CHIEF OF POLICE JACK CARRUTH

Welcome to the South Salt Lake Police Departments policy manual. Employees of the South Salt Lake City Police Department are among the most visible representatives of City Government. To the majority of people, police officers are symbols of stability and authority upon whom they rely. The conduct of employees of the South Salt Lake City Police Department is closely scrutinized, and when actions are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than the comparable conduct of persons in other walks of life. Since the employee's conduct, both on and off duty may reflect directly upon the Department, employees should conduct themselves in a manner, which does not bring discredit upon themselves, the Department or the City. These professional standards are designed to promote efficiency, positive discipline, enhance public relations and community support by setting for policies governing the conduct of all employees of the South Salt Lake City Police Department.

The procedures, regulations, sections, sentences, clauses and phrases of this manual are not intended to be in conflict with any laws, ordinance, or policy of the United State, the State of Utah, or the City of South Salt Lake, or its Departments. If any procedure, regulation, section, sentence, clause, or phase of of this policy manual to be invalid, such decision does not affect the validity of the remaining portions of the policy.

All employees of this Department SHALL familiarize themselves with the City of South Salt Lake Policies, Standards and Conduct, Department Written Directives, Orders of Policy, Ordinances of the City of South Salt Lake, Laws of the State of Utah or the United States. They shall conform to and obey the spirit and intent of these rules. any violation of these or other regulations whether on or off duty may subject and employee to disciplinary actions.

Violations of the City of South Salt Lake Policies, Standards and Conduct, Department Written Directives, Orders of Policy, Ordinances of the City of Salt Lake, Laws of the State of Utah, or the United States may subject offenders to disciplinary action up to and including termination. Action taken on violations depends on the degree of severity, record of the offender, and seriousness of the consequences of the action. It is the duty of every employee to take appropriate corrective action and/or report to the appropriate Division Commander via the proper chain of command, when she/he learns of a violation of the law, policy, procedure, orders, or other written directives.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

SOUTH SALT LAKE POLICE DEPARTMENT MISSION STATEMENT

It is the mission of the South Salt Lake Police Department to enhance the quality of life in our city by providing quality police services. We are dedicated to upholding the highest professional standards while serving the community. We are committed to the enforcement of laws to protect life and property, while also respecting individual rights, human dignity, and community values. We are committed to maintaining a partnership with our community and assisting citizens in identifying and solving problems to improve the quality of life in their neighborhoods.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Table of Contents

Chief of Police Jack Carruth. 1

Law Enforcement Code of Ethics. 2

South Salt Lake Police Department Mission Statement. 3

Chapter 1 - Law Enforcement Role and Authority. 9

100 - Law Enforcement Authority. 10
101 - Chief Executive Officer. 13
102 - Policy Manual. 14
103 - Professional Standards and Conduct. 17
104 - Oath of Office. 20
105 - Constitutional Safeguards - Investigations. 22
106 - Federal Law Enforcement or National Guard Assistance. 25

Chapter 2 - Organization and Administration. 26

200 - Staffing Levels. 27
201 - Electronic Mail. 28
202 - Administrative Communications. 30
203 - General Order. 33
204 - Organizational Structure and Responsibility. 34
205 - Retiree Concealed Firearms. 40

Chapter 3 - General Operations. 43

300 - Standards of Conduct. 44
302 - Officer Response to Calls. 53
302 - Canines. 57
303 - Use of Force. 69
304 - Use of Force Civilian Review Boards. 78
305 - Search and Seizure. 79
306 - Strip Search and/or Body Cavity Search. 85
307 - Control Devices and Techniques. 86
308 - Conducted Energy Device. 93
309 - Handcuffing and Restraints. 101
310 - Firearms. 105
311 - Domestic Violence. 114
312 - Vehicle Pursuits. 122
313 - Officer-Involved Shootings and Deaths. 136
314 - Victim and Witness Assistance. 145
315 - Hate Crimes. 152
316 - Public Alerts. 154
317 - Adult Abuse. 159
318 - Missing Persons. 167
319 - Discriminatory Harassment. 180

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

320 - Child Abuse. 185
321 - Report Preparation. 191
322 - Media Relations. 195
323 - Subpoenas and Court Appearances. 200
324 - Reserve and Auxiliary Officers. 203
325 - Outside Agency Assistance. 212
326 - Registered Offender Information. 214
327 - Major Incident Notification. 217
328 - Death Investigation. 219
330 - Limited English Proficiency Services. 222
331 - Communications with Person with Disabilities. 230
332 - Mandatory Employer Notification. 238
334 - Public Safety Video Surveillance System. 239
335 - Unmanned Aerial System. 243
336 - Communications to and from Field Officers. 247
337 - Youth Resource Officer Program. 251
338 - Child and Dependent Adult Safety. 253
339 - Volunteer Program. 257
340 - Off-Duty Law Enforcement Actions. 262

Chapter 4 - Patrol Operations. 264

400 - Patrol Function. 265
401 - Bias-Based Policing. 268
401 - Briefing. 270
403 - Crime and Disaster Scene Integrity. 272
404 - Special Weapons and Tactics Unit (SWAT). 274
405 - Ride-Along Program. 279
406 - Hazardous Material Response. 282
407 - Hostage and Barricade Incidents. 285
408 - Response to Bomb Calls. 290
409 - Civil Commitments. 295
410 - Citation Releases. 299
411 - Rapid Response and Deployment. 301
413 - Immigration Violations. 304
414 - Emergency Utility Service. 308
415 - Aircraft Accidents. 309
416 - Field Training Officer Program. 313
417 - Obtaining Air Support. 316
418 - Contacts and Temporary Detentions. 317
419 - Criminal Organizations. 321
420 - Watch Commanders. 325
421 - Mobile Audio Video. 326
422 - Mobile Data Terminal Use. 333
423 - Portable Audio/Video Recorders. 336
424 - Bicycle Patrol Unit. 341
425 - Foot Pursuits. 345
426 - Burglary/Intrusion Alarm Response. 350

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

427 - Juvenile Offenders, Contact, Interviews, Interrogation. 352
428 - Automated License Plate Readers (ALPRs). 356
429 - Unusual Occurrence and Planning and Review. 359
430 - Homeless Persons. 368
431 - Legal Process Service and Civil Standby's. 371
432 - Removal of Patrons from Inn's or Motels. 375
433 - Civil Disputes. 377
434 - Public Recording of Law Enforcement Activity. 380
435 - Crisis Intervention Incidents. 383
436 - Medical Aid and Response. 388
437 - First Amendment Assemblies. 394

Chapter 5 - Traffic Operations. 400

500 - Traffic Function and Responsibility. 401
501 - Traffic Collision Reporting. 409
502 - Vehicle Towing and Release. 420
503 - Impaired Driving. 423
504 - Traffic Citations. 428
505 - Disabled Vehicles. 430
506 - Abandoned Vehicles. 431
507 - Motorcycle Officer Program. 432

Chapter 6 - Investigation Operations. 440

600 - Investigation and Prosecution. 441
601 - Detective Availability. 447
602 - Sexual Assault Investigations. 448
603 - Asset Forfeiture. 454
604 - Informants. 462
605 - Accountability and Case Management. 468
606 - Eyewitness Identification. 470
607 - Investigative Task Forces. 474
608 - Brady Material Disclosure. 475
609 - Investigative Polygraphs. 478
610 - Pawn Shop Holds. 479
611 - Sensitive Complaint Processing. 481
612 - Special Operations Procedures. 484
613 - De-Confliction of Activity or Event. 491
614 - Operations Planning and Deconfliction. 494
615 - Warrant Service. 498

Chapter 7 - Equipment. 503

700 - Department-Owned and Personal Property. 504
701 - Information Technology Use. 508
702 - Personal Communication Devices. 512
703 - Vehicle Maintenance. 516
704 - Establishing Residency and Vehicle Per Officer Program. 519
705 - High Visibility Reflective Vests. 523

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

706 - Uniform Requirements and Components. 524
707 - Cash Handling, Security and Management. 535

Chapter 8 - Support Services. 537

800 - Crime Analysis. 538
801 - Property and Evidence. 542
802 - Records Section. 555
803 - Records and Informational Access. 557
804 - Restoration of Firearm Serial Numbers. 563
805 - Records Maintenance and Release. 565
806 - Protected Information. 570
807 - Computers and Digital Evidence. 574
808 - Cash Control of Investigative Funds, Petty Cash, Receipts. 578
809 - Multi-Jurisdictional Communications Agreement. 582
810 - Pharmaceutical Drug Collection Program. 587

Chapter 9 - Arrest and/or Custody. 589

900 - Temporary Custody of Adults. 590
901 - Arrest With or Without a Warrant. 596
902 - Alternative to Arrest. 602
903 - Private Persons Arrests. 605
904 - Arrest or Detention of Foreign Nationals. 607
905 - Temporary Custody of Juveniles. 611
906 - Custodial Searches. 618
907 - Prison Rape Elimination. 630

Chapter 10 - Personnel. 640

1000 - Recruitment and Selection. 641
1001 - Promotion Process. 646
1002 - Reporting of Employee Convictions. 650
1003 - Drug- and Alcohol-Free Workplace. 652
1004 - Sick Leave. 655
1005 - Communicable Diseases. 657
1006 - Smoking and Tobacco Use. 662
1007 - Personnel Complaints. 663
1008 - Seat Belts. 674
1009 - Body Armor. 676
1010 - Personnel Records. 678
1011 - Specialty Assignments and Rotations. 682
1012 - Commendations and Awards. 684
1013 - Fitness for Duty. 686
1014 - Meal Periods and Breaks. 689
1015 - Lactation Breaks. 690
1016 - Payroll Records. 692
1017 - Overtime Compensation Requests. 693
1018 - Outside Employment. 696
1019 - Occupational Disease and Work-Related Injury and Death Reporting. . . . 700

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1020 - Personal Appearance Standards. 702
1021 - Uniform Regulations. 704
1022 - Nepotism and Conflicting Relationships. 710
1023 - Department Badges. 713
1024 - Temporary Modified-Duty Assignments. 715
1025 - Training Unit and Police Officer Training Academy. 720
1026 - Employee Speech, Expression and Social Networking. 731
1027 - Anti-Retaliation. 737
1028 - Workplace Violence. 740
1029 - Wellness Program. 742
1030 - Line-of-Duty Deaths. 747

Attachments. 758
. 759

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Chapter 1 - Law Enforcement Role and Authority

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the South Salt Lake Police Department to perform their functions based on established legal authority.

100.2 PEACE OFFICER POWERS

Sworn members of the Department shall be considered peace officers pursuant to Utah Code 53-13-102 and Utah Code 53-13-103.

100.2.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE SOUTH SALT LAKE POLICE DEPARTMENT

The arrest authority within the jurisdiction of the South Salt Lake Police Department includes:

(a) In compliance with an arrest warrant.

(b) Without a warrant (Utah Code 77-7-2):

1. For a public offense committed or attempted in the presence of an officer.
2. When an officer has reasonable cause to believe that a felony or class A misdemeanor has been committed.
3. When an officer has reasonable cause to believe that a public offense has been committed and the person to be arrested may flee or conceal him/herself to avoid arrest, destroy or conceal evidence or injure another person or damage property.

(c) Without a warrant when there is reasonable cause to believe that the person has committed theft (Utah Code 77-7-13).

(d) Without a warrant when an officer has probable cause to believe that a person is driving under the influence in violation of Utah Code 41-6a-502 (Utah Code 41-6a-508).

100.2.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE SOUTH SALT LAKE POLICE DEPARTMENT

The arrest authority of officers outside the jurisdiction of the South Salt Lake Police Department includes (Utah Code 77-9-3):

(a) When the officer is in fresh pursuit of an offender for the purpose of arresting and holding the person in custody or returning the person to the jurisdiction where the offense occurred.

(b) When a public offense has been committed in the presence of the officer.

(c) When the officer is participating in an investigation of criminal activity which originated in the jurisdiction of the South Salt Lake Police Department in cooperation with the local law enforcement authority.

(d) When the officer is called to assist officers in another jurisdiction.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Officers should, when practicable, notify and receive approval from the local law enforcement authority prior to taking enforcement action.

100.3 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and Utah Constitutions.

100.3.1 LIMITS OF AUTHORITY

(a) It is the duty of each of the sworn personnel in the department to enforce all laws and ordinances.

(b) The officers authority will be utilized within the limits of the law, city ordinance, state and federal constitutions, and the standards adopted by this department.

(c) Full-time peace officers have peace officer authority 24 hours a day, 7 days a week.

(d) Reserve officers shall have peace officer authority only while on duty and functioning in an official capacity as a reserve officer for the City of South Salt Lake.

(e) Animal Services officers shall not have the authority to arrest but may issue citations at their discretion for violations of city ordinances related to their area of enforcement.

(f) Crossing guards shall have no authority to arrest or enforce any law.

100.3.2 LEGAL AUTHORITY TO CARRY FIREARMS

Peace officers are authorized to carry firearms under the Constitution of the State of Utah, Article 1, section 6 and UCA '76-10-523.

100.3.3 GEOGRAPHICAL JURISDICTION

In the delivery of emergency law enforcement services there can be no boundaries. Whenever an emergency need is identified or whenever fellow law enforcement officers are in need of assistance, geographical boundaries should not hinder an officer from answering the call or honoring the request. However, the day-to-day tasks of providing police services and the overall exercise of police authority will normally be limited to those areas within the corporate limits of South Salt Lake City. Current maps, which delineate the specific geographical boundaries of South Salt Lake City, are issued to each officer.

(a) Peace officers have statewide peace officer authority. UCA 77-1a-1(2).

(b) Any peace officer duly authorized by any governmental entity of this state may exercise a peace officer's authority beyond the limits of such officer's normal jurisdiction where the offense was committed when:

1. A public offense is committed in such officer's presence.

2. Participating in an investigation of criminal activity which originated in such officer's normal jurisdiction in cooperation with the local authority.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

3. Called to assist peace officers of another jurisdiction.
4. Serving as a member of a law enforcement task force.

(c) Any peace officer, prior to taking such authorized action, shall notify and receive approval of the local law enforcement authority, or if such prior contact is not reasonably possible, notify the local law enforcement authority as soon as reasonably possible.

(d) Unless specifically requested to aid a police officer of another jurisdiction or otherwise as provided for by law, no legal responsibility for a police officer's action provided herein, shall attach to the local law enforcement authority. UCA 77-9-3.

100.4 POLICY

It is the policy of the South Salt Lake Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

100.5 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

(a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.

(b) When an officer enters another state in fresh pursuit:

1. In Colorado, to arrest the person for a crime committed in Utah (CRS § 16-3-104).
2. In Arizona, Idaho, Nevada and New Mexico, to arrest the person for committing a felony in Utah (ARS § 13-3832; Idaho Code 19-701; NRS 171.158; NMSA § 31-2-1).

(c) When an interstate compact exists with the state of Wyoming that permits an officer to pursue and arrest an offender who has fled Utah (Wyo. Stat. § 7-3-103).

Whenever an officer makes an arrest in another state, the officer shall take the offender to a magistrate or other proper judicial official in the county where the arrest occurred as soon as practicable (ARS § 13-3833; CRS § 16-3-104; Idaho Code 19-702; NRS 171.158; NMSA § 31-2-2 (New Mexico)).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Chief Executive Officer

101.1 PURPOSE AND SCOPE

Utah Code 53-6-205 mandates that all sworn officers employed after January 1, 1985 successfully complete a Utah POST Council certified academy or successfully pass a state certification examination pursuant to Utah Code 53-6-206, and obtain POST certification, prior to being permitted to exercise peace officer powers.

101.1.1 CHIEF OF POLICE REQUIREMENTS

It is recommended that a candidate for Chief of Police of the Department should, as a condition of continued employment:

(a) Be an individual of recognized executive and administrative capacity.

(b) Be selected solely with regard to their qualifications and fitness to discharge the duties of the office.

(c) Be of high moral character.

(d) Be of good standing in their community of residence.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Policy Manual

102.1 PURPOSE AND SCOPE

The manual of the South Salt Lake Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

102.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

102.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the South Salt Lake Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The South Salt Lake Police Department reserves the right to revise any policy content, in whole or in part.

102.2.2 COMMAND STAFF

Command Staff shall consist of the following:

- Chief of Police
- Deputy Chief of Police
- Division Commanders

The Command Staff shall review all recommendations regarding proposed changes to the manual at staff meetings.

102.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue General Orders, which

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

102.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CFR - Code of Federal Regulations.

City - The City of South Salt Lake.

Non-sworn - Employees and volunteers who are not sworn peace officers.

Department/SSLPD - The South Salt Lake Police Department.

DMV - The Department of Motor Vehicles.

Employee/personnel - Any person employed by the Department.

Juvenile - Any person under the age of 18-years.

Manual - The South Salt Lake Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the South Salt Lake Police Department, including full-time sworn officers, reserve officers, non-sworn employees and volunteers.

Officer - Those employees, regardless of rank, who are sworn peace officer employees of the South Salt Lake Police Department.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

POST - The Utah Peace Officer Standards and Training Division.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

UAC - Utah Administrative Code (Example: UAC R728-503-10).

USC - United States Code.

102.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

102.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

102.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Division Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Professional Standards and Conduct

103.1 PURPOSE AND SCOPE

The Professional Standards and Conduct Section shall be considered as standing orders governing the actions of all employees of the South Salt Lake City Police Department in the performance of their duties.

103.1.1 PROCEDURE

All employees of the South Salt Lake City Police Department shall review the Professional Standards and Conduct Sectionduring their field training process.

All employees shall read and familiarize themselves with the contents of the manual

103.2 OBLIGATION TO DEPARTMENT GOALS AND OBJECTIVES

Supervisory and management personnel shall be familiar with the mission, and vision statements and integrate into their daily activities, the goals and objectives of the Department.

Officers shall preserve the public peace, involve the community in problem solving whenever possible, detect, and arrest offenders, prevent crime, protect life and property, and enforce the ordinances and statutes of the City of South Salt Lake, the State of Utah, and the United States of America.

Non-sworn employees, although not personally responsible for the enforcement of the law, shall provide vital support for the Departments basic mission.

103.3 INSUBORDINATION AND INTEMPERATE BEHAVIOR

Employees shall obey, in a timely manner, any lawful directives of a supervisor

Employees shall not show, by statement or deed disrespect to a supervisor

Employees shall not show, by statement or deed disobedience to authority

Employees shall not by obligated to obey any directive which they know or should reasonably know would require them to commit any illegal act. If in doubt as to the legality of a directive, employees shall request the issuing supervisor to clarify the directive or shall request to confer with higher authority.

103.4 IDENTIFICATION

Employees shall furnish their names and identification number to any person requesting that information when they are on duty or while holding themselves out as having official capacities, except when the withholding of such information is necessary for the performance of the police duties or is authorized by the employee's supervisor.

103.5 DERELICTION OF DUTY

Dereliction of duty, on the part of any employee, is cause for disciplinary action. The following acts or omission shall constitute dereliction of duty:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1. Failure to obey a lawful order(s) or willful or repeated violations of any rule, regulation or policy of the department.
2. Employees shall submit all necessary reports on time and in accordance with established department procedures. Reports submitted by employees shall be truthful and complete, and no employees shall knowingly enter or cause to be entered any inaccurate, false or improper information.
3. Any Employee absent without authorized leave. This rule includes failure to be at the time and place of duty or leaving a place of duty or assignment without authorization.
4. Cowardice or failure to support fellow officers or perform police duties because of fear.
5. Sleeping while on duty.
6. Falsely reporting themselves ill or injured, or to otherwise deceive or attempt to deceive the department as to the condition of their health. Employees, when reporting off sick for any reason other than emergency, shall notify their respective on-duty supervisor at least one (1) hour prior to the employees scheduled hours of duty. This notification shall take place on a daily or as needed basis unless excused for doing so by the employee's supervisor.
7. Purposefully or by lack of proper planning fails to complete required training.
8. Devoting on-duty time and attention to non-department business Any exceptions to this rule shall be only with the approval of the Chief of Police.
9. Using abusive, insulting or indecent language toward or about a supervisor, peer, citizen, etc.
10. Displaying reluctance to properly perform assigned duties or acting in a manner tending to bring discredit upon him/herself or a department, or failing to assume responsibility or exercise diligence and interest in pursuit of duties, or displaying a lack of energy of such character as to amount to incompetence
11. Failure of a supervisor to immediately take action when a violation of this sections comes to his/her attention.
12. Use of tobacco, alcohol and/controlled substance in violation of these standards.

