursuit or permitting the suspect(s) to escape apprehension;
 - 3. the pursuing officer knows, or is reasonably certain he/she knows the identity of the person being pursued;
 - 4. it becomes apparent that the pursuit is futile;
 - 5. the location of the pursued is no longer known;
 - 6. the pursuing officer loses contact with radio dispatch;
 - 7. the pursuing police vehicle sustains damage or a mechanical failure that renders it unsafe to drive;
 - 8. the pursuing police vehicle's emergency lights or siren are not functioning;
 - 9. the pursuing officer is unresponsive to requests for updates.
- ii. When notified that either a Supervisor/OIC or a pursuing officer has terminated a pursuit, all assisting officers will immediately terminate the pursuit.

d. Pursuit Vehicles

- i. When available, a marked, pursuit-rated patrol vehicle having emergency lights and audible signals shall be used to pursue, particularly as the primary unit. When a pursuit is initiated by other than a marked, pursuit-rated patrol vehicle, such vehicle shall disengage when a marked, pursuit-rated patrol vehicle becomes available.
- ii. Unmarked vehicles which are properly equipped with emergency lights and siren may act as the primary unit only until a marked unit can assume primary unit duties. The unmarked vehicle shall yield to the first arriving marked unit and then assume the responsibility of a secondary unit until such time as another marked unit arrives to relieve the unmarked unit. The unmarked unit shall disengage when two marked units are in place.
- iii. Motorcycles and special purpose vehicles (e.g. pick-up trucks, vans) should not be used for pursuits except in exigent circumstances and when weather and related conditions allow. These units shall disengage when support from marked patrol units becomes available.
- iv. Officers operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those officers should discontinue such support immediately upon arrival of a sufficient number of authorized emergency police department vehicles or any air support.

e. Initiating Officer/Primary Unit Responsibilities

- i. If a pursuit is initiated, the pursuing officer shall immediately activate emergency lights, audible signals, and camera, and immediately inform the radio dispatcher:
 1. that a pursuit has been initiated;
 2. the location, direction of travel, and speed of the suspect vehicle;
 3. the vehicle description and, if possible, license plate information;
 4. the identity and/or description of the driver and number of occupants;
 5. the continuous progress of the pursuit;
 6. upon arrival of a secondary unit consider relinquishing communication responsibilities to the secondary unit.
- ii. If ordered by a supervisor to relinquish the primary unit duties to another police unit, immediately withdraw from the pursuit, and provide support as directed.

- iii. If the initiating/primary unit loses sight of the suspect vehicle, terminate the pursuit immediately, and notify radio dispatch. Broadcast pertinent information and begin a search of the area where suspect vehicle was last seen.
- iv. If the secondary unit or any Supervisor/OIC terminates the pursuit, disengage from the pursuit immediately, deactivate the emergency lights and siren, and safely stop the police vehicle.
- v. If a pursued vehicle is found unattended, it should be secured and treated as a crime scene.

f. Secondary Unit Responsibilities

- i. Upon joining the primary unit, identify to the Communications Center as the secondary unit.
- ii. Maintain visual contact but remain a safe distance behind the primary unit.
- iii. Prepare to assume all communication responsibilities such as reporting the continuous progress of the pursuit.
- iv. **DO NOT PASS** the primary unit unless requested to do so by that unit, or if other conditions exist, such as mechanical malfunction, etc.
- v. Back up and support the primary unit officer(s) consistent with this directive.
- vi. If either the primary unit or any Supervisor/OIC terminates the pursuit, disengage from the pursuit immediately, deactivate the emergency lights and siren, and safely stop the police vehicle.
- vii. If a pursued vehicle is found unattended, it should be secured and treated as a crime scene.

g. Air Support

- i. Air support assistance, if available, should be considered.
- ii. If air support becomes involved, once the crew has established visual contact with the pursued vehicle, they should assume communication control over the pursuit. The primary and secondary ground pursuit vehicles, or involved Supervisor/OIC, will maintain operational control but should consider whether the participation of air support warrants their continued close proximity and/or involvement in the pursuit.
- iii. If the air support determines that it is unsafe to continue the pursuit, they can terminate the pursuit.

h. Shift Supervisor/OIC Responsibilities

- i. The Shift Supervisor/OIC shall be responsible for managing all vehicular pursuits to include determining whether the pursuit should continue or be terminated.

- ii. The Shift Supervisor/OIC must constantly assess the pursuit situation as it relates to the safety of the officer(s) involved and the general public. If the shift supervisor determines that the pursuit's risks outweigh the continuation of the pursuit, the shift supervisor shall terminate the pursuit without delay. The Shift Supervisor/OIC shall direct and control the pursuit and apprehension efforts by:
 - 1. evaluating the primary/initiating unit's justification for commencing and continuing the pursuit;
 - 2. immediately terminating the pursuit, if necessary, considering all the facts and circumstances as set forth in this policy;
 - 3. monitoring all radio transmissions, ensuring the Communications Center is kept informed of location, direction, speed, weather and road conditions, vehicle, and pedestrian traffic, etc.;
 - 4. limiting the involvement and radio use by other units;
 - 5. coordinating and directing activities as needed to ensure that proper procedures are being used and followed, to include ensuring that:
 - (i) no more than the necessary number of units are involved;
 - (ii) the appropriate radio channel is being utilized;
 - (iii) surrounding jurisdictions have been notified; and
 - (iv) the pursuit is terminated when necessary;
 - 6. coordinating other units to respond to strategic locations to possibly assist in the apprehension of the suspect(s); and
 - 7. arriving at the scene of any apprehension as soon as practical to ensure that arrests are made in accordance with department policy.
 - iii. If the pursuit was terminated, contact the primary unit and secondary unit and ensure compliance with the order to terminate the pursuit and safely stop the vehicles.
 - iv. The Shift Supervisor/OIC may join the initiating officer in the pursuit, when appropriate and in compliance with this policy.
 - v. The Shift Supervisor/OIC shall approve the use of Ramming, Road Blocks, Boxing-In, TDDs, and other pursuit intervention techniques.
- i. Responsibilities of Communications Center Personnel**
- i. If the pursuit is confined within the Municipality limits, radio communications will be conducted on the primary police channel unless instructed otherwise by a Supervisor/OIC or dispatcher.

- ii. Upon notification or becoming aware that a pursuit has been initiated, the dispatcher is responsible for:
 - 1. clearing the radio channel of non-emergency traffic;
 - 2. coordinating pursuit communications of the involved officers;
 - 3. broadcasting pursuit updates as well as other pertinent information as necessary; and
 - 4. logging all pursuit activities.

j. Officers Not Involved in The Pursuit

- i. Officers who are not involved in the pursuit should remain in their assigned areas, should not parallel the pursuit route, and should not become involved with the pursuit unless directed otherwise by a Supervisor/OIC.
- ii. Uninvolved officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those officers should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended crash or if the suspect intentionally tries to ram the police department vehicle.
- iii. The primary pursuit vehicle and secondary pursuit vehicle should be the only vehicles operating under emergency conditions (emergency lights and siren) unless other officers are assigned to the pursuit.
- iv. Non-pursuing members needed at the pursuit termination point shall respond (e.g. emergency or non-emergency manner) as appropriate to the request/necessity for assistance.

k. Inter-Jurisdictional Pursuits

- i. Pursuit into another jurisdiction
 - 1. If the pursuit leaves the jurisdiction of this department or such is imminent, and communications personnel cannot patch these jurisdictions over to our channel, involved officers should, when safe to do so, switch radio communications to a tactical or emergency channel most accessible by participating agencies.
 - 2. When a pursuit enters another agency's jurisdiction, the primary pursuing officer or Supervisor/OIC taking into consideration the distance traveled, unfamiliarity with the area, and other pertinent facts, should determine whether to request the other agency to assume the pursuit.

3. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that communications personnel ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether the jurisdiction is expected to assist.

ii. Assumption of pursuit by another agency

1. Officers will relinquish control of the pursuit when another agency has assumed the pursuit, unless their continued assistance is requested by the agency assuming the pursuit.
2. Upon relinquishing control of the pursuit, the involved officers may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation. The Supervisor/OIC should coordinate such assistance with the assuming agency.
3. The roles and responsibilities of officers at the termination point of a pursuit initiated by this department shall be coordinated with appropriate consideration of the needs of the agency assuming the pursuit.
4. Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific.

iii. Pursuits extending into this jurisdiction

1. The agency that initiates a pursuit shall be responsible for conducting the pursuit. Officers from this department should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a Supervisor/OIC.
2. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, an officer from this department may, with supervisor approval, immediately join the pursuit until sufficient vehicles from the initiating agency join the pursuit or until additional information is provided allowing withdrawal from the pursuit.
3. When a request is made for this department to assist in a pursuit that has entered our jurisdiction, the Supervisor/OIC should consider whether the pursuit meets our department's criteria for a pursuit, and may either accept or decline involvement.
4. Assistance to a pursuing agency by officers of this department will conclude at the Municipal limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

5. In the event that the termination point of a pursuit from another agency is within this jurisdiction, officers shall provide appropriate assistance including, but not limited to, scene control, and any other assistance requested or needed.

I. Intervention Techniques/Tactics

- i. **General Considerations:** Whenever practicable, an officer shall seek approval from a Supervisor/OIC before employing any intervention techniques. In deciding whether to use intervention techniques, officers/supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each technique to the public, the officers and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention technique should be reasonable in light of the circumstances apparent to the officer at the time of the decision.