103.6 AVAILABILITY OF PERSONAL INFORMATION

Each employee shall keep the department informed of his/her current address and telephone.

Each employee shall report any changes in address or telephone number within twenty-four (24) hours to his/her Field Commander, Division Commander and Administrative Assistant.

Address and telephone numbers of employees shall be kept confidential and released only by direction of the Chief of Police or his/her designee.

103.7 CONDUCT UNBECOMING A POLICE EMPLOYEE

It is important for police officers and police employees to maintain the respect and trust of the community as well as the trust and respect of their fellow officers and other department employees. Employees shall be truthful in deeds and scope of employment operations. It is imperative that

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

an officers/employee's conduct both on-duty and off-duty not negatively affect the mission of the South Salt Lake Police Department or negatively impact the general positive reputation of this department. Officers/employees shall not engage in any conduct on-duty or off-duty, which brings discredit or embarrassment to the employee and/or the department. An officers/employee's on-duty and off-duty conduct should not negatively affect the morale and/or day-to-day operations of the department. Example would be but are not limited to: bigotry, dishonestly, fighting, mishandling of property belonging to the department or others, verbal tantrums.

103.8 PATRIOTIC COURTESY

1. On all occasion, sworn employees of this department while in uniform shall salute the National colors and the playing of the National Anthem with a hand salute unless officers are performing police duty requiring immediate attention.
2. Employees of this department who are not in uniform shall render the National Colors and National Anthem the honors and courtesies customarily afforded them.

103.9 SECTION TITLE

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Oath of Office

104.1 PURPOSE AND SCOPE
Officers of the Department are sworn to uphold the federal and state constitutions and to enforce federal, state and local laws.

104.1.1 OATH OF OFFICE
Upon employment, all sworn employees shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Utah Constitution Article IV, Section 10).

104.1.2 SOUTH SALT LAKE POLICE OFFICER'S OATH OF OFFICE
STATE OF UTAH)

: ss

COUNTY OF SALT LAKE)

I do solemnly affirm that I will conform to the high standards set forth in the LAW ENFORCEMENT CODE OF ETHICS and POLICE DEPARTMENT VALUE STATEMENT, and that I will support and obey; in word and deed, the POLICE DEPARTMENT CODE OF CONDUCT and affirmatively promote the mission outlined in the POLICE DEPARTMENT MISSION STATEMENT.

I do solemnly affirm that I will support, obey, and defend the CONSTITUTION OF THE UNITED STATES and the CONSTITUTION OF THE STATE OF UTAH, and that I will discharge the duties of my office with fidelity.

(Sign Here) _____

(Office) Police Officer

Subscribed and sworn to before me this day of

_____

City Recorder

City of South Salt Lake, Utah

OATH OF OFFICE

OF

As

Police Officer

Filed the

_____ Clerk or Recorder

By _____ Chief of Police

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Oath of Office

104.2 POLICY

It is the policy of the South Salt Lake Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

104.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions (Utah Constitution Article IV § 10).

If a member is opposed to taking an oath, he/she shall be permitted to substitute the word "affirm" for the word "swear."

104.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (Utah Code 52-1-2 et seq.).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Constitutional Safeguards - Investigations

105.1 PURPOSE AND SCOPE

It is the policy of South Salt Lake Police Department to respect and protect the individual constitutional rights of all persons and to take firm and decisive action against any sworn officer who, in the course of duty, deliberately and knowingly, without justification, violates the individual constitutional rights of any person.

(a) Certain individual constitutional rights are viewed as being particularly susceptible to abuse during the conduct of law enforcement activities. Among these are constitutional prohibitions against:

1. Unreasonable searches and seizures.
2. Self incrimination.
3. Deprivation of life or liberty without due process.
4. Criminal proceedings without assistance of counsel.

(b) Officers must be sensitive to these constitutional issues and remain alert for case law interpretations and statutory augmentation arising out of the above topics. Some restrictions and considerations that apply are:

1. Absent exigent circumstances, probable cause, or consent to search, search warrants will be obtained prior to searches.
2. Use of only necessary and proper physical force.
3. Ensuring the physical safety of persons in custody.
4. Arrests are based on personal observation, probable cause, or as directed by a warrant.
5. Persons who are being interviewed will be advised of their rights per the Miranda Warning, if in the course of the interview they are suspected of criminal activity or the officer believes they may make self incriminating statements.
6. Persons in custody who are being questioned will be advised of their rights per the Miranda Warning.
7. Confessions and admissions will be voluntary.
8. Allowing the arrestees attorney to have access to his/her client in custody so as to not deprive the arrestee of counsel.

(c) Intentional or careless denial of a person's constitutional rights may result in criminal or civil sanctions against those involved, as well as disciplinary action against department employees.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

105.1.1 ELECTRONIC RECORDING OF CUSTODIAL INTERVIEWS

The South Salt Lake Police Department will adopt the following practices for electronic recording of custodial interviews. The state prosecutors, the Utah Attorney General's office and the Utah Chiefs of Police Association have implemented the attached statement of best practices regarding the recording of interrogations. With this statement, we are compatible with our prosecutors who must represent our actions in court.

105.1.2 POLICY

(a) Any custodial interrogation of a person who is in a fixed place of detention and who, at the time of the interrogation, is suspected of having committed any violent felony offense, as defined in Utah Code Ann. §76-3-203.5(1)(c)(i), should be electronically recorded in its entirety.

(b) Any custodial interrogation of a person who is not in a fixed place of detention and who, at the time of the interrogation, is suspected of having committed any violent felony offense, as defined in Utah Code Ann. §76-3-203.5(1)(c)(i), should, where practicable, be electronically recorded in its entirety.

(c) The interrogating entity should not destroy or alter any electronic recording made of a custodial interrogation until the time that a conviction for any offense relating to the interrogation is final and all direct and collateral appeals are exhausted or the prosecution for that offense is barred by law. To facilitate storage and protection of the record during the time period specified above, the interrogating entity may make true, accurate, and complete copies of the electronic recording.

(d) The guidelines for electronic recording of a custodial interrogation are not applicable if:

1. The suspect refuses to speak to law enforcement if the interrogation is electronically recorded. Such refusal should be documented either by electronic recording demonstrating such refusal, or through a written statement signed by the suspect.

2. Access to recording equipment required to electronically record an interrogation is not reasonably available during the period of time that the suspect is lawfully detained.

3. The equipment malfunctions and replacement equipment is not reasonably available.

4. The law enforcement officers, in good faith, fail to record the custodial interrogation because the officers inadvertently fail to operate the recording equipment properly, or without the officer's knowledge the recording equipment malfunctions or stops operating.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

5. The law enforcement officers conducting the custodial interrogation reasonably believe that the crime of which the person is suspected is not among those listed in Utah Code Ann §76-3-203.5(1)(c)(i).

6. Exigent circumstances make electronic recording impossible or impractical.

(e) Definitions applicable to this best practices statement are as follows:

1. **Custodial interrogation** - means express questioning or its functional equivalent that is conducted by a law enforcement officer from the time the suspect is, or should be, informed of his or her "Miranda" rights, until the time that the questioning ends. It does not include questions put by law enforcement personnel, and the person's responsive statements, which are part of a routine processing or booking of the person.

2. **Electronic recording** - refers to either audio recording or combined audio and video recording. The latter is recommended. Law enforcement officers are encouraged, if videotaping, to position the camera to capture the suspects face.

3. **Fixed place of detention** - means a jail, a police or sheriff's station, a holding cell, or a correctional or detention facility.

4. **Suspect -** a person who enforcement officers have reasonable cause, at the time of the interrogation, to believe committed a violent felony.

(f) Law enforcement officers should continue to prepare written summaries of custodial questioning, and continue to obtain written statements from suspects. [NOTE: This document provides recommendations for electronic recording of custodial questioning. No document can address all the circumstances or exigencies which officers may encounter, and this model is not intended to be a comprehensive treatment of all the factors involved in criminal investigations. While it is a general guide outlining methods for custodial questioning, the recommendations are intended to be used as guidelines, and are not intended to create any substantive or procedural rights.]

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Federal Law Enforcement or National Guard Assistance

106.1 PURPOSE AND SCOPE

Federal assistance is requested through the Office of the Federal Emergency Management Agency (FEMA).

(a) State assistance, including assistance from the National Guard, is requested through the office of the Governor.

(b) The Mayor or Mayor's designee shall, in the absence of the Mayor, request emergency mutual aid from the state or federal government.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Chapter 2 - Organization and Administration

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Staffing Levels

200.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

200.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least one regular supervisor on-duty whenever possible. Watch Commanders will ensure that at least one field supervisor is deployed during each watch, in addition to the Watch Commander (whenever possible).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Electronic Mail

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the Department's electronic mail (email) system by employees of this department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law. Messages transmitted over the email system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration or practices of the Department.

201.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message, including any attachment, that is transmitted over its email system or that is stored on any department system.

The email system is not a confidential system and therefore is not appropriate for confidential communications. If a communication must be confidential, an alternative method to communicate the message should be used. Employees using the department email system shall have no expectation of privacy concerning communications transmitted over the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

201.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and harassing or any other inappropriate messages on the email system will not be tolerated and may result in discipline.

Email messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users and must be approved by the Chief of Police or a Division Commander. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user’s name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would minimize the misuse of an individual’s email, name and/or password by others.

201.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Utah Government Records Access and Management Act (Utah Code 63G-2-101 et seq.) and must be managed in accordance with the established records retention schedule and in compliance with state law.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

The Records Officer shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

201.5 CITY COMPUTER USE POLICY

Police department employees must also adhere to the City of South Salt Lake Computer Use policy. This policy can be found in the city employee personnel manual.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Administrative Communications

202.1 PURPOSE AND SCOPE

Administrative communications of the Department are governed by the following policies.

202.2 PERSONNEL ORDER

Personnel Order may be issued periodically by the Chief of Police or Deputy Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

202.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Personnel should use Department letterhead only for official business and with approval of their supervisor.

202.4 COMMUNICATION AND INFORMATION SHARING

The free flow of information in the South Salt Lake City Police Department is aided by a variety of formal and informal reports that are forwarded to the appropriate division, section, or unit. Methods used to promote this free flow of information include:

(a) Definitions:

1. **Briefing** - This is the time period at the beginning of the officer's tour of duty during which information may be exchanged with other departmental units, or investigators may provide patrol officers with leads on major cases. The patrol officers represent resources for the investigators through street contacts on a daily basis. Frequent informal contacts between investigators and patrol officers in the briefing setting are vital to fostering and maintaining open communications channels.

2. **Unit and Section Staff Meetings** - The unit or section will hold meetings according to the unit/sections needs. The unit/section supervisor will decide the frequency of such meetings.

3. **Divisional Staff Meetings -** These meetings, set by the Division Commanders, are to create opportunities for providing information to all of the first-line supervisors within the respective division. Those in attendance represent all sections of the division and provide for the three-way exchange of information relating to the common concerns and problems of the first- line supervisor.

4. **Department Staff Meetings** - These meetings are set by the Chief of Police, or designee, and provide an opportunity to disseminate information to the entire department. Those in attendance represent all sections of the department and

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

the meeting provides an opportunity for the three-way exchange of information relating to all aspects of the operation and functions of the department.

(b) There are a variety of police hazards that can be brought to the attention of the police department on a daily basis. The complaints or advisements can come from a variety of sources:

1. Other officers within the agency.
2. Officers from other agencies.
3. Concerned citizens.
4. Other city departments.
5. Victims or potential victims.
6. Other governmental agencies (parole, probation, courts, etc.)

(c) Any time an officer becomes aware of information relating to any type of hazard or activity that could adversely affect officers or citizens of the community, the officer shall communicate the nature of the hazard(s) on one of the following types of forms:

1. **Bulletin -** This form may be used to disseminate various types of information. A variety of hazardous conditions can be brought to the attention of police department personnel as well as officers in other agencies throughout the state as well as the country.
2. **Request for Extra Patrol** - This report advises of a hazardous condition or potential criminal problem for a given area in the city. The extra patrol is usually of short duration (a week or less) and names the location for the extra patrol, the nature of any problem expected, the person(s) involved, the suspect (if applicable), and which dispatcher or officer received the information.
3. **Hazard Flags** - These messages advise of ongoing or long-term hazardous conditions at a given location. The information includes: location of the hazard, nature of the hazard and any persons involved. Officers at locations with hazard flags should take extra caution.
   (a) Dispatchers will notify officers of any hazard flags on the calls for service locations they are assigned.

(d) During the course of normal operations, officers may identify potential hazards to the safety of the citizens and which impact public safety response. Hazards may include weather (heavy rain, icy roads, snow, etc.), flooding, utility lines down, road hazards, etc.

(e) The officer will immediately request the dispatcher to notify the appropriate agency/ department of the problem and request a response.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(f) The officer will determine if it is necessary to implement traffic control measures (flares, detours, barricade requests, etc.), monitor the situation and notify the Public Works department if necessary.

202.5 ADMINISTRATIVE REPORTS

Administrative reporting allows the police department to isolate and identify problems and trends, and develop a pro-active approach to solving issues and/or problems internally and within the community.

(a) Sergeants/Lieutenants shall complete daily shift logs at the end of each patrol shift. Logs will be completed using the electronic mail system and at a minimum shall include a brief description of major or noteworthy events and shift statistics.

1. The log will be disseminated to the Chief of Police, Command Staff, Department Personnel, and others within the city as directed via the Group Police Log.

(b) The Office of the Chief of Police, Division Commanders, and Sergeants my direct other reports to be completed concerning specific incidents, situations, presentations, research, or other items as needed for other purposes.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

General Order

203.1 PURPOSE AND SCOPE

Departmental Orders establish an interdepartmental communication that may be used by the Chief of Police or his/her designee or a Division Commanders to give specific directions to departmental employees.

203.1.1 DEPARTMENTAL ORDER PROTOCOL

Any Departmental Orders issued after publication of the manual shall be numbered consecutively starting with the numeric numbing of the order followed by the last three digits of the year. For example, 001-08 signifies the first General Order for the year 2008.

Types of Departmental Orders are:

(a) Operational Orders:

1. Operational Orders are directives which are issued by the Chief of Police or his/her dsignee or a Division Commander intended to provide specific instructions for departmental personnel.
2. These orders are not policies; as they may add additional requirements or time constraints to existing policies that in general need not be dictated formally as policy.

(b) Special Orders:

1. Special Orders are directives which are issued by the Chief of Police or his/her designee or a Division Commander intended to provide specific instructions for special situations, events, training activities or official travel of departmental personnel.
2. These orders cover temporary situations and are self-canceling once the situation or event ceases to exist.

(c) Personnel Orders:

1. Personnel Orders are announcements of new employees, transfers of personnel to new assignments, promotions, separations, personal and group commendations, and other changes the status or assignment of personnel.
2. At the direction of the Police Chief or by the Deputy Chief of Police, personnel orders are prepared and issued by the applicable Division Commander.

203.2 ACCEPTANCE OF GENERAL ORDERS

All employees are required to read and obtain any necessary clarification of all General Orders. All employees are required to acknowledge in writing the receipt and review of any new General Order. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Coordinator.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Organizational Structure and Responsibility

204.1 PURPOSE AND SCOPE

The organizational structure of the Department is designed to create an efficient means to accomplish its mission and goals and to provide for the best possible service to the public.

204.1.1 OFFICE OF THE CHIEF OF POLICE

The Chief of Police is responsible for administering and managing the South Salt Lake Police Department, and supervises either directly or indirectly all department personnel, establishes department policies, prepares the police department budget, approves department expenditures, and implements city policy directives as ordered by the Mayor. The Chief of Police oversees the Deputy Chief of Police, Building Security, the Executive Officer, and the Executive Secretary. The Executive Secretary oversees Records.

The appointment of Executive Officer may be made from any sworn line-level position in the department at the discretion of the Chief of Police if the candidate selected meets the minimum requirements as set forth in the Executive Officer job description. The Executive Officer position is an at-will appointment and upon completion of the assignment or change in personnel, the officer will return to his/her previous position.

The appointment of Deputy Chief of Police may be made from any sworn position within the police department or from outside the department at the discretion of the Chief of Police if the candidate selected meets the minimum requirements as set forth in the Deputy Chief of Police job description. The candidate must be a certified peace officer in the State of Utah and have law enforcement management experience. The Deputy Chief of Police position is an at-will appointment and if the candidate was selected from within the ranks of the South Salt Lake Police Department, upon completion of the assignment or change in personnel, he/she will return to his/her previous rank prior to the appointment.

204.2 DIVISIONS

There are three Divisions in the Police Department as follows:

- Patrol
- Investigations
- Community Resources

The Patrol Division will be overseen by two Lieutenants.

The Investigations Division will be overseen by a Lieutenant.

The Community Resources Division will be overseen by a Lieutenant.

The Chief of Police and Deputy Chief of Police are responsible for strategic decisions centered on overall goals and objectives as well as long range direction of the department.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

204.2.1 PATROL DIVISION

The Patrol Division is commanded by two Lieutenants who report directly to the Deputy Chief of Police. The Patrol Division is comprised of six (6) uniformed patrol squads. Each squad is overseen by a Sergeant. The Sergeant reports to the Lieutenants.

(a) In addition to uniformed patrol, other units functioning within the Patrol Division include: Traffic, K9, Major Accident Investigations, Force on Force Training, Meth Lab Response, Firearms Training, Field Training, and the Honor Guard.

(b) The Patrol Division shall be responsible to cooperate with the community in protecting life, property, preserving public peace, preventing crime, responding to calls for service, providing traffic enforcement and control as well as providing other community services.

204.2.2 INVESTIGATIONS DIVISION

The Investigations Division is commanded by a Lieutenant who reports directly to the Deputy Chief of Police. The Investigation Division is comprised of two units. Each unit is overseen by a Sergeant. Both Sergeants report to the Investigations Division Lieutenant.

(a) The Investigations Division is comprised of detectives who report to a Sergeant.The Sergeant reports to the Lieutenant. Civilian staff reports to the Lieutenant.

(b) The Investigations Division includes General Investigations, Victim Advocates, Evidence, Crime Scene Investigations, Street Crimes Unit, Special Weapons and Tactics (SWAT), and Task Force assignments.

(c) The Investigations Division is responsible for investigations as directed by the Sergeant(s)and/or Lieutenant. In addition, the Investigations Division shall be responsible to cooperate with the community in protecting life, property, preserving public peace, and preventing crime through the investigation of criminal activity as well as providing other community services.

204.2.3 COMMUNITY RESOURCE DIVISION

The Community Resources Division is commanded by a Lieutenant t who reports directly to the Deputy Chief of Police.

(a) The Homeless Resource Unit (HRU) is manage by the CRD Lieutenant who reports to the Deputy Chief of Police. The HRU Sergeant oversees the Homeless Resource Officers assigned to the Unit

(b) The Community Resources Unit (CRU) is managed by the CRD Lieutenant who reports to the Deputy Chief of Police. The CRU Sergeant oversees the Crime Prevention Unit, School Resource Officer(s)s and Crossing Guards.

(c) The Community Resource Division shall be responsible to cooperate with the community in protecting life, property, preserving public peace and crime prevention. The CRU will partnership with the community using Crime Free Housing, Business Watch, and Neighborhood Watch.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) The Crime Analysts will report directly to the CRD Lieutenant for assignment and scheduling.

204.2.4 SUCCESSION OF COMMAND

In the event that the Chief of Police or any acting Chief of Police is required to be absent from the city and cannot effectively perform the duties of the position, this written directive will serve as a written order to assign the next ranking officer in order of succession as the Acting Chief. The ranking officer will assume the duties and responsibilities of the Chief of Police during the Chief's absence.

(a) Should the Chief of Police become incapacitated through illness, death, or absence or for any other reason, the first ranking officer in the order of succession will assume command of the department as Acting Chief of Police. In the event the Acting Chief of Police becomes incapacitated or is absent from the city, the next ranking officer listed in the order of succession will assume command of the department.

(b) The hierarchal succession of command for the South Salt Lake City Police Department, under exceptional situations, shall be as follows:

1. The Chief of Police.
2. Deputy Chief of Police.
3. Lieutenants by seniority.
4. Sergeants by seniority.
5. The remaining order of succession will be determined by time in rank seniority in the rank of police officer.

(c) Normal day to day operations:

1. Lieutenants shall be of equal authority in respect to their assigned responsibilities.
2. Watch Commanders (Lieutenants) will also act as the primary administrative supervisors for each platoon they are assigned.
3. Patrol sergeants shall be the operational supervisors for officers working their shifts.
4. The Investigations Lieutenant will also act as the primary administrative supervisor for those investigators whose assignments are under his/her direction.
5. Investigations sergeants shall be the operational supervisors for investigators working their shifts.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

6. Administrative functions will include the approval of time off, first reports, citations, etc. Operational functions will include deployment of personnel, and other day-to-day duties, which require an immediate response or police action.
7. From time to time, officers from other divisions may carry out patrol assignments, or in the case of traffic officers, may be working in the field without their immediate supervisor. These officers should be considered under the operational control of the shift supervisor on duty.
8. The on duty shift supervisor will act as the Police Service Dog Officer's supervisor in regards to shift related matters. The assigned Police Service Dog Unit supervisor will handle administrative issues.

(d) Whenever the department engages in an operation involving more than one division, and/or more than one shift, the overall command of the operation will be assigned to the supervisor of the division, section, or shift initiating the event, unless otherwise directed by the on-call commander, the Chief of Police or his/her designee.

204.3 COMMAND PROTOCOL

The principles of unity of command ensure efficient supervision and control within the Department. The chain of command of the South Salt Lake Police Department consists of the Chief of Police as the department head. Next in command during the Chief's absence, unless otherwise designated by the Chief of Police, is the Deputy Chief of Police, Lieutenants by seniority, Sergeants by seniority, and Officers by seniority, in that respective order.

(a) If an officer has responsibilities that fall under the direction of more than one supervisor, the officer is directly accountable to the supervisor related to the particular assignment.

(b) Each organizational component within the department shall be under the direction of one supervisor.

(c) The Deputy Chief of Police reports to the Chief of Police.

(d) Lieutenants report to the Deputy Chief of Police.

(e) Sergeants report to Lieutenants.

(f) Officers report to Sergeants.

204.3.1 SUCCESSION OF COMMAND

(a) Each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Any supervisor however, may direct any subordinate regardless of who the subordinate's regular supervisor is given an operational necessity.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) Each organizational component shall be under the direct command of only one supervisor at any given time.

(c) Supervisory personnel are accountable for the performance of the employees operating under their immediate control. Commensurate with this responsibility, the span of control of supervisory personnel will be limited. Division Commanders will assess the spans of control at each organizational level within their divisions and impose limits as indicated by individual supervisory assignments to ensure that current spans of control are not excessive.

(d) Consistent with the principles of sound supervisory practices, all supervisory personnel will be held accountable for the performance of their subordinates. To facilitate this end, training requirements for supervisory personnel are assigned in the job description and job task analysis, and in-service training for supervisors shall address employee career development.

204.3.2 UNITY OF COMMAND

(a) When members of different units are engaged in a single operation, the senior commander at the scene shall be in charge: The Chief of Police; the command officer of the primary unit; any other command officer; the supervisor of the primary unit; any other supervisor; employee of highest rank.

(b) When patrol and investigations personnel are at the same scene simultaneously, the patrol unit shall be in charge, except in the case of a major crime scene or search, where investigations shall be in command.

(c) Civilian supervisors present at a field operation may not assume command even in the absence of other supervisors.

204.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

204.3.4 DELEGATION OF AUTHORITY

The Chief of Police or designee may delegate authority as necessary to meet the needs of the department. Delegated authority shall be commensurate with the individual's responsibilities and assigned position. No person may be delegated to supervise personnel of a higher rank.

(a) Any person having been delegated authority, to act in an assignment, will make the necessary decisions needed to achieve successful results. To aid in this, the department will assist in the decision making process by providing adequate training and/or clear direction necessary to function in any assignment(s).

(b) Officers and supervisory/command staff will abide by department standards, laws, and direction in exercising this authority and will keep employees aware of problems and/or results, which occur, per policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(c) Accountability:

1. It is the expectation of this department that any employee-delegated authority will recognize and accept the need for individual accountability for actions resulting from delegated authority. This accountability extends to any employee-delegated authority that fails to use the responsibility when warranted and/or expected.

2. Therefore, all employees are expected to be aware of department policies, standards, orders, and other related matters as found in city policy, as well as personnel rules and regulations.

204.4 AUTHORITY AND RESPONSIBILITY

Irrespective of rank, each employee within the organization has clearly articulated duties and responsibilities. Each employee is hereby delegated the authority necessary to effectively execute those responsibilities. Each employee will also be held accountable for the appropriate application of that delegated authority. Delegated authority shall be commensurate with the individual's responsibilities and assigned position. No person may be delegated to supervise personnel of a higher rank.

(a) Officers and supervisory/command staff will abide by department standards, laws, and direction in exercising this authority and will keep employees aware of problems and/or results, which occur, per policy.

(b) It is the expectation of this department that any employee-delegated authority will recognize and accept the need for individual accountability for actions resulting from delegated authority. This accountability extends to any employee-delegated authority that fails to use the responsibility when warranted and/or expected.

(c) All employees are expected to be aware of department policies, standards, orders, and other related matters as found in city policy, as well as personnel rules and regulations.

204.4.1 SUPERVISORY ACCOUNTABILITY

A. Supervisory personnel are accountable for the performance of the employees operating under their immediate control. Commensurate with this responsibility, the span of control of supervisory personnel will be limited. Division Commanders will assess the spans of control at each organizational level within their divisions and impose limits as indicated by individual supervisory assignments to ensure that current spans of control are not excessive.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Retiree Concealed Firearms

205.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of South Salt Lake Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Utah law (18 USC § 926C; Utah Code 53-5-704).

205.2 QUALIFIED RETIREES/FORMER OFFICERS

Participants must meet the following requirements:

(a) Retired in good standing from service with a government agency as a law enforcement officer for an aggregate of 15 years or more for reasons other than mental instability, or retired from such an agency due to a service-connected disability after completing any applicable probationary period of such service

(b) Was authorized by law to engage in or supervise the prevention, detection, investigation, prosecution or the incarceration of any person for any violation of law

(c) had statutory powers of arrest

(d) has a non-forfeitable right to benefits under the retirement plan of the agency for which (s)he was employed

(e) meets, at his/her own expense, the same standards for qualification with a firearms as an active officer within the state in which he resides

(f) is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance

(g) is not prohibited by federal law from possessing a firearm

205.3 MAINTAINING A CWL ENDORSEMENT

Only retired SSLPD officers in good standing are allowed to take part in the Retired Office Concealed Weapon Endorsement Program. Program requirements:

(a) Applicants must submit a current criminal background clearance that can be obtained from the Division of Criminal Identification for $10. Questions can be directed to BCI, (801) 965-4576.

(b) Applicants must contact the SSLPD Training Unit (412-3600) for information on scheduled qualifications.

(c) Applicants must read, understand and sign for receipt of an information bulletin detailing the provisions and limitations of 18 USCS 926 C.

(d) Only Department instructors directed by SSLPD are eligible to administer the process and those instructors will have full authority to render a final decision on the applicant's skills and/or qualification.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(e) Applicants must utilize a weapon (handgun only) that is acceptable as outlined by current SSLPD Policy & Procedure.

(f) The applicant is responsible for providing ammunition and any additional/alternate protective equipment desired.

(g) Applicants must demonstrate marksmanship proficiency and safe handling skills during the course of fire that includes a variety of standing/kneeling/prone positions, strong and off-hand grips, at ranges from 3-25 yards.

(h) A total of three (3) opportunities to qualify with a minimum of 80% will be allowed in a six-month period commencing with the first attempt.

(i) Marksmanship and/or safe weapons handling training will not be provided.

(j) All scores will be recorded and maintained in a file retained by the SSLPD Training Unit.

(k) Photo identification cards will be issued only upon successful completion of the background and qualification process.

(l) SSLPD retains the right to revoke or deny participation in the program to any participant that fails to meet minimum qualifications to include: unsafe practices, poor marksmanship and/or issues related to conduct.

(m) SSLPD retains the right to amend, update and/or modify the program criteria based on the needs of the agency and/or to reflect changes in the law.

(n) SSLPD reminds applicants that participation is entirely voluntary and that endorsements are conditional.

(o) The City of South Salt Lake neither endorses nor indemnifies the actions of the program participants. The law does not extend a participant's authority to enforce the law in states where it is not already authorized, it simply gives participants greater freedom to be armed. The law (USCS 926 C) does not supersede or limit the laws of any State that:

1. Permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property.

2. Prohibit or restrict the possession of firearms on any State or local government property, installation, building, base or park.

(p) Furthermore, it is recommended that endorsement applicants secure legal advice and guidance before traveling to other states with concealed weapons

(q) The applicant will indemnify and hold harmless SSLPD noting that participation in this program is voluntary and at their own risk.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

205.4 CARRYING FIREARMS OUT OF STATE

Subject to 18 USC § 926 B, 18 USC § 926 C and the Firearms and Qualification Policy, qualified retired officers of the Department may be authorized to carry a concealed weapon in other states.

205.5 DENIAL OR REVOCATION OF CWL ENDORSEMENT

The South Salt Lake City Police Department (SSLPD):

(a) Retains the right to revoke or deny participation in the program to any participant that fails to meet minimum qualifications to include: unsafe practices, poor marksmanship and issues related to conduct. In addition, it is the prerogative of SSLPD to amend, update and/or modify the program criteria based on the needs of the agency and/or to reflect changes in the law.

(b) Reminds applicants that participation is entirely voluntary and conditional.

(c) The City of South Salt Lake neither endorses nor indemnifies the actions of the program participants. The law does not extend a participant's authority to enforce the law in states where it is not already authorized; it simply gives participants greater freedom to be armed. The law (USCS 926 C) does not supersede or limit the laws of any State that:

1. permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property or;
2. Prohibit or restrict the possession of firearms on any State or local government property, installation, building, base or park.

(d) Advises you to secure legal advice and guidance before traveling to other states with concealed weapons.

(e) The applicant will indemnify and hold harmless SSLPD noting that participation in this program is at their own risk.

(f) The law does not give officers the right to carry:

1. any machine gun (as defined in section 5845 of the National Firearms Act);
2. any firearm silencer (as defined in section 921 of Title 18); or
3. any destructive device (as defined in section 921 of Title 18).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Chapter 3 - General Operations

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Standards of Conduct

300.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the South Salt Lake Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual as well as any additional guidance on conduct that may be disseminated by this department or the member's supervisors.

300.2 POLICY

The continued employment or appointment of every member of the South Salt Lake Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

300.2.1 POLICY

(a) Discipline is a tool used for the channeling of individual effort into behavior and performance consistent with department objectives and accepted modes of conduct.

1. It may include such activities as counseling, encouragement, reward, training, or the imposition of punishment.

2. The use of punishment as a disciplinary measure is normally invoked only when other forms of discipline have not succeeded or when the gravity of the violation dictates its use for the good of the department.

(b) Should an employee's performance, work habits, overall attitude, or conduct become unsatisfactory, based on violations of city or department policies, rules, or regulations, corrective or other disciplinary action should be considered. Such measures include, but are not limited to, the following:

1. Training

(a) The employee's supervisor with or without the assistance of the training coordinator may arrange for the employee to receive initial or additional training to improve on his/ her performance, in the area where needed.

(b) This action will be documented and retained by the employee's supervisor and/ or may be placed in the employee's file.

(c) Training provides a positive method for altering unacceptable employee behavior by providing insight or review into the correct methods of a police operation and conduct.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(d) Training should not be administered as a punishment. Instead, it used and viewed as a positive learning experience for the employee, designed to correct a deficiency rather than to punish unacceptable performance.

2. Counseling

(a) A discussion of the employee's performance designed to provide constructive feedback without further discipline.

(b) This action will be documented and retained by the supervisor.

(c) Counseling also provides a positive method for seeking change in employee behavior. When a supervisor assumes the role of counselor the supervisor should consider the following elements.

(d) The supervisor should attempt to determine whether the type of counseling needed is within the realm of his/her expertise.

(e) Facts relevant to the employee's work history, prior disciplinary actions and present levels of performance should be reviewed prior to the counseling session.

(f) Counseling should be in private and enough time should be allotted to ensure uninterrupted attention to the employee and the issues to be discussed.

(g) The goal of any counseling session should be to make the employee aware of the reason for the counseling and to reach an agreement on what will take place to correct performance deficiencies.

(h) All employees counseling sessions should be documented by the supervisor and retained in the supervisor's file.

3. Verbal warning

(a) Whenever grounds for disciplinary action exist, and the Department Head or designee determines that more severe action is not immediately necessary, the deficiency demonstrated should be verbally communicated to the employee.

(b) A memorandum of the date and conduct of the verbal warning shall be written by the department head or designee.

(c) This memorandum shall be placed in a separate Verbal Warning folder in the Human Resource Department and is not part of the employee's personnel file.

(c) When positive methods of discipline do not succeed, or when they are inappropriate to the violation being addressed, negative discipline is applied. When negative discipline

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

is applied, the department will adhere to the City of South Salt Lake Policy Procedure Manual Section VI, Titled "Disciplinary Action."

300.3 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

300.3.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.

(b) Disobedience of any legal directive or order issued by any department member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations.

300.3.2 ETHICS

(a) Using or disclosing one’s status as a member of the South Salt Lake Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for nondepartment business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit, or any other improper purpose.

(c) The receipt or acceptance of a reward, fee, or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts, or money contrary to the rules of this department and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel, or services.

(g) The unauthorized personal use of public money or public property in violation of Utah Code § 76-8-402.

(h) Any other failure to abide by the standards of ethical conduct.

300.3.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

300.3.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while onduty or through the use of one's official capacity.

(b) Engaging in onduty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

300.3.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

300.3.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away or appropriating any South Salt Lake Police Department badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and nonsubpoenaed records.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

300.3.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.

(f) Failure to notify the Department of Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

300.3.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any workrelated investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any departmentrelated business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on department premises.

2. At any work site, while onduty or while in uniform, or while using any department equipment or system.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

1. Unauthorized attendance while onduty at official legislative or political sessions.
2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while onduty or, on department property or while in any way representing him/herself as a member of this department, except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.

(i) Any act on or offduty that brings discredit to this department.

300.3.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement to include fraud in securing the appointment or hire.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

(n) If the use of profanity occurs during the immediacy of an event as an apparent necessary escalation of force, then the officer will be encouraged not to use profanity.Profanity could be construed as unprofessional behavior.The officer will also be encouraged not to use profanity in the future. This is not subject to progressive discipline as long as there has not been an established pattern of the use of profanity.

300.3.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.

(e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic collision.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

300.3.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

300.4 POST DISCIPLINE PROCEDURE

In situations resulting in the imposition of a suspension, punitive transfer, demotion, termination of a non-probationary employee, the employee shall have the right to an evidentiary appeal of the Chief of Police's imposition of discipline pursuant to the City of South Salt Lake Personnel Policies and Procedures Manual Administrative Line Judge (ALJ) rules and findings.

300.5 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

300.5.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

300.5.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.

(d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

300.6 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Utah constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

300.6.1 DUTY TO INTERVENE AND REPORT MISCONDUCT

An officer present and observing another officer engaging in police misconduct shall, when in a position to do so, intervene to stop the misconduct (Utah Code 53-6-210.5).

A member who witnesses police misconduct shall report the misconduct to a supervisor or [city/county] attorney, as applicable, as soon as practicable. Failure to report the misconduct is grounds for discipline by the [Department/Office] (Utah Code 53-6-210.5).

If the reported misconduct involves a law enforcement officer of another agency, the Chief of Police shall promptly notify and communicate the report to the chief executive of that law enforcement agency (Utah Code 53-6-210.5).

Police misconduct means on-duty conduct by an officer that constitutes (Utah Code 53-6-210.5):

(a) Force that is clearly beyond what is objectively reasonable under the totality of the circumstances or clearly does not amount to justified conduct (Utah Code 76-2-401 et seq.).

(b) A search or seizure without a warrant where the totality of circumstances clearly indicates that any exception to the warrant requirement would not apply (see the Search and Seizure Policy).

(c) Conduct that an objectively reasonable person would find to be biased or discriminatory against an individual or a group based on race, color, sex, pregnancy, age, religion, national origin, disability, sexual orientation, or gender identity.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Officer Response to Calls

302.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

302.2 RESPONSE TO CALLS

Officers dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Officers responding Code-3 shall continuously operate emergency lighting equipment and shall sound the siren as reasonably necessary (Utah Code 41-6a-212).

Responding with emergency lights and siren does not relieve the officer operating an authorized emergency vehicle of the duty to act as a reasonably prudent emergency vehicle operator in like circumstances. The use of any other warning equipment without emergency lights and siren does not provide any privilege under the law.

Officers should only respond Code-3 when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

302.2.1 POLICY

An "Authorized Emergency Vehicle" in this department is equipped with a siren and with authorized emergency warning lights. Vehicles not equipped with the preceding equipment, or vehicles with such equipment that is inoperative, will not be used as emergency vehicles.

(a) Routine Response

1. Officers will respond routinely or "Code 1" to all calls not designated as an emergency.
2. A "Code 1" response consists of operating the police vehicle by the most direct route to the call while adhering to all traffic regulations, speed limits, and rules of the road.
3. The use of emergency lights and siren during a "Code 1" response is not authorized.

(b) "Clearing an Intersection" for the purpose of this policy is defined as coming to a complete stop at a intersection regulated by a red light or stop sign, activating all emergency equipment, proceeding through the intersection at a safe speed, then discontinuing the use of emergency equipment.

1. Officers will not use this method when responding to unverified burglary alarms, in that they are inherently false, and the risk of this type of response is not justifiable.

(c) Emergency Vehicle Operation

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. Officers may respond emergency mode or "Code 3" to all calls designated an emergency that require a faster police response than would occur if traffic laws were strictly obeyed.
2. Only sworn peace officers of the department will operate police vehicles during a "Code 3" response.
3. Whenever an officer initiates a "Code 3" response to an emergency call, he/she will advise the communications center of his/her location and his/her response mode.
4. Emergency warning lights and siren will be used at all times when operating "Code 3".
5. If the "Code 3" response is based on information initiated by the officer, the officer shall notify the communications center and receive acknowledgment.
6. The officer shall terminate his/her "Code 3" response at the earliest possible time.
7. The officer should get to the location of the event as quickly and safely as possible. An emergency response does not automatically authorize excessive speed of the patrol vehicle.
8. The operating speed of the vehicle shall be kept at a level which allows the officer to avoid hazards which may be reasonably anticipated, including coming to a stop at intersections until certain the intersection is clear or other drivers are yielding the right of way.
9. The responding officer must remain cognizant of the safety of himself/ herself and the general public.