- ii. **Techniques:**

1. **Use of Firearms (See Use of Force Policy)**

- (i) The use of firearms to disable a pursued vehicle is not generally effective and involves all the responsibilities and dangers associated with discharging firearms.
 - (ii) Shots fired at or from a moving vehicle are **prohibited**, except in situations when the use of deadly force is justified. Officers should not fire at a moving vehicle, its tires, etc., with the intent of rendering it inoperable because of the hazard an uncontrollable vehicle would pose to innocent bystanders. However, this does not preclude firing at the occupants inside the vehicle when the occupants are using deadly force against the officer or others, generally by means other than the vehicle itself.
 - (iii) Police officers should not place themselves in the path of a moving vehicle, nor remain in the potential path of a temporarily stopped vehicle. When possible, officers should move from the path of an approaching vehicle to avoid situations wherein the use of deadly force may be necessitated.

2. **Road Blocks**

- (i) Road blocks should only be utilized in circumstances where deadly force would otherwise be justified.
 - (ii) The decision to establish a road block shall be made or approved by the Shift Supervisor/OIC.

- (iii) The decision to establish a road block should be made with consideration of the following criteria;
 - a) Seriousness of the crime committed by the fleeing vehicle.
 - b) Fleeing forcible felon who poses an imminent danger to others if not apprehended.
 - c) Time lapse from the commission of the crime.
 - d) Location of the proposed road block.
 - e) Availability of manpower and vehicles.
 - f) Safety of officers and the public.
- (iv) The use of a road block must be directly associated with the seriousness of the crime for which the suspect is wanted, and the road block erected only when it is apparent that innocent persons will not be endangered. Ideally, it should afford clear visibility to traffic in all directions and to all highway users.
- (v) If a road block is employed, the officer shall activate the emergency lights on the vehicle being used as a road block and exit the vehicle and proceed to an area of safety. At no time, will an officer remain with a vehicle that has been deployed as a road block.
- (vi) Police vehicles used in road blocks should be positioned in such a way that headlights, takedown lights, and spot lights shall not be directed into the pursued vehicle.
- (vii) Any road block that is employed should ideally be placed in a location where the operator of the pursued vehicle would have adequate opportunity to see the road block placed ahead of him, giving the pursued vehicle time to stop safely, or to slowly maneuver through the roadblock.
- (viii) An avenue of escape through the road block must be established. The escape route must be established in such a manner to allow the pursued vehicle (and pursuing police vehicles) to maneuver through the road block at a reasonable speed. Approved controlled tire deflation devices (TDDs) may be deployed across the avenue of escape route.
- (ix) Unmarked police vehicles should not be used as the primary vehicle for a road block unless exceptional circumstances require such usage for the safety of the public.

3. Tire Deflation Devices (TDDs)

(i) When time permits and safety considerations are met, with the approval of a Supervisor/OIC, the use of the controlled tire deflation device (TDD) is permitted. However, prior to deploying this device, the following criteria should be met:

- the TDD shall not be used to stop motorcycles, mopeds or similar two-wheel vehicles;
- other reasonable means of termination have been considered and officers reasonably believe the risks involved in continuing the pursuit outweigh the risks associated with the use of the TDD;
- the officer has been trained in the use and deployment of the device as recommended and established by the manufacturer;
- if possible, the pursuing officers / agency will be notified of and acknowledge that the TDD is going to be deployed, and of the approximate location;
- the deploying officer shall exercise caution in an effort to reduce the possibility of damage or injuries to uninvolved vehicles and pedestrians;
- the deploying officer shall be in a position at a predetermined location to allow sufficient time for deployment; after deployment, the officer(s) shall immediately seek an area of safety;
- when safe to do so, the deploying officer should remove the device from the roadway once the suspect's vehicle crosses over;
- officers shall not attempt to overtake and pass a high speed pursuit in order to deploy the TDD;
- the use of the TDD in a stationary vehicle situation is permitted to prevent a vehicle from being moved by a suspect attempting to flee a scene;

- unless the continued movement of the pursued vehicle would result in an unusual hazard to others, a TDD should not be deployed to stop the following vehicles:

1. school buses transporting students;
2. passenger buses transporting passengers;
3. vehicles carrying hazardous loads, fuel, etc.

4. Pursuit Intervention Technique or Precision Immobilization Technique(PIT)

- (i) The PIT is limited to use by properly trained officers with the approval of a Supervisor/OIC and upon assessment of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public, and occupants of the pursued vehicle.

5. Boxing-In

- (i) Because of the potential risks involved, this intervention technique shall only be employed by properly trained officers, with the approval of a Supervisor/OIC, and after giving consideration to the following:
 - a) the suspect vehicle is stopped or traveling at a low speed; and
 - b) other reasonable intervention tactics have failed or reasonably appear ineffective.

6. Ramming

- (i) **Ramming shall constitute the use of deadly force and shall only be used to effect the lawful apprehension arrest of a person(s) with approval of a Supervisor/OIC and when both of the following conditions have been met:**
 - a) the officer reasonably believes the suspect poses an imminent threat of death or serious bodily injury to others unless apprehended without delay; and
 - b) other reasonable intervention tactics have failed or reasonably appear ineffective.

j. Administrative Review

- i. Every officer involved in a pursuit as a primary, secondary or support unit shall complete required written report(s) to the Chief of Police as to their involvement in the pursuit.
- ii. A debriefing of officers involved in a pursuit will be conducted as soon as possible after termination of the pursuit. This is not for disciplinary purposes, but as a tool to evaluate the pursuit and the pursuit policy of the agency.
- iii. In addition to department reporting requirements, a Pennsylvania State Police Pursuit Report will be completed by the responsible officer and submitted to the Chief no later than the end of the officer's next full tour of duty. The Chief or designee will review and forward the report electronically to the Pennsylvania State Police for statistical reporting purposes within five (5) days of the pursuit.
- iv. As part of the administrative review, an annual analysis of all pursuits will be conducted and documented by the Chief or designee. This analysis will look towards any patterns or trends with agency involved pursuits, and any training or policy changes that may need to be addressed.

k. Training

- i. All officers should attend periodic training addressing the requirements and restrictions of this policy. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to public, officers, and suspects.

l. Policy Review

- i. Officers of this department shall certify in writing that they have received, read, and understand this policy initially, upon any amendments, and whenever training on the policy is provided.

PURSUIT POLICY QUIZ

1. A motor vehicle pursuit is justified only when the necessity of immediate apprehension _____ the level of danger created by the pursuit. Every officer must always weigh the benefits of immediate capture with the risk inherent to the pursuit itself.

2. The privileges granted in Section 3105, shall apply _____ when the vehicle is making use of an audible signal and visual signals and the driver of the emergency vehicle is driving with due regard for the safety of all persons.

3. Vehicle pursuits for summary, misdemeanor or non-forcible felony offenses are _____ unless the immediate danger to another person created by the pursuit is less than the immediate or potential danger of death or serious bodily injury to another person should the suspect remain at large and/or continue to flee.

4. Vehicle pursuits are authorized only when, based on the totality of the circumstances, an officer who is in close proximity to a suspect reasonably believes:
 - a. the suspect did commit or attempt to commit a _____
_____ ; or
 - b. the suspect is mentally ill (if the mental illness is known to the officer) or suicidal, and the officer reasonably believes that they are a _____ to themselves or others to the extent that failing to apprehend the subject is likely to result in death or serious bodily injury to themselves or others; or
 - c. the driving ability of the suspect is so impaired or so reckless, _____ to initiating the pursuit that it is likely to result in death or serious bodily injury to themselves or others.

5. The felony violation of Fleeing and Eluding, in and of itself, is _____ justification for a pursuit.

6. Any officer who makes a decision not to pursue or to terminate his involvement in a pursuit _____ be disciplined, second guessed nor subjected to inappropriate criticism.

7. An active pursuit will normally involve not more than _____ police vehicles.

8. A pursuit shall be terminated when the hazards of exposing the officer(s), public, or suspect to unnecessary dangers are _____ than the danger posed by continuing the pursuit or permitting the suspect(s) to escape apprehension.

9. When notified that either a Supervisor/OIC or a pursuing officer has terminated a pursuit, all assisting officers will _____ terminate the pursuit.

10. Shots fired at or from a moving vehicle _____, except in situations when the use of deadly force is justified.

ANSWERS

1. **outweighs**
2. **only**
3. **prohibited,**
4. **a. forcible felony, b. danger, c. prior**
5. **not**
6. **will not**
7. **two (2)**
8. **greater**
9. **immediately**
10. **are prohibited**

SECTION 80

E-MAIL, INTERNET USE AND SOCIAL MEDIA POLICY

01. PURPOSE

The purpose of this policy is to provide all Members of the Department with guidelines on the responsible and productive use of Department Information Technology and possible related activity including internet and social media use. Changes in technology, law and procedure may give rise to future modifications and updates. Any departure from this policy is only permitted with approval from the Chief or his/her designee.

02. ELECTRONIC MAIL

- a. The electronic mail system @sample police.pa.us is the property of the Department and intended for official use only.
- b. All messages composed, sent or received on the electronic mail system are and remain the property of the Department. They are not the private property of any employee. All users of the electronic mail system, by virtue of their use of the system, waive any right of or expectation to privacy to all electronic mail communications and attachments sent or received. The Department reserves the right to review, audit, intercept and access all messages created, received or sent over the electronic mail system for any purpose.
- c. Any communication by electronic mail should be drafted with the same care as a formal memorandum and should not contain offensive content prohibited under the Department Policy Prohibiting Unlawful Harassment. For example, content including racial slurs or racists remarks, or content containing sexually explicit or sexist material is prohibited. Content insulting individuals based on characteristics such as gender (including sexual orientation and gender identity) religion, disability, age or national origin is also prohibited. Department employees should refrain from commenting on another person's political beliefs or physical appearance (unless necessary and appropriate for law enforcement purposes) while using Township e-mail. All e-mail communications shall be professional and not in violation of the Policy Prohibiting Unlawful Harassment.
- d. Pornography or any material (visual or sound) that could reasonably be deemed to be offensive under the Department Policy Prohibiting Unlawful Harassment shall not be stored or accessed via any portion of the Department Information Technology Systems. Access to web sites, newsgroups, chat rooms, and e-mail containing these materials is also prohibited.
Exception: Members involved in criminal investigations involving computer crimes that require access to such sites must notify the Chief or his/her designee.
- e. If an email containing material prohibited under this policy is received, delete it. If the sender is known, advise that sender to not send similar material again. If the

Sender is unknown, click on the Junk button and select BLOCK SENDER. If you should continue to receive inappropriate emails from the Sender, notify the Chief or his/her designee.