(d) Emergency Calls

1. Officers may respond in emergency mode or "Code 3" while responding to the following types of incidents:
   - (a) Traffic accidents with injuries. (Primary unit only.)
   - (b) A life threatening medical emergency.
   - (c) Calls involving injured persons where the extent of injury is unknown.
   - (d) Any crime or hazard that immediately endangers human life.
   - (e) Calls assigned by the communications center that are designated as emergencies when dispatched.
   - (f) When directed by a supervisor.
   - (g) Another Officer needs assistance for personal safety.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(h) Authorized vehicle pursuits are covered in the preceding section of this chapter.

(e) Discontinuance of an Emergency Response

(a) Officers should not feel compelled to continue a "Code 3" response when conditions escalate to a degree that places the safety of the officer or others in jeopardy. Conditions, which must be evaluated continuously are:

(a) The capabilities of the officer to control the operation of the vehicle.

(b) Vehicle speed in relation to road conditions.

(c) The degree of emergency or threat to others.

302.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify Dispatch.

If circumstances permit, the requesting officer should give the following information:

- The vehicle number
- The location
- The reason for the request and type of emergency
- The number of units required

302.3.1 NUMBER OF UNITS ASSIGNED

Normally, only one vehicle should respond to an emergency call Code-3 unless the Watch Commander or the field supervisor authorizes additional vehicles.

302.4 INITIATING CODE 3 RESPONSE

If an officer believes a Code-3 response to any call is appropriate, the officer shall immediately notify Dispatch. Generally, only one vehicle should respond Code-3 to any situation. Should another officer believe a Code-3 response is appropriate, Dispatch shall be notified and the Watch Commander or field supervisor will make a determination as to whether one or more officers driving Code-3 is appropriate.

302.5 RESPONSIBILITIES OF RESPONDING OFFICERS

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the officer should immediately notify Dispatch. An officer shall also discontinue the Code-3 response when directed by a supervisor.

Upon receiving authorization or determining a Code-3 response is appropriate, an officer shall immediately give the location from which he/she is responding.

302.6 SUPERVISORY RESPONSIBILITIES

Upon being notified that a Code-3 response has been initiated, the Watch Commander or the field supervisor shall verify the following:

(a) The proper response has been initiated.

(b) No more than those units reasonably necessary under the circumstances are involved in the response.

(c) Affected outside jurisdictions are being notified as practical.

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.

It is the supervisor's responsibility to terminate a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to authorize a Code-3 response, the Watch Commander or the field supervisor should consider the following:

- The type of call
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

302.7 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the Code-3 response and respond accordingly. In all cases, the officer shall notify the Watch Commander, field supervisor, or Dispatch of the equipment failure so that another vehicle may be assigned to the emergency response.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Canines

302.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community, including but not limited to locating individuals and contraband and apprehending criminal offenders.

302.2 GUIDELINES FOR THE USE OF CANINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has either committed or threatened to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief that the individual poses an imminent threat of violence or serious harm to the public, any officer or the handler.

(b) The individual is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The individual is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. In any such case, a standard of objective reasonableness shall be used to review the decision to use a canine in view of the totality of the circumstances.

Absent reasonable belief that an individual has committed or threatened to commit a serious offense, mere flight from pursuing officer(s) shall not serve as good cause for the use of a canine to apprehend the individual.

Once the individual has been located and no longer reasonably appears to represent a threat or risk of escape, the canine should be placed in a down-stay or otherwise secured as soon as it becomes reasonably practical.

302.2.1 PREPARATION FOR UTILIZING A CANINE

Prior to the use of a canine to search for or apprehend any individual, the canine handler and/or the supervisor on scene shall carefully consider all pertinent information that is reasonably available at the time. The information should include, but is not limited to the following:

(a) The individual's age or estimate thereof.

(b) The nature of the suspected offense.

(c) Any potential danger to the public and/or other officers at the scene if the canine is released.

(d) The degree of resistance or threatened resistance, if any, the subject has shown.

(e) The potential for escape or flight if the canine is not utilized.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(f) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved personnel to minimize the risk of unintended injury.

A canine handler shall have the ultimate authority not to deploy the dog. The handler will evaluate each situation and determine if the use of a canine is technically feasible. Generally, the decision to deploy the dog shall remain with the handler. However, a supervisor sufficiently apprised of the situation may decide not to deploy the dog.

302.2.2 WARNINGS GIVEN TO ANNOUNCE THE USE OF A CANINE

Unless it would otherwise increase the risk of injury or escape, two clearly audible warnings to announce that a canine will be released if the person does not come forth shall be made and a reasonable response period provided prior to releasing a canine. The canine handler, when practical, shall first advise the supervisor of his/her decision if a verbal warning is not given prior to releasing the canine. In the event of an apprehension, the handler shall document in any related report whether a verbal warning was given and, if none was given, the reasons why.

302.2.3 USE OF NARCOTIC-DETECTION CANINES

A narcotic-detection trained canine may be used in accordance with current law under the following circumstances:

(a) To assist in the search for narcotics during a search warrant service.

(b) To obtain a search warrant by using the detection canine in support of probable cause or in narcotics screening situations.

(c) To search vehicles, buildings, bags, and any other articles deemed necessary.

(d) A narcotic-detection canine will not be used to search a person for narcotics.

302.2.4 GUIDELINES FOR NON-APPREHENSION USE

Because canines have senses far superior to those of humans, they may be effectively utilized to track or search for non-criminals (e.g. lost children, individuals who may be disoriented or in need of medical attention) or suspects wanted for minor criminal offenses. In such circumstances, it will be necessary for the handler to evaluate the conditions and the ability of the canine to determine the feasibility of such an application.

(a) Absent a change in circumstances that present an imminent threat to officers, the canine or the public, such applications should usually be conducted on leash or under such conditions that will minimize the likelihood that the canine will bite or otherwise injure the individual.

(b) Throughout the deployment of the canine in such circumstances, the handler should consider issuing periodic verbal assurances that the canine will not bite or hurt the person.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Unless otherwise directed by a supervisor, assisting personnel should take direction from the handler in order to minimize interference with the canine.

(d) Once the individual has been located, the canine should be placed in a down-stay or otherwise secured as soon as it becomes reasonably practicable.

302.2.5 REPORTING CANINE USE, BITES AND INJURIES

Whenever the canine is deployed and intentionally bites or otherwise causes injury to a suspect, a supervisor shall be promptly notified and the injuries documented in a Canine Use Report Form. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by the canine during deployments, operations, training, presentations or under any other circumstances, either on- or off–duty, shall be promptly reported to the Unit Coordinator. Unintended bites or injuries caused by the canine should be documented in an administrative report, not on a Canine Use Report Form.

302.2.6 REPORTING CANINE INJURIES

In the event that a canine is injured, the injury will be immediately reported to the Watch Commander.

Medical care for any injured canine shall follow the protocol established in the Medical Care of the Canine section of this policy.

The injury will be documented on a Canine Use Report Form.

302.2.7 ASSIGNMENT OF CANINES

Handlers should not transport prisoners in their assigned canine vehicles. If a handler has affected an arrest, a caged patrol unit will be requested to assist in the transportation. Under no circumstances will the handler transport a prisoner that has been bitten by a Police Service Dog.

302.2.8 INTERFERING WITH HANDLER OR CANINE

(a) Department personnel shall not intentionally or knowingly:

1. Taunt, torment, strike or otherwise assault a police service dog.
2. Throw any object or substance at, or in the path of, a police service dog.
3. Interfere or attempt to interfere with or obstruct a police service dog, or interfere with the handler of the dog in such a manner as to inhibit, restrict, or deprive the handler of his/her control of the dog.
4. Release the dog from its area of control, such as the police vehicle, kennel, or pen, or trespass in that area of control.
5. Place any food, object, or substance into a police service dog's area of control without the permission of the handler.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Canine handlers and department personnel should be familiar with Utah Code 76-9-306.

302.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Patrol Division to function primarily in assist or cover assignments. However, they may be assigned by the Watch Commander to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such assignment is necessary, it should only be made with the approval of the Watch Commander.

302.3.1 REQUEST FOR ASSISTANCE FROM OTHER AGENCIES

The Watch Commander or the Unit Coordinator must approve all requests for canine assistance from outside agencies, subject to the following provisions:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) The handler has the ultimate authority to decide whether the canine should be used for any specific assignment.

(c) Canine teams shall not be called out while off-duty or used outside the boundaries of the City of South Salt Lake unless authorized by the Watch Commander or the Unit Coordinator.

(d) It shall be the responsibility of the canine handler to coordinate with outside agency personnel in order to minimize the risk of unintended injury.

302.3.2 REQUEST FOR PUBLIC DEMONSTRATIONS

All public requests for a canine team shall be approved by the Canine Unit Supervisor prior to making any commitment.

Handlers shall not demonstrate any apprehension work to the public unless authorized to do so by the Canine Unit Supervisor.

302.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

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

(a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.

(b) Maintaining a liaison with the vendor kennel.

(c) Maintaining a liaison with command staff and functional supervisors.

(d) Maintaining a liaison with other agency canine coordinators.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(e) Maintaining accurate records to document canine activities.

(f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.

(g) Scheduling all canine-related activities.

(h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

302.4.1 CANINE HANDLER SELECTION

(a) Handler selection is an important process of ensuring the integrity and working-relations within the Canine Division. All candidates who meet the qualifications will be eligible to participate in the selection process.

(b) When a position within the Canine unit opens, or a position is being added, department/city policy will be followed when announcing the position.

(c) All interested candidates will be required to submit a letter interest describing their qualifications, explain why they want to be assigned to the Canine unit and what their goals are for the unit. All letters of interest will be submitted to the unit supervisor.

(d) Each candidate will be scheduled for an oral interview with the Canine unit supervisor, current canine handlers and a minimum of three outside agency handlers, if available.

1. Candidates will be scored based on the contents of their letter of interest and the oral interview.
2. Candidates will be placed on a list according to scores.
3. Final scores and recommendations will be forwarded to the Chief of Police for final review and approval.

302.4.2 POLICE SERVICE DOG SELECTION

Selecting the proper dog for police service work is critical to the success of the canine program. When selecting a new dog, the obtaining handler and an experienced handler should test the dog. If the obtaining handler is inexperienced, three experienced handlers as well as the obtaining handler should test the dog.

302.5 REQUESTS FOR CANINE TEAMS

Patrol Division members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Patrol Division shall be reviewed by the Watch Commander.

302.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Watch Commander and are subject to the following:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

(c) Calling out off-duty canine teams is discouraged.

(d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.

(e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

302.5.2 CARE FOR THE CANINE AND EQUIPMENT

The handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions. The handler will be responsible for the following:

(a) Unless required by a particular application, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

(b) The handler shall maintain all Department equipment under his/her control in a clean and serviceable condition and when not on-duty shall maintain the canine vehicle in a garage (if available), secured from public view.

(c) When a handler takes a vacation or extended number of days off, the assigned canine vehicle shall be maintained at the Department facility.

(d) Handlers shall permit the Unit Coordinator to conduct spontaneous on-site inspections of affected areas of their residence as well as the canine vehicle to verify that conditions and equipment conform to this policy.

(e) Any changes in the living status of the handler which may affect the lodging or environment of the canine shall be reported to the Unit Coordinator as soon as possible.

(f) When off-duty, canines shall be maintained in kennels, provided by the City, at the homes of their handlers. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, canines may be let out of their kennels while under the direct control of their handlers.

(g) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.

(h) Under no circumstances will the canine be lodged at another location unless approved by the Unit Coordinator or Watch Commander.

(i) When off-duty, handlers shall not involve their canines in any activity or conduct unless approved in advance by the Unit Coordinator or Watch Commander.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(j) Whenever a canine handler anticipates taking a vacation or an extended number of days off, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the Unit Coordinator so that appropriate arrangements can be made.

302.5.3 CANINE IN PUBLIC AREAS

All canines shall be kept on a leash when in areas that allow access to the public. Exceptions would include specific police operations for which the canines are trained.

(a) Canines shall not be left unattended in any area to which the public may have access.

(b) When the canine vehicle is left unattended all windows and doors shall be secured in such a manner as to prevent unauthorized access to the dog. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

302.5.4 HANDLER COMPENSATION

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the dog as provided in the Fair Labor Standards Act. The compensation shall be prescribed in the Department policy on compensation for employees.

302.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist (UAC R728-507-9):

(a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.

(b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Watch Commander. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly disengage the canine to release the suspect.

302.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to (UAC R728-507-9):

(a) The nature and seriousness of the suspected offense.

(b) Whether violence or weapons were used or are anticipated.

(c) The degree of resistance or threatened resistance, if any, the suspect has shown.

(d) The suspect's known or perceived age.

1. A canine shall not be deployed in instances involving a known juvenile suspect unless the juvenile poses an imminent threat of serious bodily injury or death to the officer or another person.

(e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.

(f) Any potential danger to the public and/or other officers at the scene if the canine is released.

(g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler is not permitted to deploy the use of the canine as a pain complaince technique.The canine handler shall have the authority to decline the use of the canine whenever the handler deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

302.6.2 EMERGENCY MEDICAL CARE

The handler shall notify the Unit Coordinator as soon as practicable when emergency medical care is required.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Depending on the severity of the illness or injury, the canine should either be treated by the designated veterinarian or transported to a designated emergency medical facility for treatment. If the handler and dog are out of the area, the handler may use the nearest available veterinarian.

302.7 TRAINING AND CERTIFICATION

Each law enforcement canine handler and canine shall be initially certified and annually recertified by a qualifying canine handler and canine entity in accordance with the Utah POST handler and canine certification standards and the Law Enforcement Canine Team Certification Act.

302.8 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

(a) Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

(b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

(c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

302.8.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to current Utah POST or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

(a) Canine teams shall receive training as defined in the current contract with the department's canine training provider.

(b) Canine handlers are encouraged to engage in additional training with approval of the Unit Coordinator.

(c) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is contrary to the policies of the South Salt Lake Police Department.

(d) All canine training shall be conducted while on-duty unless otherwise approved by the Unit Coordinator or Watch Commander.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

302.8.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The search of vehicles, buildings, bags, and other articles.

(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

302.8.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

(a) Assisting in the search of a building, structure, area, vehicle, or article where an actual or suspected explosive device has been reported or located.

(b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).

(c) Preventive searches at special events, VIP visits, official buildings, and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.

(d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

302.9 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

(a) An officer who is currently off probation.

(b) Residing in an adequately fenced single-family residence (minimum 5-foot-high fence with locking gates).

(c) A garage that can be secured and can accommodate a canine vehicle.

(d) Living within 30 minutes travel time from the South Salt Lake City limits.

(e) Agreeing to be assigned to the position for a minimum of three years.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

302.10 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

(a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

(b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.

(c) When not in service, the handler shall maintain the canine vehicle in a locked garage, away from public view.

(d) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the South Salt Lake Police Department facility.

(e) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.

(f) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.

(g) When off-duty, the canine shall be in a kennel provided by the City at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.

(h) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.

(i) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Watch Commander.

(j) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Watch Commander.

(k) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

302.10.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

(a) A canine shall not be left unattended in any area to which the public may have access.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

302.10.2 IMMUNITY

All duly authorized peace officers, while providing substance abuse training to law enforcement or the community or while providing canine drug detection training in performance of their official duties, and any person working under their immediate direction, supervision, or instruction are immune from prosecution for narcotics possession (Utah Administrative Code R156-37-305(2)).

302.10.3 RETIRED POLICE SERVICE CANINE

The Police Service Dog will be retired on the recommendation of the veterinarian, due to the dog's age, or for medical reasons. Police Service Dogs may also be retired for unresolvable performance problems.

(a) Legal ownership of the Police Service Dog belongs to South Salt Lake City Police Department.

1. When a Police Service Dog reaches retirement, the accepting handler will purchase the dog for the sum of one dollar.

(b) At the discretion of the canine unit supervisor, the retired dog will be:

1. Sold to the current handler.
2. Sold to the previous handler if the current handler is unable to accept the dog.
3. Euthanized, if no handler can accept the dog.

(c) Once the PSD has been retired and sold the City of South Salt Lake will no longer be responsible for daily care.

(d) Upon the PSD's retirement, the department owned "Tuff-Shed" and kennel will be returned to the department for re-assignment.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Use of Force

303.1 PURPOSE AND SCOPE

This policy provides guidance for determining reasonableness of use of force in particular circumstances. There is no way to identify every potential fact scenario that a member of this department will face which may lead to a need to use force. As such, this policy sets forth the relevant considerations that every member of this department is expected to use in making such decisions in a professional, impartial, and reasonable manner.

In addition to other applicable polices, the guidelines for the reasonable application of force contained in this policy shall apply to all potential use of force.

303.1.1 DEFINITIONS

Definitions related to this policy include (UAC R728-507-3):

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

303.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The [Department/Office] recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests (UAC R728-507-5).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

303.2.1 DUTY TO INTERCEDE AND REPORT
Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force (UAC R728-507-10).

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances shall report these observations to a supervisor as soon as feasible (UAC R728-507-10).

303.2.2 PERSPECTIVE
When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject (UAC R728-507-10).

303.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose (UAC R728-507-5).

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident (UAC R728-507-5).

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose (UAC R728-507-5).

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force (UAC R728-507-5).

303.3.1 USE OF FORCE TO EFFECT AN ARREST
An officer may use reasonable force to effect arrest, to prevent escape, or to overcome resistance. An officer who makes or attempts to make an arrest need not retreat or desist from the officer's efforts by reason of resistance or threatened resistance of the person being arrested; nor shall such officer be deemed the aggressor or lose the officer's right to self-defense by the use of

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

reasonable force to effect the arrest or to prevent escape or to overcome resistance (Utah Code 77-7-7; UAC R728-507-5).

303.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to (UAC R728-507-5; UAC R728-507-7):

(a) Immediacy and severity of the threat to officers or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

(c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The effects of suspected drug or alcohol use.

(e) The individual's mental state or capacity.

(f) The individual's ability to understand and comply with officer commands.

(g) Proximity of weapons or dangerous improvised devices.

(h) The degree to which the individual has been effectively restrained and the individual's ability to resist despite being restrained.

(i) The availability of other reasonable and feasible options and their possible effectiveness.

(j) Seriousness of the suspected offense or reason for contact with the individual.

(k) Training and experience of the officer.

(l) Potential for injury to officers, suspects, and others.

(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.

(n) The risk and reasonably foreseeable consequences of escape.

(o) The apparent need for immediate control of the individual or a prompt resolution of the situation.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Any other exigent circumstances.

303.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed [department/office]-approved training (UAC R728-507-7). Officers utilizing any pain compliance technique should consider:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the individual can comply with the direction or orders of the officer.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved (UAC R728-507-7).

303.3.4 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers shall not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the South Salt Lake Police Department for this specific purpose.

303.3.5 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion) (UAC R728-507-5).

303.3.6 DEFENSIVE TACTICS

Officers who have successfully completed [department/office]-approved training may apply defensive tactic techniques, including but not limited to focused strikes that involve the use of empty-hand techniques and contact control measures (UAC R728-507-8).

303.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify the officer as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts (UAC R728-507-6).

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk (Utah Code 76-2-404; UAC R728-507-6):

(a) An officer may use deadly force to protect the officer or an individual other than the suspect from what the officer reasonably believes is an imminent threat of death or serious bodily injury.

(b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to an individual other than the suspect if the suspect is not immediately

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the suspect has a weapon or is attempting to access one and intends to use it against the officer or an individual other than the suspect. An imminent danger may also exist if the suspect is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

303.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle involve additional considerations and risks, such as the hazard of an uncontrolled vehicle, and are rarely effective (UAC R728-507-6).

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants (UAC R728-507-6).

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others (UAC R728-507-6).

Officers shall not shoot at any part of a vehicle in an attempt to disable the vehicle (UAC R728-507-6).

303.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be immediately reported to the on-duty supervisor and documented promptly, completely, and accurately in an appropriate report according to the nature of the incident. The Versaterm Use of Force Detail page shall be completed with each Use of Force incident. The officer who used force must report such use of force to the on-duty sergeant. Additionally, any officer that is aware or becomes aware of a use of force incident that may not have been reported to a supervisor is required to report the use of force to a supervisor. In reporting a use of force, the officer using force should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure, or law (UAC R7 28-507-7)See the Report Preparation Policy for additional circumstances that may require documentation.

303.5.1 USE OF FORCE SUPERVISORY NOTIFICATION

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) When any Arrest Control Tactic (ACT) is used (beyond compliant handcuffing) to place a person into custody or to detain them for investigation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) When an officer discharges a firearm, points or displays (removed from holster) a firearm at any individual.

(c) When an officer discharges, points or displays (low ready) a Taser at an individual.

(d) When an officer discharges a pepper spray canister (Capsaicin) at or towards an individual.

(e) When an officer intentionally damages the property of another to affect an arrest. (Damage to property under any other circumstance, shall be documented appropriately in a the Officer's written report.)

(f) When a Police Service Dog (PSD) is deployed for the purpose of apprehending a suspect(s) or when verbal warnings are given that a PSD will be deployed for the purpose or intent of apprehension.

(g) Any other application of force that results in injury of a person or animal.

(h) Medical attention shall be immediately requested to respond to assist treatment needs.

(i) The application of force caused a visible injury

(j) The application of force would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort

(k) The individual subjected to the force complained of injury or continuing pain.

(l) The individual indicates intent to pursue litigation.

(m) Any application of a restraint device other than handcuffs, shackles, or belly chains.

(n) The individual subjected to the force was rendered unconscious.

(o) An individual was struck or kicked.

(p) An individual alleges unreasonable force was used or that any application of force of the above has occurred.

303.5.2 ON-DUTY SUPERVISORY USE OF FORCE REVIEW RESPONSIBILITIES

In an effort to conduct a thorough review, the on-duty supervisor will conduct the initial review of all use of force incidents from his/her shift. Use of force review by the on-duty supervisor shall be initiated upon notification of incident and as soon as possible following the incident.

(a) If practicable, the on-duty supervisor shall respond to the scene where the use of force was used. In the event the on-duty a supervisor is unable to respond to the scene, the supervisor shall document the reason within the Use of Force Review.

(b) The on-duty supervisor shall gather all witness information and statements from any person who witnessed the incident. In the event a witness refuses to provide a statement the supervisor shall document their attempts to get a statement in the Use of Force Review.

(c) The on-duty supervisor shall obtain the basic facts from the involved officer(s). Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(d) The on-duty supervisor shall ensure any officer using force completes a detailed written report of the incident, including a description of the factors present in determining that the officer's use of force was reasonable. Documentation of the officer's use of force shall be set forth in a report drafted prior to the end of their shift, if practicable. If an officer is unable to complete a report prior to the end of their shift due to circumstances outside of the officer's control, the on-duty supervisor shall ensure the report is drafted as soon as possible thereafter and document the reasons for the delay.

1. Notwithstanding the foregoing, an officer who is the subject of an OICI investigation (Policy- Officer Involved Shootings and Death) shall not be compelled to complete a detailed report of the incident.

(e) Any officers involved or who witnesses a use of force incident shall provide a detailed report of their observations in a supplemental report.

(f) The on-duty supervisor shall review all video (body and in-car camera footage) associated with the incident, and properly classify and retain.

(g) The on-duty supervisor shall notify the appropriate Lieutenant of any use of force review.

(h) The on-duty supervisor shall ensure that any known injured parties are examined and treated by medical personnel.

(i) Once any initial medical assessment has been completed or first aid has been rendered, the on-duty supervisor shall obtain photographs of any area involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

(j) The on-duty supervisor shall review and approve all related reports

(k) The on-duty supervisor shall evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

303.5.3 SECOND LEVEL SUPERVISOR USE OF FORCE REVIEW

All Use of Force reviews require two levels of review. The second level supervisor review shall be conducted by a rank order at least one level above the on-duty supervisor.

(a) The second level supervisor shall:

1. Review the use of force documentation to determine whether there are policy, training, weapons/equipment, or discipline issues that should be addressed.

2. Forward a copy of all use of force reports up the chain of command for review and tracking.

3. For incidents involving the discharge of a firearm, immediately forward through the chain of command for review in accordance with Officer-Involved Shooting and Death Policy.

4. Immediately notify the Chief's Office (Chief of Police or Deputy Chief) for any use of force in which there is evidence that the force used was unreasonable or there is evidence of a policy violation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

303.5.4 REPORTING THE THREAT OF FORCE

When an officer points a firearm at an individual, the officer shall report the incident in accordance with Utah Code 53-13-116 and UAC R728-507-12.

Reports shall be submitted within 48 hours of the incident and should include at a minimum (Utah Code 53-13-116; UAC R728-507-12):

(a) A description of the incident.

(b) The identification of the individuals involved in the incident.

303.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious (UAC R728-507-7; UAC R728-507-11). Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel (UAC R728-507-11). If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away (UAC R728-507-11).

See the Medical Aid and Response Policy for additional guidelines.

303.7 TRAINING

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

The training of Choke Holds is not an accepted practice or an approved department technique.

Subject to available resources, officers should receive periodic training on:

(a) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

(b) De-escalation tactics, including alternatives to force.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Use of Force Civilian Review Boards

304.1 PURPOSE AND SCOPE

This policy establishes a process for the South Salt Lake Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

304.2 POLICY

The South Salt Lake Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

304.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

304.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member per the City of South Salt Lake Civilian Review Board (CRB), in accordance with the City of South Salt Lake (SSL) Ordinance 2022-10.

.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Search and Seizure

305.1 PURPOSE AND SCOPE

Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for South Salt Lake Police Department personnel to consider when dealing with search and seizure issues.

305.1.1 DEFINITIONS

(a) **Exigent Circumstances** - Circumstances that require immediate action and/or remedy.

(b) **First-Touch Pat-Down** - A police action in which a search of a suspect/arrestee is done by only touching the outside of the person's clothing and only making a quick contact to check for obvious weapons and/or contraband. Officers may not reach into the clothing unless an object distinctly feels like a weapon and/or contraband.

(c) **Search** - A police action which infringes upon a persons reasonable expectation of privacy.

(d) **Seizure of Property** - A significant interference by police, with an evidentiary interest in property.

305.2 POLICY

It is the policy of the South Salt Lake Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

305.2.1 POLICY

(a) Warrant-less searches and seizures may be conducted only when exigent circumstances and/or probable cause exist.

    1. All items seized must be handled according to department policies and procedures.

(b) Officers must consider the following when conducting a search and/or seizure without a warrant:

    1. Search by consent

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Whenever possible, officers will obtain the signature of the person being searched or the signature of a person who has proper authority to permit a search, on a department "Consent to Search" form.

(b) Officers will cease a search if the person(s) being searched upon request.

(c) Officers will not intimidate or otherwise coerce any person into permitting a search.

(d) Officers should return any personal items belonging to the individual(s), such as driver's license, vehicle registration, etc., before asking for permission to search.

2. Stop and frisk

(a) Officers may do a pat-down search only if they feel that there is reason to believe that the person(s):

1. Has committed or is in the act of committing a crime (UCA 77-7-15).

2. Is in possession of a dangerous weapon and that the officers and/or other persons may be in danger (UCA 77-7-16).

3. If a weapon is found during a pat-down search, the officers may retain the weapon until the completion of questioning, at which time it shall either be returned to the person or booked into evidence upon arrest (UCA 77-7-17).

4. Officers may do only a "first-touch" pat-down search. If the officer determines that the person is not concealing a weapon, he/she may not continue with a second pat-down or prolonged touching of any certain area of the person, since this could then be considered a search and invalidate evidentiary value of any seized items.

3. Search of a vehicle

(a) If a vehicle is stopped for a traffic violation, the officer should complete the citation or warning process, including the return of the driver's license and/or vehicle registration, before conducting any legal search of a vehicle, unless the officer feels that there is a possibility of danger to himself/herself or any other person(s).

(b) An officer may "frisk" a vehicle if he/she has reasonable fears, based on specific and articulable facts, that his/her safety is threatened by the possible presence of a weapon in the vehicle. (Terry v. Ohio ruling, 392 U.S.1, 1968).

(c) The vehicle frisk is limited to the driver and passenger compartment area of the vehicle, which is within the driver's reach.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) Any contraband or other incriminating evidence found at this time may be seized.

(e) An officer may search a vehicle when the search is incident to arrest of occupant(s) of the vehicle. The officer may search only the areas of the vehicle, which are accessible to the person(s) being arrested.

(f) An officer may conduct a search of a vehicle if there is probable cause to believe that the vehicle contains fruits, instrumentalities or evidence of a crime or contraband (Carroll v. United States, 267 U.S. 132, 1925).

(g) This search may include all parts of a vehicle.

(h) This search may be conducted only when there is true probable cause enough to justify the issuance of a search warrant by a court.

(i) If the officer has any doubts about the legality of a search, he/she should contact his/her shift supervisor for permission to detain the vehicle and its occupants until a search warrant can be obtained.

(j) The time of detainment must not be longer than is "reasonably" necessary.

4. Inventory

(a) Contents of a vehicle will be inventoried if the vehicle is seized or impounded.

(a) An inventory is not a search and must not be preformed in an investigatory manner.

(b) The purpose of the vehicle inventory is:

(a) To protect the contents of the vehicle from loss.

(b) To protect the department against civil claims for loss.

(c) To protect the officers and public from hazardous substances or instrumentalities which may be contained in the vehicle.

(c) The inventory will be written, and will be thorough to include all items of value located in the vehicle.

(d) All evidence seized in the inventory will be placed in the evidence locker to ensure safekeeping.

(e) The inventory will become part of the case file.

(f) When custody of the vehicle changes from one person to another, the person taking custody of the vehicle will also assume custody of the contents by placing his or her signature on the inventory list.

(g) The written inventory of vehicle's contents will include, but is not limited to:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Items found in opened, closed, and locked containers, including in bags and boxes.

(b) Items found in any compartment of the vehicle.

(c) Items found in the trunk or under the hood of the vehicle.

(d) Items found under or between the seats of the vehicle.

(h) Containers that would be damaged if forced open, such as locked briefcases and luggage, should only be opened in the presence of a supervising officer.

(i) All inventories should be documented on a department vehicle inventory form, which should be attached to the report form.

5. An officer may conduct a complete search of the vehicle and its contents if he/she discovers contraband, weapons, and or evidence of a crime during the vehicle inventory.

   (a) If reasonable, a search warrant should be obtained before conducting any search.

6. Officers may conduct searches and seizures based on other situations that are authorized by state and federal constitutional provisions.

305.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

305.3.1 PAROLE SEARCHES

Absent a search warrant or other legal authority an officer may search the residence of a person on parole only after obtaining approval from a parole officer. In other circumstances where an officer stops a parolee and conducts a search of the parolee's person, personal effects or vehicle, the officer shall notify a parole officer as soon as reasonably practicable after conducting the search (Utah Code 77-23-301(3)(a) and (b)).

Officers shall not request or conduct a parole search for the purpose of harassment (Utah Code 77-23-301(4)).

305.3.2 ELECTRONIC INFORMATION AND DATA

Officers shall follow warrant and notification requirements when seeking reverse-location information or electronic data transmitted to a provider of a remote computing service or through a provider of an electronic communication service (Utah Code 77-23c-101 et seq.; Utah Code 77-23f-101 et seq.).

305.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.
2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

305.5 DOCUMENTATION

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What force, if any, was used to execute the search
- Whether an announcement was made prior to or after entry into the premises
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Strip Search and/or Body Cavity Search

306.1 PURPOSE AND SCOPE

Strip and body cavity searches are sometimes necessary for agency safety and security, or to seize evidence of criminal activity. These searches, however, are highly intrusive and shall be conducted within the limits of legal authority.

(a) Strip and body cavity searches may be conducted only after obtaining a search warrant. Officers should consult a supervisor and the City Attorney before obtaining the search warrant.

(b) An officer may use reasonable force to search the mouth of a person if the officer has probable cause to believe that the person has put property of evidentiary value into his/her mouth for the purpose of concealing or destroying the property.

(c) The anus or vagina may be subject to a VISUAL search only in exigent circumstances. This visual search is to be conducted by an officer of the same sex or by someone of the same sex acting in the officer's aid and witnessed by a supervisor of the same sex.

(d) Any search that requires a person to expose his/her genitals, anus, buttocks, or the female breast shall be conducted in a private setting, with due regard for human dignity, and must be witnessed by a supervisor of the same sex. The mouth may be searched without regard to privacy.

(e) The search of the anus or vagina by touch, instrument, or other invasive measures, and the search of the stomach or intestines, shall require a search warrant and may be conducted only by a physician.

(f) Anytime a strip or body cavity search is conducted a complete report of the incident and actions taken shall be submitted.

(g) The submitted report shall be reviewed for accuracy and content by the supervisor who observed the search, if one was present.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Control Devices and Techniques

307.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

307.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the South Salt Lake Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

307.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

307.4 RESPONSIBILITIES

307.4.1 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

307.4.2 FIREARMS SUPERVISOR RESPONSIBILITIES

The Firearms Supervisor shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Firearms Supervisor or the designated instructor for a particular control device. The inspection shall be documented.

307.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Firearms Supervisor for disposition. Damage to City property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

307.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a expandable baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the expandable baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

307.5.1 DEPARTMENT APPROVED EXPANDABLE BATONS

The expandable baton should be used when other means of non-lethal force is unreasonable or ineffective, and deadly force is not justified.

When feasible, a verbal warning will be given before using the expandable baton.

An officer shall never alter a expandable baton from factory specifications. This does not restrict the use of an aftermarket grip cap that has been approved by the Expandable Baton Force on Force Instructor.

The expandable baton is not to be used as a control technique to the throat/neck area.

The preferred target areas of the human body includes:

- Lower Legs.
- Arms and/or hands.
- Stomach/Chest area (center body mass)

Note: The expandable baton is not a mandatory piece of equipment and will be purchased by the officer. The expandable baton must be all black in color when fully extended; must be of high quality in manufacture and workmanship (i.e. ASP / Monadnock / Smartlock) and meet the approval of the Expandable Baton Force on Force Instructor.

307.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Watch Commander, Incident Commander or SWAT Unit Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

307.7 OLEORESIN CAPSICUM (OC) GUIDELINES

OLEORESIN CAPSICUM (OC) GUIDELINES

(a) Oleoresin Capsicum (OC) based aerosol products, will be authorized for use by department members in accordance with this policy.

(b) This substance is intended for use in situations that do not require the use of deadly force. Using this substance may greatly reduce the need for other types of physical force by the officer, which could result in serious or potentially deadly injury to the offender, officer or others present. The governing factor in the use of the aerosol is whether its use is REASONABLE AND NECESSARY.

(c) OC-based aerosol products are authorized for use by all officers who meet department training and certification requirements.

(d) Officers will carry only department issued canisters.

(e) Authorization to use or carry aerosol defensive tools may be revoked by the officer's supervisor at any time.

(f) Any use of an OC-based product contrary to the direction of this policy can result in the revocation of the officer's right to use such product and may subject the officer to disciplinary action.

USE OF OC-BASED AEROSOLS

Use of an OC-based product may prevent the use of more severe physical force, and may be used when:

(a) An officer is threatened with physical force and other means of controlling the offender are unreasonable or could cause more serious injury to the offender, the officer, or others present.

(b) An officer is threatened by a dangerous animal.

(c) In cases where the size or demeanor of an offender indicates that the officer or offender would be endangered by the use of other physical force.

(d) When an officer has articulable circumstances that an offender either verbally or physically expresses non-compliance to the officer's lawful orders.

(e) Any intentional or accidental use of an OC-based product, except during approved training, will be reported in writing to the officer's supervisor as soon as practical.

(f) If the use of an OC-based product is accidental, the officer is required to submit a report to his/her immediate supervisor. This documentation will be maintained in the

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

officer's divisional file as well as a copy being forwarded by the officer's supervisor to the appropriate division commander. The following information will be included in the police first report when an OC-based product is used: 1. All circumstances surrounding the use of the aerosol. 2. Effects on the offender that were caused by the aerosol. 3. Name, address, DOB, and arrest charges for the offender.

(g) First aid measures given to, or offered to, the offender to neutralize or alleviate the effects of the product.

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

307.7.1 OC SPRAY

Uniformed field personnel carrying the oleoresin capsicum (OC) spray shall carry the device in its holster on the equipment belt or on the approved exterior load barring vest. Plainclothes and non-field personnel may carry the OC spray as authorized, consistent with the needs of their assignment or at the direction of their supervisor. Canisters involved in any type of malfunction or damage shall be turned in to the affected Officers Supervisor for exchange. Damage to City Property forms shall also be forwarded to the appropriate Division Commander and shall explain the cause of damage.

307.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where the suspect has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward the suspect, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training and product demonstrations, is exempt from the reporting requirement.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

307.7.3 TREATMENT FOR OC SPRAY EXPOSURE

Anyone exposed to an OC-based product will be afforded decontamination procedures consistent with this policy, if necessary and/or the person is cooperative:

(a) Flush the affected areas with water.

(b) Expose the person to fresh air.

(c) Have medical personnel respond and offer first aid.

(d) Transport to medical facility for treatment.

(e) Book the person into jail or take other appropriate action.

(f) NO person will be forcibly decontaminated.

307.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

307.9 OLEORESIN CAPSICUM (OC) DISPOSAL PROCESS

When a unit of Oleoresin Capsicum (OC) reaches its expiration date, it is the officer's responsibility to notify and turn in the OC canister through the officer's chain of command to be properly tracked and disposed. The appropriate division commander will enter the expired OC unit in the tracking system updating the status to expired and set for destruction. The division commander will then turn the expired OC unit into evidence who will handle the destruction of the unit.

307.10 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

307.10.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

307.10.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

(e) The location of the subject.

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

307.11 TRAINING FOR CONTROL DEVICES

The Control Device Supervisor shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) All training and proficiency for control devices will be documented in the officer's training file.

(c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

307.12 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy. In the required OC report submission, the brand, manufacture and lot number issued by the South Salt Lake Police Department should be included in the Use of Force Review by the reviewing supervisor.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Conducted Energy Device

308.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

308.1.1 DEPARTMENT AUTHORIZED ELECTRO-MUSCULAR DISRUPTION TECHNOLOGY DEVICE

Only Electro-Muscular Disruption Technology device; Taser™ Model X26p will be issued and authorized for use.

308.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to officers and suspects.

308.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed [department/office]-approved training may be issued and may carry the CED.

The assigned Division Commander shall keep a log of issued CED devices and the serial numbers of cartridges/magazines issued to members.

CEDs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the [department/office] inventory.

Officers shall only use the CED and cartridges/magazines that have been issued by the [Department/Office]. Cartridges/magazines should not be used after the manufacturer's expiration date.

Uniformed officers who have been issued the CED shall wear the device in an approved holster.

Officers who carry the CED while in uniform shall carry it in a holster on the side opposite the duty weapon.

(a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.

(b) For single-shot devices, whenever practicable, officers should carry an additional cartridge on their person when carrying the CED.

(c) Officers should not hold a firearm and the CED at the same time.

Non-uniformed officers may secure the CED in a concealed, secure location in the driver's compartment of their vehicles.