- f. The electronic mail system shall not be used to solicit for commercial ventures, religious or political causes or outside organizations.
- g. As noted above, the electronic mail system shall be used for official business purposes only. Occasional personal use of the department's computers may be permitted, but the department may, at any time, monitor or restrict such personal use. Again, employees shall not have any expectation of privacy with respect to personal information stored or accessed on Department computers or computer storage medium, such as hard drives, flash drives, discs, compact discs, etc. Employees taking advantage of this occasional personal use of the Department's computers shall limit their time spent doing so, and shall not be derelict in their normal job responsibilities.
- h. The electronic mail system does not guarantee privacy or confidentiality. Electronic mail may be at risk of detection by third parties or subjected to Right To Know (RTK) requests. Employees should use discretion when transmitting confidential information via electronic mail.
- i. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.
- j. All material generated by computer, voice mail, e-mail, and all inter Department communication should be treated as confidential by other employees and accessed only by the intended recipient.
- k. Unauthorized access or entry into any other employee's computer, email and files is strictly prohibited.

03. INTERNET USAGE

- a. Internet access to global electronic information resources on the Internet is provided by the Department to assist employees in obtaining work-related data and technology. Users must remember that all activities from a Department internet account will be perceived as activities authorized by the Department.
- b. Internet access through Department equipment during working hours should be limited to official business purposes. Occasional access to the internet for personal use may be permitted but the Department may, at any time, monitor or restrict such personal use. Employees who choose to take advantage of this occasional personal use of the internet also waive any right of or expectation to privacy. Employees

taking advantage of this occasional personal use of the internet shall limit their time spent doing so, and shall not be derelict in their normal job responsibilities.

- c. Internet access through official equipment, after working hours, is permitted but shall adhere to the Internet content guidelines of this policy.
- d. Internet use is prohibited for sites containing adult content, hate speech, criminal activity, violence, illegal drugs and hacking. Access to these sites for investigative purposes can be granted with approval from the Chief or his/her designee. Use on Internet access through Department equipment for any illegal purpose is prohibited. These prohibited categories may be modified at any time with notice from the Chief or his/her designee.
- e. Users shall not view, download, copy, send, post, or access information that is illegal or obscene.
- f. Employees must ensure that the use of the internet does not compromise the security and integrity of the Department network. Downloading unapproved files (ex. MP3's) and software is strictly prohibited without approval from the Chief or his/her designee.
- g. Employees shall not post any messages which contain profanity or abusive language, or comments that constitute defamation, slander or libel, or which violate the privacy rights of others.
- h. The Internet does not guarantee privacy or confidentiality. Information transmitted over the internet may be at risk of detection by third parties. Employees should use discretion when transmitting confidential information on the internet.
- i. The Department reserves the right to monitor internet usage, and inspect employee's computer systems for violation of this policy.
- j. An alternate internet connection on any Department system is expressly prohibited without prior approval from the Chief or his/her designee.
- k. This Department reserves the right to block an employee's internet usage due to violations of this policy.

04. SOCIAL MEDIA

- a. While typically what employees do outside of work is their personal business and generally not subject to the Department's policies, certain activities, like use of Social Media, may affect employee compliance with policies. As such, use of Social Media as an employee of the Department is subject to certain restrictions.

- b. Employees are prohibited from posting content that is inconsistent with their duties and obligations as an employee of the West Deer Township Police Department. For example, racist or sexist comments or comments insulting residents, the general public, or groups on the basis of national origin, all tend to undermine the public trust and confidence required of yourself and the Township.
- c. Your posted content has the potential to be shared broadly, including with individuals with whom you did not intend to communicate. For example, opposing counsel may subpoena your posts if they are relevant to a lawsuit related to your official duties. Counsel may also use your posts to impugn your reputation or to show bias. Due to increased scrutiny of posts to social networking sites by opposing attorneys we strongly discourage you from posting information regarding off-duty activity that may tend to bring your reputation into question, even if taken out of context. Attorneys can use such information for impeachment purposes.
- d. Employees of the Department maintain their rights to speak about matters of public concern as a private citizen, and may post on Social Media information about the Township, but should include a disclaimer that the views expressed are the employee's own views and are not the views of your employer. When posting your point of view, you should neither claim nor imply you are speaking on your employer's behalf, unless you are authorized in writing by the Chief of Police to do so. By virtue of the position of Police Officer, members of the Department are held to a higher standard than general members of the public, and online activities should reflect such professional expectations and standards and not negatively impact the public's trust and/or confidence in the Department nor impede the performance of duties for the Department. Members may be subject to disciplinary action for conduct unbecoming an officer, intemperance, or immorality for off-duty actions.
- e. Members should be cognizant of the fact that their social media activity, even on personal social media accounts, may be seen by the public as a statement on behalf of the Department. Any activity that can be linked to a member is a reflection of the Department as a whole.
- f. Members are accountable for their conduct, including the use of personal social media accounts. Members should be aware that statements made on social media sites are done so in an online domain where no reasonable expectation of privacy exists. Members creating or belonging to "private" or "limited access" accounts, with customized privacy settings must know that any statements, posts, videos, photographs, etc., that are shared via that account on the internet, may still be disseminated by third parties, even after the content has been edited or deleted by the user.
- g. Members must be aware that information, including digital images, released on social media, may endanger the safety of members and/or their family members.

- h.** Members are prohibited from using any social media or social networking platform accessed through Department Information Technology while on duty, unless permission is granted from the Chief or his/her designee for investigative or public information purposes. Members are prohibited from using any social media or social networking platform accessed through personal devices other than Department Information Technology while on duty, unless permission is granted from the Chief or his/her designee for investigative or public information purposes.
- i.** Unless granted explicit permission from the Chief or his/her designee, Members are prohibited from posting either while on duty or off duty, any of the following on any social networking platform, either on their own sites, the sites of others known to them, the sites of others unknown to them, news media pages, or other information exchange forums:

 - 1. Any text, photograph, audio, video, or any other multimedia file related to any investigation/prosecution or other action, both current and past, of this Department, either in homage or critique.
 - 2. Images that portray the officer as an employee of the Department, including but not limited to logos, badges, seals, uniforms, vehicles, equipment or other images identifiable to the Department.
 - 3. Sexually graphic or explicit material of any kind shall not be posted or shared by Members on any form of social media or social networking site. Any posting or material of such contributed by others shall be immediately removed from your site.
 - 4. Any content involving offensive remarks pertaining to issues of ethnicity, race, religion, gender, gender identity/expression, sexual orientation, and/or disability shall not be posted or shared by Members on any form of social media or social networking site. Any posting or material of such contributed by others shall be immediately removed from your site.
 - 5. Members shall not post, transmit, share, and/or disseminate any content advocating harassment or violence. Any posting or material of such contributed by others shall be immediately removed from your site.
 - 6. Weaponry, owned by this Department and/or owned personally or privately by Members shall not be displayed or referred to, in any social media forum if such displays or depictions promote or glorify violence.
 - 7. Members shall not post, transmit, share, and/or disseminate any content that is defamatory, pornographic, confidential, harassing, or libelous. Employees are prohibited from using Social Media in violation of state, federal or local law, and will be held legally responsible for their postings.

8. Members shall not engage in any type of social media contact (friending, following, etc.) with an actor, suspect, witness, crime victim, or attorney, involved in the same case, if that Officer was either involved in the incident, or the Officer became acquainted with person during or because of the incident, and the matter is ongoing.

9. Members shall not engage in any type of social media contact (friending, following, etc.) with minors they interact with in the course of their employment with the Department.

10. Employees should not misrepresent their identity when accessing and posting information and content on the Internet.

j. Privacy. Employees do not have an expectation of privacy on Social Media accessed from technology owned, operated, or leased by the Department. Even when content or postings are deleted or erased, it is still possible to retrieve and view that content or posting. Further, the use of passwords for security does not guarantee confidentiality. The Department reserves the right to monitor all activity on technology owned by, operated by or leased by the Department; this includes all hardware that is a part of the Department's network of computers and information stored or backed up on site or off site by the Department or agents of the Department, and all cell phones and pagers/tablets/other mobile devices owned or leased by the Department. Employees should be aware that their posts may be brought to the Department's attention by other employees, supervisors or third parties. The Department also reserves the right to request that employees remove postings that are in violation of this policy.

k. Complaints. Employees who have seen and have legal access to posted information that violates the Department's policy or any federal, state or local law should print the posting and provide a copy to the Chief of Police.

05 Definitions

Social Media: a variety of online internet sources that allow people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform.

Social Networking: using or creating such Internet or mobile formats including but not limited to Facebook, Twitter, Instagram, TikTok, LinkedIn, Police Pulse, The Squad Room, Usenet groups, Snapchat, online forums, message boards or bulletin boards, blogs and other similarly developed formats, to communicate with others using the same sites.

Mobile Social Networking: social networking using a mobile phone or other cellular based device.