308.3.1 FUNCTION OF X26P

The X26p functions in two ways:

(a) It uses compressed nitrogen to project two probes a maximum of 25 feet. An electrical signal is then sent to the probes, via small wires, which temporarily overrides the central nervous system causing temporary muscular incapacitation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) The Taser acts as a touch stun system when brought into direct contact with a person's body. When used in this manner the TASER will act as a pain compliance instrument, unless it is used in certain areas of the body, covered in the certification class.

308.3.2 TACTICAL CONSIDERATIONS

A. Officers deploying the Taser should have a cover officer whenever possible.

B. Consider the suspect's clothing and probe trajectory when using the weapon. If

probes hit clothing, the effects of the Taser may be minimized.

C. The target area should be the subject's center of mass and from behind the subject

if possible. Users will not deliberately aim for areas of the face, neck, or groin.

In the diagram below the Blue Shaded areas indicate the preferred areas for Taser deployment. (Note: failure to strike these areas does not indicate a violation of this policy)

D. Officers should consider the presence of cover and distance from the suspect. The probes from the Taser are only effective at distances of 25 feet or less.

E. The Taser is not intended to replace an officer's firearm when deadly force is warranted.

F. Officers should avoid using the Taser on women that are known to be pregnant.

G. Officers should avoid using the Taser on subjects who are on a slanted rooftop, near the edge of buildings or in an elevated position

H. Officers should avoid using the Taser on a subject who is known to be saturated with or in the presence of highly flammable or combustible materials or liquids. As the Taser can easily ignite the combustible material.

I. If deployed on a subject that is attempting to run away, the deploying officer should stay close enough to the subject to keep the probe wires from breaking.

J. Targeted subjects will be restrained as soon as possible. Ideally the subject will be restrained while the Taser cycles.

308.3.3 USER RESPONSIBILITIES

Officers shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the officer's shift.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the Firearms Supervisor for disposition. Officers shall submit documentation stating the reason for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

308.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the CED in the related report.

308.5 USE OF THE CED

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

If sufficient personnel are available and can be safely assigned, an officer designated as lethal cover for any officer deploying a CED may be considered for officer safety.

308.5.1 APPLICATION OF THE CED

The CED may be used when the circumstances reasonably perceived by the officer at the time indicate that such application reasonably appears necessary to control a person who:

(a) Is violent or is physically resisting.

(b) Has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, themself, or others.

Mere flight from a pursuing officer, without additional circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

The CED shall not be used to psychologically torment, to elicit statements, or to punish any individual.

308.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject, or others, and the officer reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals known to have been recently sprayed with a flammable chemical agent or who are otherwise known to be in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity is likely to result in collateral injury (e.g., falls from height, located in water, operating vehicles).

Any CED capable of being applied in the drive-stun mode (i.e., direct contact without probes as a primary form of pain compliance) should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

308.5.3 TARGETING CONSIDERATIONS

Recognizing that the dynamics of a situation and movement of the subject may affect target placement of probes, when practicable, officers should attempt to target the back, lower center mass, and upper legs of the subject, and avoid intentionally targeting the head, neck, area of the heart, or genitals. If circumstances result in one or more probes inadvertently striking an area outside of the preferred target zones, the individual should be closely monitored until examined by paramedics or other medical personnel.

308.5.4 MULTIPLE APPLICATIONS OF THE CED

Once an officer has successfully deployed two probes on the subject, the officer should continually assess the subject to determine if additional probe deployments or cycles reasonably appear necessary. Additional factors officers may consider include but are not limited to:

(a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

(b) Whether the probes are making proper contact.

(c) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(d) Whether verbal commands or other options or tactics may be more effective.

Given that on certain devices (e.g., TASER 10™) each trigger pull deploys a single probe, the officer must pull the trigger twice to deploy two probes to create the possibility of neuro-muscular incapacitation.

308.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, officers shall notify a supervisor any time the CED has been discharged. If needed for evidentiary purposes, the expended cartridge, along with any probes and wire, should

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

be submitted into evidence (including confetti tags, when equipped on the device). The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

308.5.6 DANGEROUS ANIMALS
The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

308.5.7 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry [department/office] CEDs while off-duty.

Officers shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

308.6 DOCUMENTATION
Officers shall document all CED discharges in the related arrest/crime reports and the CED report forms. Photographs should be taken of any obvious probe impact or drive-stun application sites and attached to the CED report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, audible warning, laser activation, and arcing the device, other than for testing purposes, will also be documented on the report form (Utah Code 53-13-116; UAC R728-507-12). Data downloads from the CED after use on a subject should be done as soon as practicable using a [department/office]-approved process to preserve the data.

308.6.1 CED REPORT FORM
As applicable based on the device type, items that shall be included in the CED report form are:

(a) The brand, model, and serial number of the CED and any cartridge/magazine.

(b) Date, time, and location of the incident.

(c) Whether any warning, display, laser, or arc deterred a subject and gained compliance.

(d) The number of probes deployed, CED activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.

(e) The range at which the CED was used.

(f) The type of mode used (e.g., probe deployment, drive-stun).

(g) Location of any probe impact.

(h) Location of contact in drive-stun mode.

(i) Description of where missed probes went.

(j) Whether medical care was provided to the subject.

(k) Whether the subject sustained any injuries.

(l) Whether any officers sustained any injuries.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

The Training Coordinator should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Training Coordinator should also conduct audits of CED device data downloaded to an approved location and reconcile CED report forms with recorded activations. CED information and statistics, with identifying information removed, should periodically be made available to the public.

308.6.2 REPORTS

The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing CEDs

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject's physical and physiological actions

(e) Any known or suspected drug use, intoxication, or other medical problems

308.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnelshould remove CED probes from a person's body. Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes, who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

308.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was activated.

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded by a supervisor or Firearms Supervisor and saved with the related arrest/crime report. The supervisor should arrange for photographs of probe sites to be taken and witnesses to be interviewed.

308.9 TRAINING

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial [department/office]-approved training. Any personnel who have not carried the CED as a part of their assignments for a period of six months or more shall be recertified by a qualified CED instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEDs should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time, if deemed appropriate, by the Training Coordinator. All training and proficiency for CEDs will be documented in the officer's training files.

Command staff, supervisors, and investigators should receive CED training as appropriate for the investigations they conduct and review.

Officers who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Coordinator is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of CEDs during training could result in injuries and should not be mandatory for certification.

The Training Coordinator should include the following training:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.

(e) Scenario-based training, including virtual reality training when available.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(f) Handcuffing a subject during the application of the CED and transitioning to other force options.

(g) De-escalation techniques.

(h) Restraint techniques that do not impair respiration following the application of the CED.

(i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.

(j) Proper tactics and techniques related to multiple applications of CEDs.

308.10 CONTROL AND INVENTORY OF ALL EMDT DEVICES

309.7.1 CONTROL AND INVENTORY OF ALL EMDT DEVICES

All Taser's™ will be issued an asset tag by the EMDT Coordinator.

The EMDT Coordinator will record the asset tag number, serial number of the Taser device and the name of the officer issued that particular Taser, into the inventory system.

It is the EMDT Coordinator's responsibility to issue Taser's to officers and keep accurate records regarding the Taser inventory, assignment, deployment, return, and re-issue.

No Taser will be issued to an officer until it has been properly recorded as described above.

Once a Taser has been issued to an officer, the Taser will not be turned over to another officer unless or until directed to do so by the EMDT Coordinator, and that information is recorded in the Taser inventory system.

Returning a Taser to the EMDT Coordinator:

As with all equipment and weapons, when an officer is transferred to an assignment that is not authorized for a Taser, or an officer leaves the employment of the South Salt Lake Police Department, the issued Taser will be returned to the EMDT Coordinator.

The EMDT Coordinator will enter the new status of the Taser into the inventory system.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Handcuffing and Restraints

309.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

309.2 POLICY

The South Salt Lake Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

309.3 USE OF RESTRAINTS

Only members who have successfully completed South Salt Lake Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

309.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

309.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

309.3.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

309.3.4 NOTIFICATIONS
Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

309.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

309.5 APPLICATION OF SPIT HOODS/MASKS/SOCKS

Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

309.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

309.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the department shall be used.

In determining whether to use the leg restraint, officers should consider:

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.

(b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

309.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.

(e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

(f) When transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

309.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification and approval of restraint use.

(c) The types of restraint used.

(d) The amount of time the suspect was restrained.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person’s behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

309.9 TRAINING

Subject to available resources, the Training Coordinator should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Firearms

310.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance, and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

310.2 POLICY

The South Salt Lake Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

310.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Firearms Supervisor. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Division Commander. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

310.3.1 HANDGUNS

The authorized department-issued handgun is the Glock 17 9mm. The following additional handguns are approved for on-duty use:

MAKE	MODEL	CALIBER

310.3.2 PATROL RIFLES

The authorized department-issued patrol rifle is the AR15 (Style) and H&K UMP.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack or locked trunk in the patrol vehicle. The patrol rifle in unmarked police vehicles will be secured in a locked trunk or installed rifle/gun lock box.

310.3.3 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

(a) The firearm shall be in good working order and on the department list of approved firearms.

(b) The firearm shall be inspected by the Firearms Supervisor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Firearms Supervisor, who will maintain a list of the information.

310.3.4 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry [department/office] or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and on the [department/office] list of approved firearms.

(b) Only one secondary handgun may be carried at a time.

(c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the [Department/Office].

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge, or loss of physical control.

(e) The handgun shall be inspected by the Firearms Supervisor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(f) Ammunition shall be the same as [department/office] issue. If the caliber of the handgun is other than [department/office] issue, the Chief of Police or the authorized designee shall approve the ammunition.

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the [department/office] qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall provide written notice of the make, model, color, serial number, and caliber of a secondary handgun to the Firearms Supervisor, who will maintain a list of the information.

310.3.5 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

(a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

(b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(c) It will be the responsibility of the member to submit the firearm to the Firearms Supervisor for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Firearms Supervisor

(d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Firearms Supervisor that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(e) The member will successfully qualify with the firearm prior to it being carried.

(f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Firearms Supervisor, who will maintain a list of the information.

(g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

(h) Members shall only carry department-authorized ammunition.

(i) When armed, officers shall carry their badges and South Salt Lake Police Department identification cards under circumstances requiring possession of such identification.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

310.3.6 AMMUNITION

Members shall carry only department-authorized ammunition. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Firearms Supervisor when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

310.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

310.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Firearms Supervisor.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Firearms Supervisor.

Any repairs or modifications to the member’s personally owned firearm shall be done at his/her expense and must be approved by the Firearms Supervisor.

310.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

310.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Firearms Supervisor. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

310.4.4 OPTICS OR LASER SIGHTS

Optics may only be installed on a rifle after they have been examined and approved by the Firearms Supervisor. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Laser Sights are not approved or authorized for handguns or rifles.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

310.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Firearms Supervisor. Members shall not dry fire or practice quick draws except as instructed by the Firearms Supervisor or other firearms training staff.

(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.

(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Firearms Supervisor approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Firearms Supervisor will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

310.5.1 INSPECTION AND STORAGE

Handguns and rifles shall be inspected regularly and upon access or possession by another person. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

310.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil liability.

310.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

310.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training with their duty firearms. All members will qualify at least twice during the training year with their duty firearm, issued rifle, off-duty and secondary firearms.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

310.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

(a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.

(b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

(c) No range credit will be given for the following:

1. Unauthorized range make-up
2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

310.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with his/her Division Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, a written report shall be submitted or a recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

310.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, [department/office] members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

310.7.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical. Before destroying the animal, the officer shall obtain either the judgment of a veterinarian or of two reputable citizens called by the officer to view the animal in the presence of the officer, or shall obtain consent to the destruction from the owner of the animal (Utah Code 76-9-305(3)).

310.7.3 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

310.8 FIREARM RANGE INSTRUCTOR DUTIES

The range will be under the exclusive control of the Firearm Instructor. All members attending will follow the directions of the Firearms Instructor. The Firearms Instructor will maintain a roster of all members attending the range and will submit the roster to the Training Coordinator after each range date. Failure of any officer to sign in and out with the Firearms Instructor may result in non-qualification.

The Firearms Supervisor has the responsibility of making periodic inspection, at least once a year, of all duty weapons carried by officers of the Department to verify proper operation. The Firearms Supervisor has the authority to deem any privately owned weapon unfit for service. The officer

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

will be responsible for all repairs to his/her personally owned weapon and it will not be returned to service until inspected by the Firearms Supervisor.

The Firearms Supervisor has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Firearms Supervisor shall complete and submit to the Training Coordinator documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Firearms Supervisor should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Coordinator.

310.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Officers must carry their South Salt Lake Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) The South Salt Lake Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the South Salt Lake Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and should include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

310.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her South Salt Lake Police Department identification card whenever carrying such firearm.

(b) The officer is not the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Domestic Violence

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

311.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic and dating violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Dating violence - Any criminal offense involving violence or physical harm, threat of violence or physical harm, or any attempt, conspiracy, or solicitation by a person to commit an offense involving violence or physical harm, when committed by a person against a dating partner of the person who is either 18 years of age or older or is emancipated.

Domestic violence - Includes any crime involving the actual, threatened, or attempted violence or physical harm of a cohabitant. Domestic violence also includes committing or attempting to commit any crime listed in Utah Code 77-36-1 by one cohabitant against another.

311.2 POLICY

The South Salt Lake Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY

The investigation of domestic violence cases often places officersin emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officersand parties involved.

311.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic violence, and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigations Division in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.

1. This applies to both investigations involving domestic violence or dating violence (Utah Code 77-36-2.1; Utah Code 78B-7-408).

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Whether the suspect lives on the premises with the victim.
2. Claims by the suspect that the victim provoked or perpetuated the violence.
3. The potential financial or child custody consequences of arrest.
4. The physical or emotional state of either party.
5. Use of drugs or alcohol by either party.
6. Denial that the abuse occurred where evidence indicates otherwise.
7. A request by the victim not to arrest the suspect.
8. Location of the incident (public/private).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

9. Speculation that the complainant may not follow through with the prosecution.
10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
11. The social status, community status, or professional position of the victim or suspect.

(k) If the offense is alleged against an intimate partner, the officers shall conduct a lethality assessment as required by Utah Code 77-36-2.1. The lethality assessment shall be recorded on the appropriate form and the results submitted to the Department of Public Safety while on scene or as soon as reasonably practicable (Utah Code 77-36-2.1).

311.4.1 IF A SUSPECT IS ARRESTED
If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.

(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

311.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.
2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).

(b) Document the resolution in a report.

311.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, officers should be aware that a victim's behavior and actions may be affected. The following applies to domestic violence and dating violence (Utah Code 77-36-2.1; Utah Code 78B-7-408):

(a) Victims shall be provided with the [Department/Office]'s domestic violence information handout, even if the incident may not rise to the level of a crime.

(b) Victims shall also be alerted to any available victim advocates, shelters, and community resources and advised of the results of the lethality assessment if applicable.

(c) When an involved person requests law enforcement assistance while removing essential items of personal property, officers shall stand by for a reasonable amount of time.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) If the victim has sustained injury or complains of pain, the officer shall seek medical assistance for the victim as soon as practicable.

(e) Officers should ask the victim whether the victim has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for the victim's safety or if the officer determines that a need exists.

(f) Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(g) If appropriate, officers shall seek or assist the victim in obtaining an emergency order.

(h) When applicable, the victim should be provided with the required information from the Department of Public Safety regarding the right to voluntarily turn over a firearm to a law enforcement agency for safekeeping.

311.5.1 VICTIM ASSISTANCE UNIT CALL-OUT OR NOTIFICATION

(a) The on-call victim advocate shall be notified anytime a victim of domestic violence is transported to the hospital or indicates they are going to seek medical attention. This will allow the victim advocate the opportunity to respond and meet with the victim to discuss a safety plan, seek safe shelter and/or receive information about "Crime Victim Reparations" who may pay for medical treatment.

(b) The on-call victim advocate should be contacted anytime the officer is unsure what assistance can or should be offered to the victim.

(c) Regardless of whether contact is made with the on-call victim advocate or not, the officer will always provide the victim with a "South Salt Lake Victim Assistance Program" pamphlet.

311.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

311.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

311.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

311.9 LEGAL MANDATES AND RELEVANT LAWS

Utah law provides for the following:

311.9.1 STANDARDS FOR ARRESTS

(a) Officers responding to a domestic violence call shall arrest or issue a citation to a domestic violence offender if there is probable cause to believe an offense has occurred. The offense need not occur in the officer's presence (Utah Code 77-36-2.2). Any citation issued shall note that the offense involved a domestic violence offense (Utah Code 77-7-20).

(b) An officer shall arrest an alleged perpetrator whenever there is probable cause to believe that the alleged perpetrator has violated any of the provisions of a court order or condition of release agreement and there is evidence the order has been served. The offense need not occur in the officer’s presence (Utah Code 77-36-2.4; Utah Code 78B-7-119).

(c) If an officer has probable cause to believe there will be continued violence against the victim or if there is evidence that the perpetrator has either recently caused serious bodily injury or used a dangerous weapon in the domestic violence offense, the officer may not utilize the option of issuing a citation (Utah Code 77-36-2.2). Factors that may support the likelihood of a continuing offense include:

1. A prior history of arrests or citations involving domestic violence.
2. The alleged perpetrator is violating a court order.
3. The alleged perpetrator has a prior history of other assaultive behavior (e.g., arrests or convictions for assault and battery or aggravated assaults).
4. The victim states that the alleged perpetrator has a history of physical abuse toward the victim.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

5. The victim expresses fear of retaliation or further violence should the alleged perpetrator be released.
6. Any other evidence that would indicate the victim may be subjected to continued violence or abuse.

(d) In responding to domestic violence incidents, officers should generally be reluctant to make dual arrests. If an officer receives complaints of domestic violence from two or more opposing persons, the officer shall evaluate each complaint separately to identify the predominant physical aggressor. If the officer determines that one person was the predominant physical aggressor, the officer need not arrest the other person alleged to have committed domestic violence. In determining the predominant aggressor, the officer shall consider (Utah Code 77-36-2.2):

1. Any prior complaints of domestic violence.
2. The relative severity of injuries inflicted on each person.
3. The likelihood of future injury to each of the parties.
4. Whether one of the parties acted in self-defense.

(e) An officer may not threaten, suggest, or otherwise indicate the possible arrest of all parties in order to discourage any party's request for intervention by law enforcement (Utah Code 77-36-2.2).

(f) Whenever an alleged perpetrator is arrested or issued a citation and subsequently released by this department, the releasing officer shall then make a reasonable effort to notify the victim of that release and shall transmit that information to the statewide domestic violence network (Utah Code 78B-7-802).

(g) An officer who does not make an arrest shall notify the victim of his/her right to initiate a criminal proceeding and of the importance of preserving evidence (Utah Code 77-36-2.2).

(h) Whenever a complainant advises of the existence of a court order, the officer shall determine if a valid court order exists and use every reasonable means to enforce the order. The officer should determine whether the order is in the statewide domestic violence network (Utah Code 78B-7-113) and/or:

1. Whether a court order is on file with a law enforcement agency or whether the complainant has a copy of the court order in his/her possession.
2. Whether proof of service or prior notice exists, whether the alleged perpetrator was in court when the order was made, or it was provided by a court ex parte.
3. The terms of the court order that may be enforced against the alleged perpetrator.

(i) In the event the alleged perpetrator is no longer at the scene, officers shall document the incident for follow-up investigation.

(j) If an arrest is made or a citation is issued, the arresting officer shall provide the individual with written notice containing the following information (Utah Code 78B-7-802):

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. The individual may not telephone, contact, or otherwise communicate directly or indirectly with the victim before being released.
2. The individual may not be released except by court order or a written jail release agreement.
3. Notification of the penalties for violation of the court order or any jail release agreement executed and that the individual must appear in court on the next business day after arrest.