Blog: a series of entries on an internet site, written by either one person or a group of people, in an online journal usually posted in chronological order, like a diary. Blogs can allow comments on entries or not.

Blogging : to read, write or edit a shared online journal. Blogging can also encompass the act of commenting-and engaging with other commenters - on any blog, including one operated by a third party.

Post : an item inserted to a blog or an entry to any type of computerized bulletin board or forum.

Forum : an online discussion site.

Comments : responses to a blog post, news article, social media entry or other social networking post.

Commenting : the act of creating and posting a response to a blog post, news article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.

Avatar : a computer user's representation of himself/herself, or of an internet identity or alter ego.

Identity : an online identity, Internet identity or Internet persona that a social networking user establishes. This can be a real name, an alias, a pseudonym or a creative description.

Handle : the name of one's online identity that is used most frequently.

User Name : the name provided by the participant during the registration process associated with a Web site that will be displayed publicly on the site.

SECTION 85

BRADY-GIGLIO DISCLOSURE REQUIREMENTS POLICY

I. LEGAL BACKGROUND--United States Supreme Court Opinions:

Brady v. Maryland (1963). Prosecutors must disclose to the accused any exculpatory evidence that is all favorable evidence that is "material" to the accused's guilt or his punishment.

Giglio v. U.S. (1972). Exculpatory evidence also includes information that could be used to impeach the credibility of prosecution witnesses, including officers.

U.S. v. Augurs (1976). Exculpatory evidence must be disclosed regardless of whether the defense requests it.

U.S. v. Bagley (1985). Exculpatory evidence is "material" only if there is a reasonable probability that, had the evidence been disclosed to the defense, the result of the proceeding would have been different. A "reasonable probability" is a probability sufficient to undermine confidence in the outcome.

Kyles v. Whitley (1995). Prosecutors have an affirmative duty to learn of, and disclose, any exculpatory evidence known to "others acting on the government's behalf in the case, including the police."

These court cases and requirements extend to the members of this Department who may be required to testify in criminal proceedings as part of their duties.

Because prosecutors have an affirmative duty to seek out and disclose exculpatory evidence, including evidence known to law enforcement, law enforcement has a duty to collect it and turn it over to the prosecutor. Failure to do so is a constitutional violation, which may result in dismissal of cases; reversal of convictions; findings of contempt of court against prosecutors or police; imposition of costs incurred by the defense; civil liability for officers and their agencies under federal civil rights claims; and disciplinary actions against prosecutors and police officers.

II. PURPOSE

The purpose of this policy to provide members with guidelines necessary to fulfill the reporting and testimonial requirements mandated under U.S. Supreme Court decisions including *Brady v. Maryland* 373 U.S. 83 (1963) and *Giglio v. U.S.* 405 U.S. 150 (1972).

The Brady-Giglio decisions and subsequent rulings have made it the responsibility of all law enforcement agencies to (a) Identify and provide to the prosecution any exculpatory material that would have a reasonable probability of altering the results in a trial, or any material that could

reasonably mitigate the sentencing of a defendant and (b) Any material relevant to the credibility of government witnesses, including, but not limited to, police officers.

III. DEFINITIONS

Exculpatory evidence: Evidence that is favorable to the accused; is material to the guilt, innocence, or punishment of the accused; and that may impact the credibility of a government witness, including a police officer.

Impeachment material: Information that could be used to impeach the credibility of prosecution witnesses, including police officers.

Material evidence: Exculpatory evidence is “material” if there is a reasonable probability that disclosing it will change the outcome of a criminal proceeding. A “reasonable probability” is a probability sufficient to undermine confidence in the outcome of the trial or sentencing of a criminal case.

Duty to disclose: The affirmative constitutional duty of the police to notify the prosecutor of any Brady-Giglio material.

Brady-Giglio Information: Any “exculpatory evidence”; any “impeachment material”; and any “material evidence”.

Examples of Brady-Giglio material that may be subject to disclosure include, but may not be limited to the following:

- a. Information that would directly negate the defendant’s guilt concerning any count in an arrest/indictment;
- b. Information that would cast doubt on the admissibility of evidence that the government plans to offer that could be subject to a motion to suppress or exclude;
- c. Any criminal record or criminal case pending against any witness whom the prosecution anticipates calling;
- d. The failure of any proposed witness to make a positive identification of a defendant;
- e. Information that casts doubt on the credibility or accuracy of a witness or evidence;
- f. An inconsistent statement made orally or in writing by any proposed witness;
- g. Statements made orally or in writing by any person that are inconsistent with any statement of a proposed government witness regarding the alleged criminal conduct of the defendant;
- h. Information regarding any mental or physical impairment of any governmental witness that would cast doubt on his or her ability to testify accurately and truthfully at trial;
- i. Information that tends to diminish the degree of the defendant’s culpability or the defendant’s offense level under state or federal sentencing guidelines; and
- j. Evidence that a proposed witness has a racial, religious, or personal bias against a defendant individually or as a member of a group.

Examples of Brady-Giglio Information specific to law enforcement witnesses include but are not limited to:

- k. Any department-sustained finding of misconduct related to truthfulness or dishonesty;
- l. Any present allegations of misconduct under investigation involving truthfulness or dishonesty;
- m. Misconduct that is relevant to a prosecution or investigation and negatively affects the integrity of a prosecution or investigation;
- n. Pending criminal charges or a conviction that would result in loss of law enforcement privileges in Pennsylvania; and
- o. Bias or prejudice toward any constitutionally protected group.

IV. POLICY

It is the policy of this department to follow Brady-Giglio disclosure requirements consistent with the law. The Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness, including but not limited to, police officers. Members shall not knowingly make an untrue statement in any oral or written communication, official or unofficial report.

V. DISCLOSURE OF INVESTIGATIVE INFORMATION

Members must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If a member learns of potentially incriminating or exculpatory information any time after submission of a case, the member or the assigned investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office. If evidence is discovered after a trial is over, there is a continuing duty to disclose such to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., informant or protected personnel files), the member should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If a member is unsure, the member should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained but not in the department case file.

It is the prosecutor's responsibility to establish whether material disclosed by this department must be provided to the defense.

Suppression of evidence favorable to an accused violates due process when the evidence is material either to guilt or to punishment, irrespective of good or bad faith. There is no distinction between "impeachment evidence" and "exculpatory evidence" for Brady-Giglio disclosure purposes.

Allegations that cannot be substantiated, are not credible, or have resulted in an individual's exoneration are generally not considered to be potential impeachment information.

VI. BRADY PROCESS

The Chief of Police shall select a member of the Department to coordinate requests for Brady-Giglio information. This person shall be directly responsible to the Chief of Police or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

- a. Working with the appropriate prosecutors' offices and the Municipal Solicitor to establish systems and processes to determine what constitutes Brady-Giglio information and the method for notification and disclosure;
- b. Maintaining a current list of members who have Brady-Giglio information in their files or backgrounds; and
- c. Updating this list whenever potential Brady-Giglio information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

VII. DISCLOSURE OF REQUESTED INFORMATION

Information in member personnel files that are related to Brady-Giglio matters may be provided or open to the prosecution or defense as part of a Brady-Giglio disclosure requirement.

If Brady-Giglio information is located, the following procedure shall apply:

- a. In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member whose file is related to the motion shall be notified of the potential presence of Brady-Giglio information.
- b. The prosecuting attorney or Municipal Solicitor should be requested to file a motion in order to initiate an in camera review by the court.
- c. If no motion is filed, the Chief of Police or his or her designee should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.
- d. The Chief of Police or his or her designee shall accompany all relevant personnel files during any in camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

- e. If the court determines that there is relevant Brady-Giglio information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.
- f. Prior to the release of any information pursuant to this process, a protective order should be requested from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.
- g. If a court has determined that relevant Brady-Giglio information is contained in a member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

VIII. INVESTIGATING BRADY-GIGLIO ISSUES

If the Department receives information from any source that a member may have issues of credibility or dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with Department Policy.

The Chief or his or her designee shall promptly disclose to the appropriate federal, state or county prosecutors potential Brady-Giglio information relating to a member that is the affiant or may be called as a witness in a hearing or case.

The member involved shall be notified that the material will be disclosed to the prosecutors by the Chief of Police or his designee. It will then be the duty of the prosecutor to determine whether the information should be provided to the defense or reviewed by the judge presiding over a matter.

In the event a member believes that a prosecutor is unaware of information that may be considered Brady-Giglio material, that member will notify their supervisor and/or the prosecutor of the existence of the information sufficiently in advance of their presentation or testimony at the hearing so that a decision regarding disclosure of the information can be made by the prosecutor.

IX. SUBPOENA PROCESSING

The individual processing subpoenas (or the Chief of Police) shall check the subpoenaed member's name against the current list of those who are known to have Brady-Giglio information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

X. TRAINING

The requirements of this policy will be reviewed periodically with Department personnel.

XI. RECORDS RETENTION

Requirements for retention of any records of potential Brady-Giglio information will be based on state and federal requirements.

SECTION 86

INTERACTIONS WITH TRANSGENDER NON-CONFORMING INDIVIDUALS

01. Purpose

The purpose of this procedure is to establish general guidelines and expectations for response for services with the transgender community and gender non-conforming individuals. Consistent with department core values, we strive to deliver the highest service possible. Changes in law and procedure, as well as training provided on this procedure, will give rise to modifications and updates.

02. Definitions

Cisgender: A term used to describe people who identify with the sex they were assigned at birth.

Gender Non-Conforming: A term for individuals whose gender expression does not fall within traditional expectations of masculine or feminine gender.

Gender Expression: One's external expression of self, not necessarily related to one's gender identity.

Gender Identity: One's internal sense of their gender. Sex Assigned at Birth: The assignment of biological sex at birth. The assigned sex may or may not reflect one's gender identity, gender expression, or body presentation.

Sexual Orientation: The type of sexual, romantic, emotional/spiritual attraction one feels for others.

Transgender: An umbrella term for persons whose gender identity or gender expression does not conform to that typically associated with the sex which they were assigned at birth.

03. Procedure

- a. Employees should address transgender and gender non-conforming individuals by the individual's expressed preference, even if the individual has not received legal recognition of the chosen name.
- b. In addressing or discussing a transgender or gender non-conforming individual, officers should use the preferred personal pronouns for that individual (e.g. she/her/hers, he/him/his, they/them/theirs, etc.). If an officer is uncertain about which personal pronouns to use, the officer should politely ask the individual which pronouns would be preferred.
- c. Employees shall not use language that a reasonable person would consider demeaning or derogatory; language aimed at a person's actual or perceived gender identity, gender expression or sexual orientation.
- d. Employees shall not make assumptions regarding an individual's sexual orientation based on the individual's gender identity or expression.
- e. Employees shall not disclose an individual's transgender or gender non-conforming identity to any other person or group absent a proper law enforcement purpose.

- f. Officers should be cognizant of the fact that transgender and gender non-conforming individuals may have unique medical needs and good faith efforts should be taken to facilitate those known/expressed conditions requiring a timely medical response.
- g. All searches shall be done in compliance with the Department Search and Seizure Policy.

04. Records: Name and Gender Classification for Law Enforcement Response and Investigations

- a. For an offender/arrestee, officers shall report the biological sex of the person as it appears on an official government identification. Other names used should be entered as, also known as (a.k.a.). Officers should include the name given as, also known as (a.k.a.) in the report and note the expressed gender in their report. If no government identification is available, the officer may respectfully ask the individual for their legal name and gender to use in the officer's report. If the individual identifies as non-conforming or is uncooperative about their gender, officers should document the individual as "not identified" in their report.
- b. For a victim who identifies as transgender, officers shall use the gender with which the victim identifies. If the victim holds identification with another name and gender, this should be recorded as, also known as (a.k.a.).
- c. When completing narratives that include transgender or gender non-conforming individuals, officers will note the individual's legal information in the report; however, the individual's chosen name and personal pronouns will be used during the body/narrative of the report.
- d. For the purpose of completing UCR's or NIBRS reports, officers shall report the biological sex of the person as it appears on an official government identification. If no government identification is available, the officer may respectfully ask the individual for their gender to use in the UCR or NIBRS report. If the individual identifies as non-conforming or is uncooperative about their gender, officers should use their best, good-faith judgment in selecting which gender to report to UCR's or NIBRS.

SECTION 87

BODY WORN CAMERAS

PURPOSE

The purpose of this policy is to establish guidelines and procedures for the use of Body Worn Cameras (BWC) as an effective tool to help audio/visually document events as they actually occur.

Recent changes to Pennsylvania Law allow uniformed law enforcement officers or clearly identifiable law enforcement officers on official duty such usage. Future changes in law and procedure, technology (e.g., facial recognition), as well as training provided on this procedure, may give rise to modifications of this policy. Violations of this policy subjects the officer to the department disciplinary policy.

POLICY

When permissible under Pennsylvania Law, officers shall activate the BWC to record contacts with citizens in the performance of their official duties, pursuant to this policy.

Officers and citizen safety shall be the primary consideration when interacting with citizens and/or suspects. There may be instances in which officers are unable to activate their BWC due to circumstances making it unsafe, impossible, or impractical to do so. In these exigent circumstances, officers shall begin recording with their BWC at the first reasonable opportunity to do so and document the reason for the delayed start in the incident report and/or as part of the recording.

The Department recognizes that video images cannot always show the full story nor do video images capture an entire scene. The Department also recognizes that the BWC video does not mirror the perspective of the officer at the time of an incident, nor does the video include other factors known to or perceived by the officer that could impact the officer's judgement and decision-making, such as events beyond the scope of the camera, the officer's "reactionary gap", or the difference between human vision and the camera's video recording abilities. Therefore, the use of body-worn cameras does not reduce the requirement to provide thorough written documentation of an incident and shall never (unless no other information is available) be used as the sole or only information source when evaluating any incident.

This policy does not regulate the use and operation of Mobile Video Recording (MVR) equipment that is permanently mounted inside of some Department owned vehicles (Refer to Department MVR policy).

DEFINITIONS

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

Agency Administrator – Member of the Department who will be identified at the administrator level, with full access to user rights.

Body Worn Camera (BWC) System – A camera system worn on the person of a uniformed law enforcement officer, or clearly identifiable law enforcement officer on official duty, capable of recording events both audio and visually that is approved for use by the Pennsylvania State Police and published in the Pennsylvania Bulletin.

Body Worn Camera Program Manager – Officer designated by the Chief of Police to manage the BWC equipment and system, including the video storage system.

Body Worn Camera Technician – Officers of the Department who are specifically trained in the maintenance and care of the BWC equipment, and who are trained to maintain and administer the storage of the recordings.

Digital Evidence – BWC files, including photographs, audio recordings and video footage, captured by a BWC and stored digitally.

End User – Officers of the Department who have been issued or assigned a BWC.

Evidence Transfer Manager (ETM) – A computer server with built-in, networked or wirelessly connected docking stations physically installed within the Department or a Department vehicle that simultaneously recharges the BWC equipment while digitally encrypting and uploading all data captured to the server.

Law Enforcement Agency – The Office of Attorney General, District Attorney's Office or an agency that employs a law enforcement officer.

Law Enforcement Officer – An officer of the United States, the Commonwealth or a political subdivision thereof, another state or political subdivision thereof or who is empowered by law to conduct investigations of or to make arrests for offenses enumerated in the Pennsylvania Consolidated Statutes or an equivalent crime in another jurisdiction, a sheriff or deputy sheriff and any attorney authorized by law to prosecute or participate in the prosecution of the offense.

Storage Server – Digital media storage that can be accessed by End Users and Administrators. This virtual evidence warehouse stores digitally encrypted data in a highly secure environment that is only accessible to approved personnel based upon their security clearance.

PROCEDURES

A. Officer Responsibilities

1. Officers must successfully complete department BWC training.
2. Officers shall only use BWC equipment in the performance of their official duties.
3. Officers shall only use Department-issued BWC equipment.
4. During BWC use, officers shall ensure that they are on official duty, in uniform or clearly identifiable as a law enforcement officer. This requirement is satisfied if the officer is in uniform and operating a properly equipped police vehicle, or is otherwise clearly identifiable as a Law Enforcement Officer.
5. Officers shall wear body-worn cameras in a manner consistent with department training.
6. The BWC shall be worn for the entire shift and maintained in a constant state of operational readiness.
7. When the BWC has been activated to record an incident, it shall not be deactivated until the incident has been completed, unless otherwise authorized per policy.
8. Although notice is not required by law, in certain circumstances it may prove beneficial to provide notice of the recording, using a phrase such as, "Our actions and words are being recorded," or "Our interaction is being recorded on my Body Camera". Such notice may assist an officer to deescalate confrontational situations.
9. When safe and practical to do so, officers may narrate the video recording contemporaneously (i.e., at the same time) with a recorded incident, to assist with accurate documentation of events.
10. Officers will note in the incident, arrest, and any related reports if BWC recordings were made during the incident in question.

B. Supervisor Responsibilities

1. Supervisors shall ensure officers use the body worn camera equipment.
2. Supervisors shall review the following recordings:
 - a. Recordings of any officer injury.
 - b. Recordings of any actor injury.
 - c. Recordings of any use of force incident.

- d. Recordings of any vehicle pursuit and actions taken following the pursuit.
 - e. Recording of any citizen complaint.
3. Supervisors may review audio/video related to a specific incident or call for service in response to an allegation of a rule or policy violation. Inadvertent discovery of other allegations during this specific review shall require the supervisor to articulate the purpose for expanding the scope of review.
 4. In situations where there is a need to review BWC Recordings not covered by this policy, the Chief of Police or his/her designee must approve the request, and the United Police Society and the affected officer will be notified of the review. Each situation will be evaluated on a case by case basis.
 5. All reviews will be automatically documented in the audit log associated with each BWC recording.
 6. If it appears that an officer is not following Departmental Policy Guidelines, the BWC media shall be reviewed.
 7. If a supervisor observes a serious violation during a review of audio/video, they will document the violation observed, preserve the recording by assigning the appropriate category, and forward notification to the Chief of Police or his designee.
 8. Supervisors may utilize the information from the recordings during the completion of performance evaluations.
 9. Supervisors and Field Training Officers may review BWC recordings involving Probationary Police Officers for the sole purpose of evaluating the performance of the Officer during their probationary period.
 10. Supervisors shall take appropriate administrative action if an officer is found to have failed to properly use or care for the body worn camera equipment.
 11. In a critical incident (such as an officer involved shooting, in-custody death or other officer involved incident that results in serious injury or death), a supervisor or their designee shall immediately take custody of involved BWC(s) and, in such case, will only review or download the audio/video at the direction of the Chief of Police.

C. Care and Maintenance

BWC-equipped Officers:

1. Are responsible for the proper use and care of their assigned BWC at all times and are reminded that BWC recordings do not replace written reports.