311.9.2 REPORTS AND RECORDS

(a) Reports on all incidents of domestic violence shall include (Utah Code 77-36-2.2):

1. The officer's disposition of the case.
2. The appropriate crime classification for domestic violence.
3. If no arrest was made, the report shall detail the grounds for not arresting.
4. If two parties are arrested, the report shall detail the grounds for arresting both parties.
5. The results of a lethality assessment when required by Utah Code 77-36-2.1. The report, however, shall not reflect information about a referral to a domestic violence organization if one is made as a result of the lethality assessment.

(b) The officer creating the report should provide the victim with the case number of the report. The case number may be placed in the appropriate space on the victim information handout provided to the victim. If the case number is not immediately available, the officer should explain to the victim how the victim can obtain the information at a later time.

(c) The report shall be made available to the victim, upon request, at no cost (Utah Code 77-36-2.2(6)(d)).

(d) The Records Supervisor shall forward a copy of the incident report to the appropriate prosecuting attorney within five days after the complaint of domestic violence occurred (Utah Code 77-36-2.2(6)(c)).

(e) The officer completing a domestic violence report should include information regarding whether the victim would like the court to impose release restrictions upon the arrestee, including prohibiting the arrestee from having personal contact with the victim or from entering the victim's residence or other premises temporarily occupied by the victim (Utah Code 78B-7-802).

(f) The Records Supervisor or the authorized designee shall update the statewide domestic violence network when a person is released upon a written jail release agreement (Utah Code 78B-7-802; Utah Code 78B-7-113).

311.10 SERVICE OF COURT ORDERS

When an officer serves an individual with a protective order which causes the individual to be a restricted person under Utah Code 76-10-503, the officer shall verbally provide the individual with the appropriate firearm restriction notifications in accordance with Utah Code 76-10-503.1 and

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

request the individual's signature on the acknowledgment contained within the protective order document.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Vehicle Pursuits

312.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related collisions. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where a department policy would permit the initiation or continuation of a pursuit. It is recognized that vehicular pursuit situations are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Officers must remember that the most important factors in the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers' conduct during the course of a pursuit must be objectively reasonable, i.e. what a reasonable officer would do under the circumstances. An unreasonable individual’s desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

312.1.1 DEFINITIONS

Definitions related to this policy include (Utah Administrative Code R728-503-2):

Blocking or vehicle intercept - A slow-speed coordinated maneuver where two or more patrol vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary roadblock.

Boxing-in - A tactic designed to stop a violator’s vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

Channelization - A technique similar to a roadblock, where objects are placed in the anticipated (or actual) path of a pursued vehicle with the intent of altering the vehicle’s direction of travel.

Paralleling - Participating in the pursuit by proceeding in the same direction and maintaining approximately the same speed while traveling on an alternate street or highway that parallels the pursuit route.

Pursuit intervention - An attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(Pursuit Intervention Technique), ramming or roadblock procedures. In this context, ramming shall be construed to mean maneuvering the police vehicle into contact with the pursued vehicle to mechanically disable or forcibly position it such that further flight is not possible or practical.

Pursuit Intervention Technique (PIT) - A low-speed maneuver designed to cause the suspect vehicle to spin out and terminate the pursuit.

Ramming - When deadly force is warranted the deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop.

Roadblocks - When deadly force is warranted, establishing a physical impediment to traffic as a means of stopping a vehicle using actual physical obstructions or barricades.

Tire deflating device - Tire-deflating spikes utilized to deflate the suspect vehicle's tires.

Trailing - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment.

Vehicle pursuit - An active attempt by an officer in an authorized emergency vehicle to apprehend fleeing suspects who are attempting to avoid apprehension through evasive and unlawful tactics.

312.2 OFFICER RESPONSIBILITIES

The major objective of the South Salt Lake Police Department is to protect life and property. Therefore, pursuits are only justified under the guidelines set forth in this policy.

(a) Officers should be aware of the following considerations when deciding whether or not to initiate a pursuit.

(b) Pursuits may be initiated in the cases where a violent felony, such as homicide, kidnapping, robbery, rape and felonious assault involving actual or intended infliction of serious bodily injury or death have occurred. This is not intended to be an all inclusive list of permissible reasons to initiate a pursuit. There may be other violent felony offenses that involve the use of threat of physical force or violence against a person(s).

(c) Traffic violations including Driving While Intoxicated (DUI), property crimes, misdemeanors and nonviolent felony violations Do Not warrant vehicular pursuits.

(d) The decision to initiate a pursuit must be based on good judgment tempered with common sense and foresight of potential hazards. Vehicle pursuits can be valid enforcement activities performed by officers attempting to apprehend fleeing suspects under certain circumstances.

(e) When in pursuit, officers will engage their emergency lights, the siren and the vehicle's camera system. Officers are obligated to continuously weigh the gravity of the offense and assess the emerging circumstances against potential dangers the pursuit poses to them and others.

(f) The on-duty Patrol Sergeant or Lieutenant or Command level Officer is responsible for assuming management control by monitoring the pursuit. Those supervising a pursuit will weigh the significant facts available at the time and terminate the pursuit if apprehension cannot be affected. Consideration must be given to the safety of the

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

pursuing officer(s), the fleeing driver and occupants of that vehicle, and the potential for third party involvement.

(g) The procedures set forth in this policy are intended to serve as guidelines in making sound decisions. This policy is a guideline for use by members of this Department and is not intended to set civil or criminal standards. South Salt Lake Police Department personnel will be held accountable for their actions. State law does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons. Nor does the law protect the driver from the consequences of an arbitrary exercise of these privileges. (41-6A-212(6) UCA)

312.2.1 WHEN TO INITIATE A PURSUIT

(a) Officers in a department vehicle with operable emergency vehicle equipment and radio may initiate a vehicular pursuit when the following criteria are met (UAC R728-503-4):

1. The suspect exhibits the intention to avoid apprehension through evasive or unlawful tactics.
2. The suspect operating the vehicle refuses to stop at the direction of the officer.
3. The suspect's actions are such that failure to pursue would further enhance the danger presented to the public.

(b) Department vehicles that do not possess operable emergency vehicle equipment and an operable police radio will not be involved in a pursuit. Factors that individually and collectively shall be considered in deciding whether to initiate or continue a pursuit are (UAC R728-503-4):

1. The performance capabilities of the pursuit vehicle.
2. The condition of the road surface upon which the pursuit is being conducted.
3. The amount of vehicular and pedestrian traffic in the area.
4. The weather conditions.
5. The offense for which the subject will be pursued.
6. Any potential or existing hazards.
7. Familiarity with the area and road.
8. Any other pertinent factors.

312.2.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

The factors listed above are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

motorists and themselves when electing to continue a pursuit. In the context of this policy, the term “terminate” shall be construed to mean discontinue or to stop chasing the fleeing vehicles.

In addition to the factors, listed above the following factors should also be considered in deciding whether to terminate a pursuit (UAC R728-503-9):

(a) Distance between the pursuing officers and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.

(b) Pursued vehicle’s location is no longer definitely known.

(c) Officer’s pursuit vehicle sustains any type of damage that renders it unsafe to drive.

(d) The danger posed by the continued pursuit to the public, the officers or the suspect is greater than the value of apprehending the suspect.

(e) Weather or traffic conditions substantially increase the danger of the pursuit beyond the benefit of apprehending the suspect.

(f) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.

(g) The pursuit is terminated by a supervisor.

(h) The officer is unfamiliar with the area and is unable to accurately notify dispatch of the location and direction of the pursuit.

(i) The violator is driving the wrong way on a limited access highway or one-way road.

(j) Air support is available to track the suspect.

Pursuits will terminate at the state line, unless exigent circumstances exist.

When an officer terminates a pursuit, the officer shall turn off the siren and emergency lights, pull the vehicle to the side of the road and stop.

312.2.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

(a) Pursuit speeds have become unsafe for the surrounding conditions.

(b) Pursuit speeds have exceeded the driving ability of the officer.

(c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

312.3 PURSUIT UNITS

Pursuit units should be limited to two vehicles and, if warranted under the circumstances, a supervisor. However, the number of units involved will vary with the circumstances (UAC R728-503-5). An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspects. All other officers should stay out of the pursuit, but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

312.3.1 MOTORCYCLE OFFICERS

A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police motorcycle as primary and/or secondary pursuit vehicle as soon as practicable.

312.3.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

(a) Vehicles without emergency equipment are generally prohibited from becoming involved in a pursuit.

(b) All unmarked units will relinquish the primary or secondary role in a pursuit to a marked vehicle as soon as practicable (UAC R728-503-7).

312.3.3 PRIMARY UNIT RESPONSIBILITIES

The initial pursuing vehicle will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect(s) without unreasonable danger to themselves or other persons (UAC R728-503-7).

The pursuing officer shall activate headlights and all emergency equipment upon initiating a pursuit.

The pursuing officer shall immediately notify Dispatch that a vehicle pursuit has been initiated. Use of plain English transmissions is encouraged, rather than using the 10-code. As soon as practicable the officer shall provide Dispatch information including, but not limited to:

(a) Unit identification.

(b) Location, speed and direction of travel of the fleeing vehicle.

(c) Description of the fleeing vehicle and license number, if known.

(d) Number of known occupants.

(e) The identity or description of the known occupants.

(f) Reason for initiating the pursuit.

(g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Unless relieved by a supervisor or secondary vehicle, the officer in the primary vehicle shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary vehicle or aircraft joining the pursuit as soon as practical.

312.3.4 SECONDARY UNIT RESPONSIBILITIES

The second officer in the pursuit is responsible for the following:

(a) The officer in the secondary vehicle should immediately notify the dispatcher of entry into the pursuit.

(b) Remain a safe distance behind the primary vehicle unless directed to assume the role of primary officer, or if the primary vehicle is unable to continue the pursuit.

(c) The secondary officer should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.

312.3.5 PURSUIT DRIVING TACTICS

The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles so they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.

(b) Because intersections can present increased risks, the following tactics should be considered:

1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.

2. Pursuing units should exercise due caution when proceeding through controlled intersections.

(c) Officers should generally not pursue a vehicle that is driving left of center (wrong way) on a roadway.

(d) Officers shall notify the Utah Highway Patrol and/or other jurisdictional agency if it appears that the pursuit may enter their jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary vehicle or a supervisor.

312.3.6 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

There shall be no paralleling of the pursuit route (Utah Administrative Code R728-503-7). 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. Officers should remain in

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road.

The primary and secondary units should be the only units operating under emergency conditions (emergency lights and siren) unless other units are assigned to the pursuit.

312.3.7 PURSUIT TRAILING

In the event the initiating vehicle from this agency either relinquishes control of the pursuit to another vehicle or jurisdiction, that initiating vehicle may, with permission of supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspects.

If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

312.3.8 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air vehicle has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

The air vehicle should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit has the authority to terminate the pursuit.

312.4 SUPERVISORY CONTROL AND RESPONSIBILITY

Available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department. When reasonably possible, the supervisor shall not actually be engaged in the pursuit itself (Utah Administrative Code R728-503-6).

After being notified of a pursuit, a supervisor shall:

(a) Ensure proper radio channels and procedures are in use.

(b) Ensure tactics are in conformance with any policy of the Department.

(c) Ensure only the necessary numbers of units are involved.

(d) Ensure allied agencies are notified.

(e) Consider aborting the pursuit if cause exists.

(f) Consider air support availability and practicality.

(g) Ensure post-incident notifications.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(h) Ensure that proper written reports are completed and forwarded to the Division Commander (Utah Administrative Code R728-503-6).

The supervisor should proceed to the termination point of the pursuit and provide appropriate assistance and supervision at the scene, when practicable.

312.4.1 WATCH COMMANDER RESPONSIBILITY

Upon becoming aware that a pursuit has been initiated, the Watch Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Watch Commander has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Watch Commander shall review all pertinent reports for content and forward to the Division Commander.

312.5 COMMUNICATIONS

If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. If the pursuit leaves the jurisdiction of the Department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel that is most accessible by participating agencies and units.

312.5.1 COMMUNICATIONS CENTER RESPONSIBILITIES

Upon notification that a pursuit has been initiated, Dispatch shall immediately advise a field supervisor of essential information regarding the pursuit (Utah Administrative Code R728-503-5).

Communications personnel also shall:

(a) Receive and record all incoming information on the pursuit and the pursued vehicle.

(b) Control all radio communications and clear the radio channels of all non-emergency calls.

(c) Perform relevant record and motor vehicle checks.

(d) Coordinate and dispatch back-up assistance and air support units under the direction of the field supervisor.

(e) Notify concurrent and neighboring jurisdictions, where practicable, when the pursuit may extend into their location and specify whether involvement is needed.

(f) If the pursuit enters a bordering state, that jurisdiction should be notified.

312.5.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary vehicle should broadcast pertinent information to assist other units in locating suspects. The primary vehicle will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

312.6 INTER-JURISDICTIONAL CONSIDERATIONS

The primary unit shall notify communications when it is likely that a pursuit will continue into a neighboring jurisdiction or across the county or state line (Utah Administrative Code R728-503-8). When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area, and other pertinent facts, should determine whether or not to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether or not such jurisdiction is expected to assist.

312.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the South Salt Lake Police Department is no longer needed. Upon discontinuing the pursuit, the primary vehicle may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

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. Because of communication limitations between local agencies, a request for another agency’s assistance will mean that they will assume responsibilities for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this department, the other agency should relinquish control.

312.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose officers are in pursuit. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, a vehicle from this department may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider:

(a) The department’s ability to maintain the pursuit.

(b) Whether the circumstances are serious enough to continue the pursuit.

(c) Whether there is adequate staffing to continue the pursuit.

(d) The public's safety within this jurisdiction.

(e) The safety of the pursuing officers.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

As soon as practicable, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency's pursuit.

Assistance to a pursuing allied agency by officers of the Department will terminate at the City limits provided that the pursuing officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

312.7 PURSUIT INTERVENTION

Intervention techniques shall be used only when the officer reasonably believes it is possible to do so safely and when the law enforcement officers using them have received training in their use (UAC R728-503-7). Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the officer at the time of the decision.

312.7.1 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Officers who have not received department-approved training in the application and use of any intervention tactic or equipment shall consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed.

(a) Channelization may be used to redirect or stop a pursued vehicle. The selection of the best method and area in each circumstance should be preceded by an evaluation of all factors surrounding the individual pursuit. The methods used should offer the greatest probability of success with the least likelihood of injury to the general public, the officer and the suspect.

1. Officers may deliberately direct a vehicle into a given path or location (i.e., unpaved roadway, dead end road, away from populated areas or intersections) by using stationary objects (pylons, barricades, vehicles) placed in the current path of the pursued vehicle. This method also may be used to direct a pursued vehicle toward and across a hollow spike strip.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

2. Channelization is considered a forcible stop technique, but does not require the justification of deadly force.

(b) The Pursuit Intervention Technique (PIT) is a forced rotational non-compliant vehicle stop. This technique should not be used if speeds exceed 45 mph, if any of the vehicle tires have been blown or flattened, or if the vehicle has had its tires damaged by a tire deflating device, unless deadly force is justified.

1. This technique should only be used when all other reasonable means of apprehension have been considered and rejected as impractical, e.g., air support, allied agency assistance, tire deflating devices or boxing-in; when the apparent risk of harm to other than the occupants of the pursued vehicle is so great as to outweigh the risk of harm in making the forcible stop; when the pursuing officer believes that the continued movement of the pursued vehicle would place others in danger of great bodily harm or death.

2. Officers should use care and caution in selecting the location where the stop is to be made, so that any resulting danger can be minimized as much as possible.

(c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officers's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. This policy is an administrative guide to direct officers in their decision-making process before ramming another vehicle. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:

1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.

2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.

(d) The use of boxing-in as a technique for terminating pursuits is discouraged. Under ordinary circumstances, the potential hazard outweighs the probability of a successful stop of a violator. Therefore, this technique should only be used at slow speeds or where the obvious risks can be eliminated or appreciably reduced.

1. Boxing-in shall not be used at high speeds or in those circumstances where the pursued subject has demonstrated a willingness to assault an officer either with the vehicle or some other means, i.e., a firearm.

2. Boxing-in shall not be used when it is necessary to use citizens to effect the maneuver.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(e) The use of tire deflating devices should be approved in advance by a supervisor and deployed only when it is reasonably certain that only the pursued vehicle will be affected by their use. Officers should carefully consider the limitations of such devices as well as the potential risks to officers, the public and occupants of the pursued vehicle. If the pursued vehicle is a motorcycle (consider if deadly force is justified), a vehicle transporting hazardous materials, or a school bus transporting children, officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

(f) Roadblocks are prohibited unless the circumstances would warrant the use of deadly force. Roadblocks should only be established with a supervisor's approval. If a roadblock is established officers must:

1. Allow the suspect vehicle reasonable stopping distance.
2. Not place themselves or their vehicle in a position that would jeopardize the safety of the officers involved.
3. Not place vehicles in a position that is not reasonably visible to the suspect.
4. Reasonably ensure the safety of uninvolved pedestrians and motorists.

312.7.2 USE OF FIREARMS

An officer's discharge of a firearm at or from a moving vehicle shall follow this department's Use of Force Policy. An officer's decision to discharge a firearm at or from a moving vehicle shall first be authorized, when reasonably possible, by a supervisor (Utah Administrative Code R728-503-7).

312.7.3 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force which reasonably appears necessary under the circumstances to properly perform their lawful duties.

Unless relieved by a supervisor, the primary officer should coordinate efforts to apprehend the suspects following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

312.8 REPORTING AND REVIEW REQUIREMENTS

The primary officer shall complete the appropriate crime/arrest reports. A pursuit report should minimally contain:

(a) Whether any person involved in the pursuit or subsequent arrest was injured, specifying the nature of that injury and differentiating between the suspect driver, a suspect passenger and the officers involved.

(b) The violation that caused the pursuit to be initiated.

(c) The identity of the officers involved in the pursuit.

(d) The means or methods used to stop the suspect being pursued.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(e) The charges filed with the court by the prosecuting attorney.

(f) The conditions of the pursuit, including, but not limited to, all of the following:

1. Duration
2. Mileage
3. Number of officers involved
4. Maximum number of units involved
5. Time of day
6. Weather conditions
7. Maximum speeds

(g) Whether the pursuit resulted in a collision and a resulting injury or fatality to an uninvolved third party, and the corresponding number of persons involved.

(h) Whether the pursuit involved multiple agencies.

(i) How the pursuit was terminated.

(j) After first obtaining available information, the supervisor shall promptly complete a supervisor's report, briefly summarizing the pursuit, to command staff. This memo should minimally contain the following information:

1. Date and time of pursuit
2. Length of pursuit
3. Involved units and officers
4. Initial reason for pursuit
5. Starting and termination points
6. Disposition: arrest, citation, arrestee information if applicable
7. Injuries and/or property damage
8. Medical treatment
9. Name of supervisor at scene
10. A preliminary determination that the pursuit appears to be in compliance with this policy or additional review and/or follow-up is warranted.

312.8.1 REGULAR AND PERIODIC PURSUIT TRAINING

Officers shall not engage in a pursuit until they have successfully completed the department-sponsored Emergency Vehicle Operations (EVO) course. Officers shall also be required to attend an annual course that specifically covers any policy adopted by the Department regarding pursuits (Utah Administrative Code R728-503-10).

All department officers shall retain a current copy of the pursuit policy and shall refer to it as a basis for initiation, continuation, and termination of a pursuit (Utah Code 41-6a-212(4)(c)).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

312.8.2 POLICY REVIEW
Each sworn employee of the Department shall certify in writing that he/she has received, read and understands this policy initially and upon any amendments.