2. Prior to deployment, officers shall:
 - a. Inspect and test their BWCs to ensure that they are operational and functioning properly. If a BWC is damaged or inoperable, officers shall immediately notify a supervisor who will immediately test the camera and, if inoperable, place the camera out of service and notify the Chief of Police or his/her designee.
 - b. Make every effort to ensure that they begin their shift with a fully charged BWC that does not contain data from a prior shift.
3. Lost or damaged BWC:
 - a. Officers who discover at any time during their shift that their BWC is lost, shall immediately notify a supervisor.
 - b. Officers who discover at any time during their shift that their BWC is damaged, malfunctioning, or that it contains data from a previous shift shall immediately notify a supervisor who will immediately test the camera and, if inoperable, place the camera out of service and notify the Chief of Police or his/her designee.
 - c. It is the Supervisor's responsibility to replace, if one is available or issue a temporary BWC to officers who lose, damage or device malfunction or their issued BWC.
4. End of Shift
 - a. Officers shall, unless special circumstances prevent, place their BWC into a charging station to assure the camera is fully charged for their next shift.
 - b. Officers shall unless special circumstances prevent, utilize the Evidence Transfer Manager Software to download all audio/video from the BWC to a storage server.

D. Use of Body Worn Camera

1. Officers, including primary, secondary and assisting officers, shall begin BWC recordings in the following circumstances unless doing so would be unsafe, impossible or impracticable:
 - a. At the initiation of a dispatched or self-initiated call for service or other activity that is investigative or enforcement in nature, or an encounter between the officer and a member of the public that is investigative or enforcement in nature. Examples of these types of encounters include, but are not limited to:
 - 1) all enforcement/investigation related citizen contacts (e.g. domestics, assaults, disturbances);
 - 2) all stops (e.g., traffic and pedestrian),
 - 3) vehicle and foot pursuits;
 - 4) all traffic crash scenes;
 - 5) DUI investigations, including Field Sobriety Testing;

- 6) high-risk encounters (e.g., barricade situations, active shooter);
- 7) mental health encounters;
- 8) suspicious activities;
- 9) use of force situations;
- 10) investigative detentions or arrests;
- 11) encounters that require the advising of Miranda rights;
- 12) all transports of prisoners and citizens (unless in-car MVR is activated);
- 13) any contact that becomes confrontational or adversarial after the initial contact, in a situation that would not otherwise require recording;
- 14) any of the following searches of a person or property:
 - a) consent searches (record consent);
 - b) deployment Police K-9(s);
 - c) Field searches;
 - d) warrantless searches;
 - e) vehicle searches;
 - f) searches;
 - g) searches conducted incident to arrest;
 - h) inventory searches;
 - i) cursory searches;
 - j) probable cause searches;
 - k) execution of search or arrest warrants;
 - l) frisks;
 - m) full-custody searches;
 - n) during the initial inventorying of seized money/high value property;
 - o).any incident when the officer deems it appropriate to activate the BWC in accordance with this policy or upon direction from a supervisor.

2. If officers are unable to begin recording with the BWC due to circumstances making it unsafe, impossible or impractical to do so, officers should begin recording with the BWC at the first reasonable opportunity to do so. Officers should document, in their incident report, the circumstances preventing them from activating the BWC.
3. Officers who are on the scene of an incident and are not the primary reporting officer shall inform the reporting officer of their BWC recording(s) so that the primary officer may include this information in his/her report.
4. BWCs may also be used to record initial interviews of victims, complainants and witnesses.

5. Once activated in accordance with this policy, officers shall not deactivate their BWC until:
 - a. they have cleared the assignment or, in the case of arrest, have transferred custody of the arrestee to another member;
 - b. their involvement in the citizen contact or detention has concluded;
 - c. they receive an order from a supervisor (in these cases, officers shall document the order via a BWC recording prior to deactivation);
 - d. the incident requiring activation has concluded, and the officer has returned to service.
6. After officers deactivate their BWCs, it is their responsibility to ensure they reactivate their BWC should circumstances require.
7. Exceptions:
 - a. In situations when community members, witnesses, victims or other individuals wish to make a statement or share information, but refuse to do so while being recorded, or request that the camera be turned off, officers will have the discretion to turn off their BWC in order to obtain the statement or information. Officers must balance the value of the proffered information versus the value of the ongoing BWC recording. The officer shall record a brief verbal explanation for the deactivation prior to turning off the recording.
 - b. During safety planning for domestic violence or sexual assault victims;
 - c. During conversations with confidential informants and undercover officers;
 - d. During officer-to-officer conversations where BWC activation is not otherwise required under this policy;
 - e. During department administrative investigations;
 - f. During roll calls, briefings or information sharing sessions to discuss tactics and strategy;
 - g. Regardless of the aforementioned exceptions, in any setting, if confronting a violent or assaultive individual, or in an anticipated use of force instance, officers shall, when reasonably able to do so, activate their BWC to record the encounter.
8. Any delay or failure to activate their BWC required by this policy, as well as any interruption of a BWC recording required by this policy, shall be documented in the narrative section of any related report and shall be reported to a supervisor.

9. Officers shall not use Department issued BWCs while off duty.
10. Officers shall not record images or conversations of officers without their knowledge during routine, non-enforcement related activities such as in locker rooms, restrooms or any other place where there would be a reasonable expectation of privacy.
11. Officers shall not record gratuitously violent or obscene images, unless necessary for evidentiary documentation or required by this policy.
12. Officers shall not record a particular person based solely on the person's race, color, religion, national origin, sex, age, personal appearance, sexual orientation, gender identity or expression, disability, or political affiliation.
13. Officers shall not record strip searches.
14. Officers shall not use any other electronic device or other means in order to intentionally interfere with the capability of the BWC.

E. Storage

1. BWC recordings shall only be stored on a Department approved server or on a Department approved storage device.
2. Officers shall ensure all BWC data is uploaded at the end of their shift, and when necessary, during their shift, to ensure storage capacity is not exceeded.
3. Officers shall charge the camera in an approved BWC charging device.
4. Officers will ensure BWC devices are securely stored in authorized locations when devices are not in use.
5. Officers shall not:
 - a. Remove, dismantle, or tamper with any hardware or software component or part associated with BWCs.
 - b. Erase, destroy, disseminate, edit, alter, or otherwise use BWC recordings without the permission of the Chief of Police or his/her designee.
 - c. Copy, convert, record, or disclose the contents of a BWC recording including posting to any public and/or social media site without approval of the Chief of Police or his/her designee. BWC recordings shall only be shared for official law enforcement purposes.
 - d. Allow unauthorized personnel to view the BWC recordings without permission from his/her supervisor. Governmental employees who are directly involved in the investigation and/or prosecution of a criminal case related to the digital evidence, or who are previously

authorized to interact with Department evidence, are exempt from this restriction.

- e. Download or convert any BWC recording for personal use.
- f. View recordings for other than official law enforcement purposes.

6. Facial Recognition Software or Programs

If Facial Recognition Software or Programs are developed which interface with BWCs, their use will be utilized in accordance with applicable law and approved by the Chief of Police or his/her designee.

OFFICER ACCESS AND REVIEW

1. Officers may review BWC recordings prior to documenting an incident, arrest, search, interview, or other enforcement or investigative activity to ensure that their reports, statements, and documentation are accurate and complete.
2. If an officer is involved in an officer involved shooting, in-custody death or other officer involved incident that results in serious injury or death, the department reserves the right to limit or restrict an officer from immediately viewing the BWC recording. Prior to an interview with an external investigator, BWC recordings of the incident will be made available to the involved officer(s).

BWC PROGRAM MANAGER RESPONSIBILITIES

1. BWC Program Manager shall be responsible for the oversight of the equipment and systems associated with the Body Worn Camera program.
2. BWC Program Manager shall ensure that all officers are properly trained on the policy and use of the Body Worn Cameras, as well as the associated video storage system.
3. BWC Program Manager shall maintain warranties and service contracts with the vendor, as well as coordinate any necessary equipment repairs.
4. BWC Program Manager shall coordinate with the Municipal Information Technology Department to ensure system and equipment functionality, including necessary firmware and software updates.

BWC TECHNICIAN RESPONSIBILITIES

1. BWC Technicians shall be responsible for the retention, duplication and purging of BWC recordings.

2. BWC Technicians shall ensure recordings of incidents are maintained in accordance with this policy and department evidence retention procedures.
3. BWC Technicians shall ensure that the recordings are identified and retained in accordance with this policy. Electronically retained recordings shall be retained until the case is adjudicated or there is a court order, unless otherwise indicated.

DUPLICATION/RETENTION OF BWC RECORDINGS

1. The recordings produced on the BWC equipment are property of the Department, and will be subject to applicable law and Department policies regarding the viewing, release, retention and destruction of such recordings.
2. **Mandatory Retention:** The following types of incidents recorded on BWC equipment shall be retained and processed as evidence:
 - a. Incidents which may result or have resulted in the filing of criminal charges.
 - b. Incidents which are likely to become the subject of civil litigation against the Department or its personnel, including but not limited to, patrol vehicle crashes, pursuits, critical incidents, incidents involving the use of force, and incidents involving verbal complaint(s) against the Department or its personnel.
 - c. Incident involving injuries to officers and injuries incurred or alleged to have been incurred as the result of police actions.
 - d. Recordings which have been properly requested pursuant to Act 22 of 2017 shall be retained.
3. Recording shall be retained for no less than 100 days to accommodate any delays in processing a request.
4. **Other Requests for Retention:**
 - a. Any member who believes that the retention of a recording not specifically required by this regulation is advisable (e.g., for use in a summary proceeding involving a traffic violation or training), shall categorize the recording as appropriate.
5. Officers are advised, per this regulation, that all recordings collected by the BWC equipment which are not regulated by a regular retention schedule will be purged no later than 100 days from the date of the recording, unless one of the following applies:
 - a. If the recording is the subject of a request under Chapter 67A of Title 42, the recording shall be retained until final disposition of the

request or the exhaustion of the statutory appeal process and the time periods for the taking of any appeal, whichever is later.

- b. The content of the recording has resulted, or may result, in the initiation of any criminal charges, summary proceedings (such as traffic violations), or any other criminal citations. Recordings retained pursuant to this subparagraph shall be destroyed within 115 days after the conclusion of the proceedings related to the citation or criminal charges, including all applicable periods for appeal, or, if no charges or citations have been filed, within 115 days after the expiration of the applicable statute of limitations.
- c. The Department receives notice of the initiation, or likely initiation, of civil proceedings against the Department or its personnel arising out of the subject matter of the recordings. Such recordings shall be retained for a minimum of two (2) years from the date of the creation of the recording and shall not be destroyed without the permission of the Solicitor.
- d. The Department receives a subpoena, court order, or request for pretrial discovery or inspection requiring the retention and/or production of the recording. All such subpoenas, orders, or requests shall be immediately referred to the Solicitor, and the subject recordings shall be retained and/or produced as required. The recordings shall not be destroyed without the permission of the Solicitor.
- e. The recording is requested to be preserved by a supervisor, or Solicitor where the recording may be necessary for use in any civil, administrative or disciplinary proceeding. The recording shall be retained until destruction is authorized by the Chief of Police and/or Solicitor.
- f. The recording is requested to be preserved by any individual who is a participant on the recording for use in any criminal proceeding. Such requests shall be in writing to the Chief of Police and should contain the date, time and location of the recording and the name of the parties involved. The record shall be retained until destruction is authorized by the Chief of Police.
- g. The recording is intended to be used for the purpose of officer training, in which case, it may be retained so long as it is used for that purpose.

6. Duplication

- a. Any recordings may be duplicated and placed onto a portable media device (i.e.: USB drive, cd/dvd) for court presentation, other law enforcement agencies or law enforcement training related activity.
- b. All above duplications shall be approved by the Chief of Police or his/her designee.

BWC MEDIA CATERGORIZATION, NOTATION AND USE IN REPORTS

1. BWC recordings that are determined to be evidentiary must be categorized appropriately in video storage system, to ensure proper retention periods are applied.
2. The use of the BWC shall be recorded in the appropriate section of department reports.
3. Officers may use media captured via the BWC to assist with investigations and the completion of required reports. Officers may also use the media captured by the BWC to assist investigators and supervisors in evaluating on-going situations.
4. Using the capabilities of the storage server, officers may add markers and/or create clips in order to assist investigators and/or prosecutors.
5. Officers may use media captured on the BWC for training purposes, with proper authorization from the Chief of Police or his/her designee. Additionally, Field Training Officers may use media captured via the BWC to provide immediate training to other officers and to assist with the completion of the Daily Observation Report (DOR).
6. May use media only with the proper authorization from the Chief of Police or his/her designee, for media broadcast and public relations activity (as expressed in this policy, all usage shall be in accordance with Pennsylvania Law.

DISSEMINATION

1. Dissemination of audio and video recordings shall be in accordance with Pennsylvania Law.
2. Regarding requests for law enforcement audio recordings or video recordings the following shall apply:
 - a. An individual who requests an audio recording or video recording made by a law enforcement agency shall, within 60 days of the date when the audio recording or video recording was made, serve a written request to the individual who is designated as the open-records officer for the law enforcement agency under section 502 of the act of February 14, 2008 (P.L.6, No.3), known as the Right-to- Know Law. Service is effective upon receipt of the written request by the open-records officer from personal delivery or certified mail with proof of service.
 - b. The request under paragraph (a) shall specify with particularity the incident or event that is the subject of the audio recording or

video recording, including the date, time and location of the incident or event.

- c. The request shall include a statement describing the requester's relationship to the incident or event that is the subject of the audio or video recording.
 - d. If the incident or event that is the subject of the audio recording or video recording occurred inside a residence, the request shall identify each individual who was present at the time of the audio recording or video recording unless not known and not reasonably ascertainable.
 - e. West Deer Police Department may establish reasonable fees relating to the costs incurred to disclose audio or video recordings. The fees shall be paid by the requesting party at the time of disclosure of the requested recording.
3. In criminal cases, notice shall be provided to the prosecuting attorney of any request for BWC recordings.

TRAINING

1. Prior to using a BWC, Officers must complete an initial West Deer Police Department approved and/or provided training program to ensure proper use, operations and compliance with agency policy. Initial training will include the following:
 - a. All practices and protocols covered by the West Deer Police Department BWC policy.
 - b. An overview of relevant state laws governing consent, evidence, victim and witness privacy, and public disclosure.
2. Additional training will be conducted annually to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

ADHERENCE TO POLICY

1. Failure to follow this policy may result in disciplinary action.

SECTION 88

WAIVER OF OUT OF COUNTY ARRAIGNMENT

Attached is the form to be used when obtaining a Waiver for of Out of Court Arraignment.



West Deer
TOWNSHIP
ALLEGHENY COUNTY PA

POLICE DEPARTMENT

JONATHAN D. LAPE
Chief of Police

Office: 724-265-1100
Fax: 724-265-1140

109 East Union Road - Cheswick, PA 15024
www.westdeertownship.com

WAIVER

The undersigned acknowledges that pursuant to the Pennsylvania Criminal Procedures Rule 517, having been arrested, in a court case, outside of the judicial district where the warrant of arrest was issued, he/she is to be taken before the proper issuing authority in the judicial district of the arrest for the purpose of posting bail for his/her appearance at a preliminary arraignment before the issuing authority in the judicial district where the warrant was issued.

Having been advised of the procedure required under said rules, the undersigned hereby waives the above procedure and consents to be taken, without unnecessary delay, before the proper issuing authority in the judicial district where the warrant was issued, for the purpose of immediate preliminary arraignment.

Signed this _____ day of _____, 20_____.

Defendant Signature

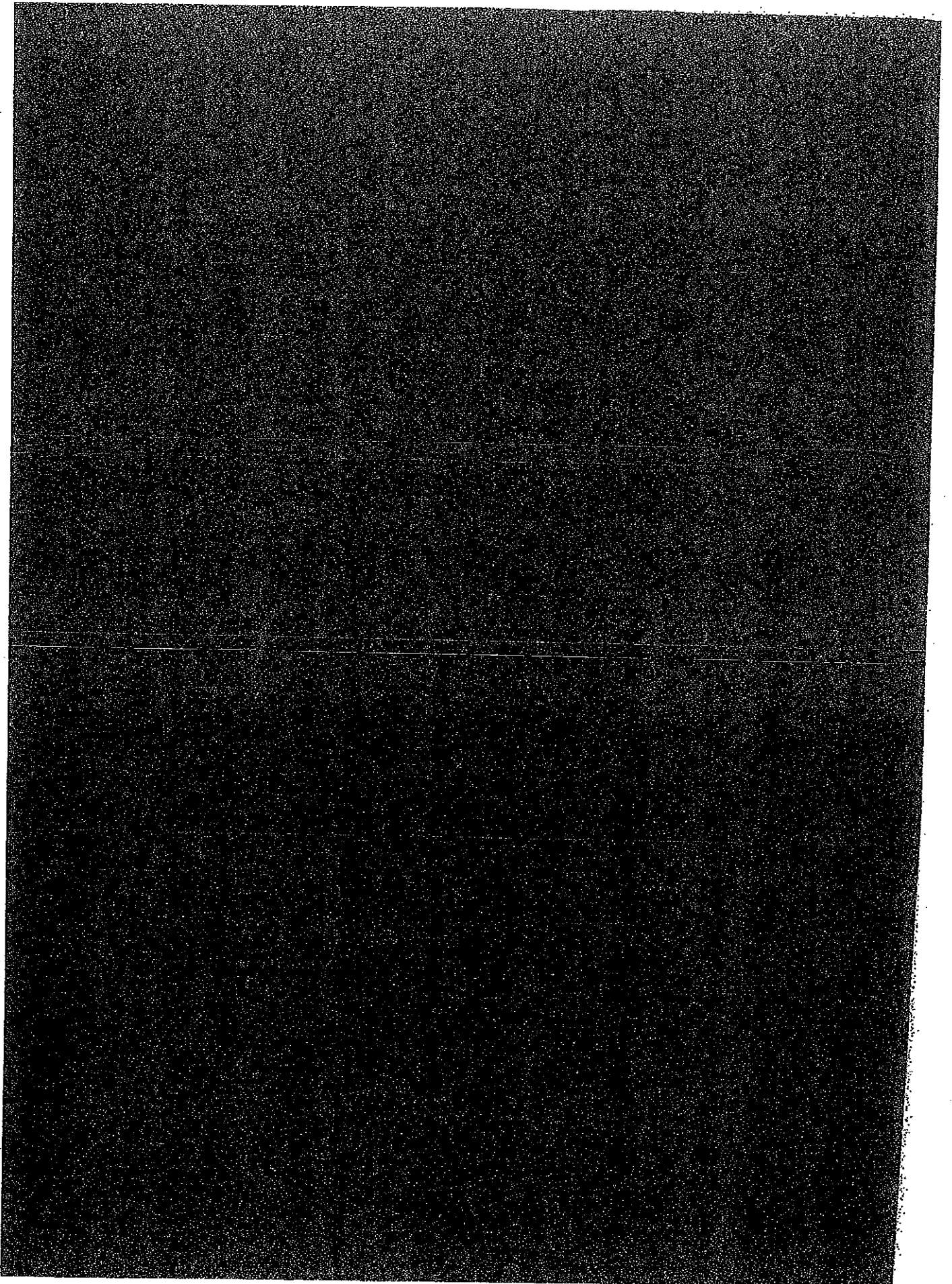
Printed Name

Officer Signature

Printed Name

Witness Signature

Printed Name



AUTHORIZATION: STREAMBANK ENGINEERING

AS PART OF THE TOWNSHIP'S MS4 STORMWATER PROGRAM, THE BOARD OF SUPERVISORS BUDGETED FUNDS FOR STREAMBANK RESTORATION. AS THIS PROJECT REQUIRES SEPARATE ACCOUNTING AND TRACKING, TOWNSHIP ENGINEER SHOUP ENGINEERING PROVIDED A SEPARATE PROPOSAL FOR THIS SPECIFIC PROJECT.

A COPY OF THEIR PROPOSAL IS ATTACHED.

MR. SHOUP...

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE STREAMBANK RESTORATION PROJECT ENGINEERING TO SHOUP ENGINEERING IN THE AMOUNT OF \$9,250.00.

	MOTION	SECOND	AYES	NAYES
DR. MANN	___	___	___	___
MR. FORBES	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___



SHOUP ENGINEERING
CELEBRATING 50 YEARS

329 Summerfield Drive, Baden PA 15005

Telephone: 724-869-9560

Email: info@shoupengineering.com

April 14, 2021

Mr. Daniel Mator
West Deer Township
109 East Union Road
Cheswick, PA 15024

Re: Stream Restoration Project
West Branch of Deer Creek and Dawson Run
Engineering Services Proposal

Dear Mr. Mator,

We have reviewed the scope of work required to design, permit, bid and oversee construction of a stream restoration project on the West Branch of Deer Creek and Dawson Run in the Township. This project would involve stream restoration of approximately 360 feet of streambank on properties along Gibsonia Road on the West Branch Deer Creek and 200 feet of streambank on property along Oak Road on Dawson Run.

It is anticipated that the following outline of services will be required to complete the project:

- Field survey to supplement existing topographic mapping.
- Delineation of wetlands.
- Design of stream restoration and preparation of plans and specifications.
- Preparation of easement exhibit plans and assistance with easement documents.
- Preparation of bid documents and contract documents.
- Preparation of Pennsylvania DEP General Permit No. 3 applications and related documents.
- Attendance of pre-bid meeting and bid opening and tabulation of bids.
- Attendance of pre-construction meeting.
- Review of contractor submittals.
- Supervision of construction.
- Preparations of change orders, if necessary.
- Administration of contract documents and review of payment requests.

We would offer that the above-referenced services could be performed for the lump sum cost of \$9,250.00.

Resident inspection and other services can also be provided at our standard rate schedule as required.

Mr. Daniel Mator
Page 2
April 14, 2021

This proposal does not include costs for permit fees, advertising, or similar costs which are normally borne by the Township.

This proposal also does not include assistance with arbitration, condemnation, or other legal proceedings involved with or resulting from this project.

If during the preliminary design phase it is determined that the project will not qualify for a DEP General Permit No. 3, but instead will require a DEP/Army Corp Joint Permit, a revised engineering proposal will need to be prepared.

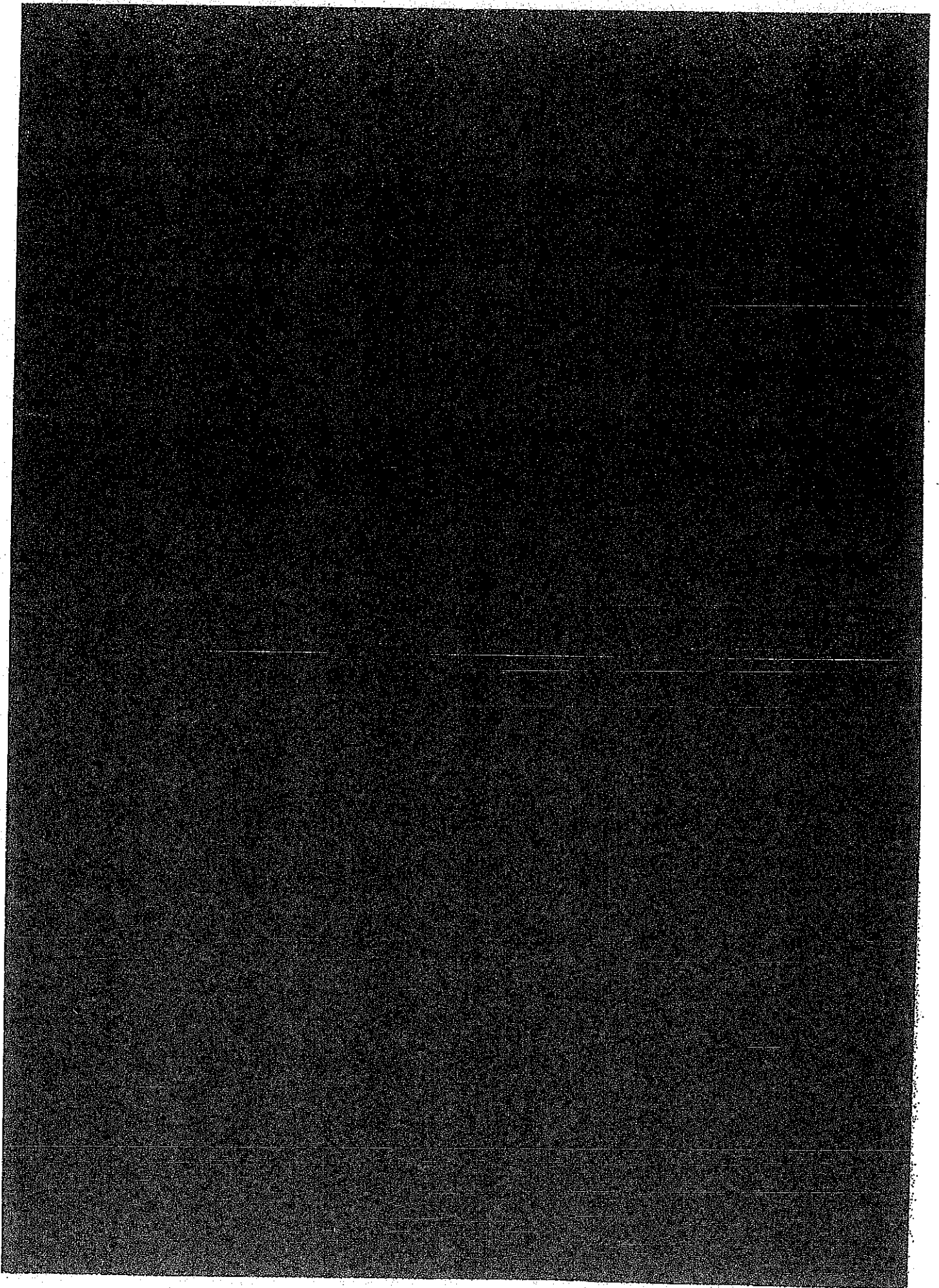
As always, we appreciate the opportunity to provide this proposal.

Sincerely,

SHOUP ENGINEERING INC.



Scott A. Shoup, P.E.



AWARD: 2021 ROAD PROGRAM

PLANS, SPECIFICATIONS, AND BID DOCUMENTS WERE PREPARED BY SHOUP ENGINEERING FOR THE 2021 ROAD PROGRAM.

THE PROJECT WAS ADVERTISED AND SEALED BIDS WERE RECEIVED UNTIL 1:30 P.M. ON WEDNESDAY, APRIL 14, 2021, AT WHICH TIME THEY WERE OPENED AND READ ALOUD.

CONTRACT 21-02 – WORK WILL CONSIST OF THE INSTALLATION OF COLD MIX FB MODIFIED BINDER LEVELING COURSE WITH CMS-2 EMULSION, BASE REPAIR AND OTHER MISCELLANEOUS WORK ON THREE (3) TOWNSHIP ROADS TOTALING APPROXIMATELY 21,640 FEET. ALTERNATE BIDS FOR SIMILAR WORK WILL ALSO BE RECEIVED FOR TWO (2) OTHER TOWNSHIP ROADS (A PORTION OF LOGAN ROAD AND SHUSTER ROAD).

MR. SHOUP AND MR. MATOR...

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AWARD THE 2021 ROAD PROGRAM COLD MIX ASPHALT PAVING CONTRACT NO. 21-02 TO YOUNGBLOOD PAVING, INC. IN THE AMOUNT OF \$811,895.00 FOR THE BASE BID, AND IN THE AMOUNT OF \$320,602.50 FOR THE TWO ALTERNATE BIDS.

	MOTION	SECOND	AYES	NAYES
MR. FORBES	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
DR. MANN	___	___	___	___
MR. KARPUZI	___	___	___	___

DISCUSSION: COMMUNICATIONS CONSULTANT

MR. KARPUZI...

MOTION SECOND AYES NAYES

MRS. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____
DR. MANN	_____	_____	_____	_____
MR. FORBES	_____	_____	_____	_____
MR. KARPUZI	_____	_____	_____	_____

DISCUSSION: ENVIRONMENTAL ADVISORY COMMITTEE

MR. ROBB AND MR. MATOR...

MOTION SECOND AYES NAYES

MRS. JORDAN	—	—	—	—
DR. MANN	—	—	—	—
MR. FORBES	—	—	—	—
MRS. HOLLIBAUGH	—	—	—	—
MR. KARPUZI	—	—	—	—

DISCUSSION: ZONING HEARING BOARD ALTERNATE

MR. PAYNE...

MOTION SECOND AYES NAYES

DR. MANN	___	___	___	___
MR. FORBES	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

I MOVE TO ADJOURN AT _____ P.M.

MOTION SECOND AYES NAYES

MR. FORBES	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
DR. MANN	___	___	___	___
MR. KARPUZI	___	___	___	___