312.8.3 MANDATORY COUNSELING
Any officer involved in a pursuit resulting in death or serious bodily injury to any person is required to attend a timely critical incident debriefing arranged by the Division Commander of the involved officer.

The Division Commander will also schedule a professional psychological counseling session for any officer directly involved in a pursuit resulting in death or serious bodily injury to any person. Attendance by the involved officer at this counseling session is mandatory.

312.8.4 CHIEF/SHERIFF REVIEW
The Chief of Police shall review each pursuit that results in injury or property damage and determine whether involved members complied with department policies. The Chief of Police shall document and appropriately remedy any policy violations through the disciplinary process (Utah Code 41-6a-212).

312.9 APPLICATION OF VEHICLE PURSUIT POLICY
This policy is expressly written and adopted pursuant to the provisions of Utah Code 41-6a-212. It incorporates the guidelines developed pursuant to Utah Code 41-6a-212 and established in UAC R728-503.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Officer-Involved Shootings and Deaths

313.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of other action of an officer.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

313.2 INVESTIGATION RESPONSIBILITY

This department conforms to the Salt Lake County District Attorney Officer Involved Shooting Protocol for investigating officer-involved shootings.

313.3 TYPES OF INVESTIGATIONS

Officer-involved shootings involve several separate investigations. The investigations may include:

(a) A criminal investigation of the incident by the agency having jurisdiction where the incident occurred. This department may relinquish its criminal investigation to an outside agency with the approval of the Chief of Police or a Division Commander.

(b) A criminal investigation of the involved officer(s) conducted by an outside agency.

(c) A civil investigation to determine potential liability conducted by the involved officer's agency.

(d) An administrative investigation conducted by the involved officer's agency to determine if there were any violations of any Department policy.

313.4 CONTROL OF INVESTIGATIONS

Investigators from Officer Involved Critical Incident Protocol Team (OICI) may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

313.4.1 SOUTH SALT LAKE POLICE DEPARTMENT OFFICER WITHIN THIS JURISDICTION

The South Salt Lake Police Department is responsible for the criminal investigation of the suspect's actions, the civil investigation and the administrative investigation. The criminal investigation of the officer-involved shooting will be conducted by the Officer Involved Critical Incident Protocol Team (OICI)

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

313.4.2 ALLIED AGENCY'S OFFICER WITHIN THIS JURISDICTION

The South Salt Lake Police Department is responsible for the criminal investigation of the suspect's actions. The criminal investigation of the officer-involved shooting will be conducted by the Officer Involved Critical Incident Protocol Team.. The officer's employing agency will be responsible for any civil and/or administrative investigation(s).

313.4.3 SOUTH SALT LAKE POLICE DEPARTMENT OFFICER IN ANOTHER JURISDICTION

The agency where the incident occurred has criminal jurisdiction and is responsible for the criminal investigation of the incident. That agency may relinquish its criminal investigation of the suspect(s) to another agency. The South Salt Lake Police Department will conduct timely civil and/or administrative investigations.

313.4.4 INVESTIGATION RESPONSIBILITY MATRIX

The following table identifies the possible scenarios and responsibilities for the investigation of officer-involved shootings.

	Criminal Investigation of Suspect(s)	**Criminal Investigation of Officer(s)**	**Administrative Investigation**
SSLPD Officer in This Jurisdiction	SSLPD Investigators or OICI	OICI	SSLPD Internal Affairs Unit
Allied Agency's Officer in This Jurisdiction	SSLPD Investigators or OICI	OICI	Involved Officer's Department
SSLPD Officer in Another Jurisdiction	Agency where incident occurred	Decision made by agency where incident occurred	SSLPD Internal Affairs Unit

313.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

313.5.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved SSLPD officer will be the Incident Commander and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.

(b) Take reasonable steps to obtain emergency medical attention for injured individuals.

(c) Request additional resources from the Department or other agencies.

(d) Coordinate a perimeter or pursuit of suspects.

(e) Check for injured persons and evacuate as needed.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(f) Brief the supervisor upon arrival.

313.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved SSLPD supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.

1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

(b) If necessary, the supervisor may administratively order any SSLPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.

1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.

2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

(c) Provide all available information to the Watch Commander and Dispatch. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional SSLPD members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

1. Each involved SSLPD officer should be given an administrative order not to discuss the incident with other involved officers or SSLPD members pending further direction from a supervisor.

2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

313.5.3 WATCH COMMANDER RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Watch Commander shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Chief of Police or a Division Commander.

All outside inquiries about the incident shall be directed to the Watch Commander.

313.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- Investigation Division Commander
- Salt Lake County District Attorney Officer Involved Critical Incident Protocol Team.
- Outside agency investigators (if appropriate)
- Professional Standards Unit supervisor
- Civil liability response team
- Psychological/peer support personnel
-
- Medical Examiner (if necessary)
- Involved officer's agency representative (if requested)
- Public Information Officer
- District Attorney (Utah Code 76-2-408)

313.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

(a) Any request for legal or union representation will be accommodated.

1. Involved SSLPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
2. Requests from involved non-SSLPD officers should be referred to their employing agency.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.

(c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.

(d) A licensed psychotherapist shall be provided by the Department to each involved SSLPD officer. A licensed psychotherapist may also be provided to any other affected SSLPD members, upon request.

1. Interviews with a licensed psychotherapist will be considered privileged.
2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

(e) Communications with a peer support team member will be considered privileged to the extent provided in Utah Code 78B-5-903.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved SSLPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Watch Commander to make schedule adjustments to accommodate such leave.

313.6 CRIMINAL INVESTIGATION

The Officer Involved Critical Incident Protocol Team is responsible for the criminal investigation into the circumstances of any officer-involved shooting or death.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the District Attorney's Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

(a) SSLPD supervisors and Professional Standards Unit personnel should not participate directly in any voluntary interview of SSLPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

(c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

313.6.1 REPORTS BY INVOLVED SSLPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved SSLPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved SSLPD officers may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved SSLPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

313.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

(a) Identification of all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

(c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

313.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Investigations Division supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from the OICI Team and may be assigned to separately handle the investigation of any related crimes not being investigated by the OICI Team.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Investigations Division supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Division Commander.

313.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation to determine conformance with all department policy. This investigation will be conducted under the supervision of the Professional Standards Unit and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws.

(a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

(b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.

1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer’s physical and psychological needs have been addressed before commencing the interview.

2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative or attorney collectively or in a group prior to being interviewed.

3. Administrative interviews should be recorded by the investigator. The officer may also record the interview.

4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights and

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.

5. The Professional Standards Unit shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
7. Any other indications of a potential violation of any policy shall be determined in accordance with standard disciplinary procedures.

313.8 AUDIO AND VIDEO RECORDINGS

Any officer involved in an incident may be permitted to review available Mobile Audio Video (MAV) or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV or other video or audio recordings with approval of assigned investigators or a supervisor.

Any MAV and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney's Office as appropriate.

313.9 DEBRIEFING

Following an officer-involved shooting or death, the South Salt Lake Police Department should conduct both a critical incident/stress debriefing and a tactical debriefing.

313.9.1 CRITICAL INCIDENT/STRESS DEBRIEFING

A critical incident/stress debriefing should occur as soon as practicable. The Administration Division Commander is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., dispatcher, other non-sworn). Family or other support personnel may attend with the concurrence of those involved in the incident.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Professional Standards Unit personnel.

313.9.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

313.10 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to the Watch Commander, Investigation Division Commander and Public Information Officer in the event of inquiries from the media.

No involved SSLPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Division Commander.

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Victim and Witness Assistance

314.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

314.2 POLICY

The South Salt Lake Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the South Salt Lake Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

314.3 CRIME VICTIM LIAISON

The Chief of Police should appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the South Salt Lake Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

314.3.1 CRIME VICTIM LIAISON DUTIES

The crime victim liaison processes requests to review open investigations as set forth in Utah Code 11-64-101 (Victim Rights Amendments).

314.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

314.4.1 VICTIM / WITNESS ASSISTANCE ANALYSIS OF NEEDS

(a) For the purpose of identifying the needs of victims and other witnesses and the extent to which those needs are being met in this community, the victim advocate will conduct analysis annually to include the following elements:

1. The extent and major types of victimization within our service area.
2. An inventory of information and service needs of victims/witnesses in general, and special victims, such as those victimized by domestic violence abuse and neglect, sexual crimes, and drunken drivers.
3. Victim assistance and related community services available within our service area.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

4. Identification of all unfulfilled needs and the selection of those that are appropriate for the agency to meet.

(b) The victim advocate will be responsible for ongoing needs and resource assessment.

(c) The department may, at times, utilize county and/or state information as it relates to South Salt Lake City.

314.4.2 VICTIM ADVOCACY REQUIREMENTS

(a) It is the policy of this agency for all employees to utilize a problem solving approach in the provision of assistance to victims and witnesses of crime and disorder.

(b) Employees will cooperate with other community agencies in the identification and provision of services to meet the specific needs of any victim or witness.

(c) B. The department will ensure the confidentiality of records and files of victims/ witnesses and their role in case development to the extent consistent with applicable law.

(d) We will periodically, as the need indicates, inform the public and media about this agency's victim/witness assistance services.

(e) For the purpose of ensuring that agency referrals of victims/witnesses to outside agencies are based on accurate and up-to-date information and to maintain an ongoing channel of communication, the victim advocate must maintain liaison with other governmental and non-governmental agencies and organizations concerned with victim/witness needs and rights.

314.4.3 VICTIM ADVOCACY ASSISTANCE

(a) A victim/witness may be able to receive assistance by calling the VECC 24-hours a day, seven days a week, or by calling SSLPD during regular business hours.

(b) A victim/witness may be given the 24- our telephone number to the crisis response team.

(c) The crisis response team may provide victims/ witnesses with referral information concerning where to get medical attention, counseling, and emergency financial assistance.

(d) Victim Assistance Emergency Funds Disbursement Policy

1. The source of any disbursement will be grant funds specifically designated for victim emergency assistance purposes.

2. An account supervisor assigned by the police chief will oversee and administer the receipt and disbursement of funds.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

3. A victim advocate supervisor shall maintain custody of the cash funds and disburse funds to victims as needed. Also, the victim advocate shall maintain a ledger indicating the date, amount, vendor, purpose and victim recipient of all disbursed funds.
4. A cash balance of $500 will be maintained for emergency disbursement purposes.
5. A vendor generated receipt is required to support all disbursement of funds.
6. At any given time the sum of cash and receipts shall be $500.
7. The account supervisor will periodically request and approve a disbursement check from the finance department. The check request will be supported by copies of vendor generated receipts and will be in the amount to bring the disbursement account to the $500 level.
8. At least weekly (or more often if necessary) the supervisor will audit the "on hand" cash, receipts, and ledger to ensure proper disbursement and recording of disbursements.

314.4.4 VICTIM / WITNESS PROTECTION

(a) Employees will exercise discretion guided by department values in offering appropriate assistance to victims/witnesses.

(b) Although we are not obligated to persons or situations outside our jurisdiction, when we become aware of danger to a victim/witness, we will promptly attempt to contact and alert the victim/witness and the appropriate agency and request that reasonable precautions be taken.

(c) The department's victim advocate may be involved in offering resources or encouragement and to act as a liaison within this agency and with outside resources and agencies.

314.4.5 INVESTIGATIVE ASSISTANCE

(a) During the preliminary investigation of any incident the responding officer(s) or victim advocate will, as the need indicates:

1. Provide the victim/witness with information about applicable services, e.g., counseling, medical attention, compensation programs, and victim advocacy.
2. Advise the victim/witness about what to do if the suspect, suspects companion, or family threatens or otherwise intimidates him/her.
3. Provide the incident case number, if known.
4. Provide an avenue for reporting additional information about the case or to receive information about the case.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) During the follow-up investigation, the investigator or victim advocate will provide the victim/witness with the following services:

1. If, in the opinion of the agency, the impact of a crime on a victim/witness has been unusually severe and has triggered above-average victim/witness assistance, re-contacting the victim/witness periodically to determine whether needs are being met.
2. If not an endangerment to the successful prosecution of the case, explaining to victims/witnesses the procedures involved in the prosecution of their cases and their role in those procedures.
3. If feasible, scheduling line-ups, interviews, and other required appearances at the convenience of the victim/witness and, at the option of the agency, providing transportation.
4. If feasible, returning promptly victim/witness property taken as evidence (except for contraband, disputed property, and weapons used in the course of the crime), where permitted by law or rules of evidence.
5. If needed, assigning a victim advocate to the victim/witness during follow-up investigation.

(c) Victim / Witness contact after suspect arrest:

1. The investigator and/or victim advocate may provide notification to the victim/ witness as of the suspects arrest, charges, and custody status and changes.
2. Notification may be done only if time, case load, personnel, and availability of information permits.

314.4.6 DEATH OR SERIOUS INJURY NOTIFICATIONS

(a) To ensure that the notification of the next of kin of deceased, seriously injured, or ill persons is carried out in a prompt, professional, and courteous manner, notifications will fall into three categories:

1. Notifications generated by incidents occurring within the South Salt Lake City limits.
   (a) Death notification will generally be handled by and/or coordinated through the victim assistance unit and / or chaplains office.
   (b) Notification of local relatives of serious injury persons within South Salt Lake City should be conducted in person if at all possible.
   (c) Notifications where there are only minor injuries involved (generally those which are not going to require in-patient medical care) can be conducted by phone.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) These can be completed by an officer or through the department's communications center, at an officer's request.

2. Notifications reported to this department from another law enforcement agency, governmental agency, medical facility or doctor, or relative located outside the immediate area.

(a) Department personnel will make every effort to deliver notifications, initiated by other agencies, in person.

(b) Officers should normally not make any notifications as requested from parties whose identity cannot be otherwise confirmed, without approval of the shift supervisor.

(b) General

(a) In cases involving death notification, whenever possible, this notification should be conducted by a police officer and a member of the victim assistance unit and/ or a department Chaplain.

(b) Officers will attempt to determine the effect of the notification and provide the necessary support resources such as victim advocacy, police/ fire chaplains, personal clergy, friends, etc.

(c) Officers or other department representatives should attempt to provide necessary support services for the next of kin or relatives of deceased, seriously injured, or seriously ill persons, whenever and as often as possible.

314.5 VICTIM INFORMATION

The Administration Division Commander shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims of domestic violence.

(b) Community resources for victims of sexual assault (Utah Code 53-10-804).

(c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).

(d) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(e) A clear explanation of relevant court orders and how they can be obtained.

(f) Information regarding available compensation for qualifying victims of crime.

(g) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(h) Notice regarding U visa and T visa application processes.

(i) Resources available for victims of identity theft.

(j) A place for the officer's name, badge number, and any applicable case or incident number.

(k) The written notices for victims of domestic violence and other qualifying offenses as mandated by Utah Code 78B-7-802 and Utah Code 77-36-2.1.

(l) Local victim centers.

(m) The Utah Department of Corrections (UDC) Victim Services Unit, which can provide assistance and support to victims whose victimizers are in the custody of the UDC.

(n) Office of Crime Victim Reparations Program that offers financial assistance.

(o) The Federal Department of Justice Office for Victims of Crime (OVC), which can also provide assistance.

(p) The Utah Crime Victims' Bill of Rights (Utah Code 77-37-3).

(q) Rights and remedies available to victims of stalking or dating violence (Utah Code 76-5-106.5; Utah Code 78B-7-408).

(r) Eligibility and process to request review of investigations (Utah Code 11-64-101).

(s) The written notices for victims of sexual violence as mandated by Utah Code 78B-7-509.

314.6 WITNESSES

Officers should never guarantee a witness’s safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

314.7 VICTIM ASSISTANCE FOR STALKING

Officers investigating allegations of stalking should take reasonable steps to protect the victim and any family or household member. This includes the following (Utah Code 76-5-106.5):

(a) Victims shall be provided with the South Salt Lake Police Department stalking information handout, even if the incident may not rise to the level of a crime.

(b) Victims shall also be alerted to any available victim advocates, shelters, and community resources.

(c) When an involved person requests law enforcement assistance while removing essential items of personal property, officers shall stand by for a reasonable amount of time.

(d) If the victim has sustained injury or complains of pain, officers shall seek medical assistance for the victim as soon as practicable.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(e) Officers should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.

(f) Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(g) If appropriate, officers shall seek or assist the victim in obtaining an emergency order.

(h) Seize any firearms or other dangerous weapons, if appropriate and legally permitted, for safekeeping or as evidence.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Hate Crimes

315.1 PURPOSE AND SCOPE

This department recognizes and places a high priority on any individual's constitutional right to the lawful expression of free speech or other recognized rights secured by the Constitution or laws of the state or by the Constitution or laws of the United States. When such rights are infringed upon by violence, threats or other harassment, this department will utilize all available resources to see that justice is served under the law. This policy has been developed to provide members of the Department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

315.1.1 FEDERAL JURISDICTION

The federal government also has the power to investigate and prosecute bias-motivated violence by providing the U.S. Department of Justice with jurisdiction over crimes of violence where the perpetrator has selected the victim because of the person's actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability (18 USC § 249).

315.2 DEFINITIONS

Intimidate or terrorize - Means an act which causes the person to fear for his/her physical safety or damages the property of that person or another. The act must be accompanied with the intent to cause or has the effect of causing a person to reasonably fear to freely exercise or enjoy any right secured by the Constitution or laws of the state or by the Constitution or laws of the United States (Utah Code 76-3-203.3(3)).

315.3 CRIMINAL STATUTES

Utah Code 76-3-203.3 (Penalty for Hate Crimes) and Utah Code 76-3-203.4 (Hate Crimes - Aggravating Factors).

315.4 PREVENTING AND PREPARING FOR LIKELY HATE CRIMES

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by, among other things:

(a) Officers should make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes to form and cooperate with prevention and response networks.

(b) Providing victim assistance and follow-up as outlined below, including community follow-up.

315.5 PROCEDURE FOR INVESTIGATING HATE CRIMES

Whenever any member of the Department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Officers will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate.

(b) A supervisor should be notified of the circumstances as soon as practical.

(c) Once “in progress” aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects), the assigned officers will take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved.

(d) The assigned officers will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

(e) Depending on the situation, the assigned officers or supervisor may request additional assistance from detectives or other resources to further the investigation.

(f) The assigned officers will include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports will be clearly marked as “Hate Crimes” and, absent prior approval of a supervisor, will be completed and submitted by the assigned officers before the end of the shift.

(g) The assigned officers will provide the victims of any suspected hate crime with a brochure on hate crimes. Such brochures will also be available to members of the general public upon request. The assigned officers should also make reasonable efforts to assist the victims by providing available information on local assistance programs and organizations.

(h) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further (e.g., possible Temporary Restraining Order through the District Attorney or City Attorney).

315.5.1 INVESTIGATIONS DIVISION RESPONSIBILITY

If a case is assigned to the Investigations Division, the assigned detective will be responsible for following up on the reported hate crime as follows:

(a) Coordinate further investigation with the District Attorney and other appropriate law enforcement agencies, as appropriate.

(b) Maintain contact with the victims and other involved individuals as needed.

(c) Maintain statistical data on suspected hate crimes and tracking as indicated and report such data to the county or state upon request.

315.6 TRAINING

All members of the Department will receive training approved by Utah Police Officer Standards and Training on hate crime recognition and investigation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Public Alerts

316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

316.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

316.3 RESPONSIBILITIES

316.3.1 MEMBER RESPONSIBILITIES

Members of the South Salt Lake Police Department should notify their supervisor, Watch Commander, or Investigations Division Supervisor as soon as practicable upon learning of a situation where public notification, a warning, or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person, or gathering information.

316.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Division Commander and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

(a) Updating alerts

(b) Canceling alerts

(c) Ensuring all appropriate reports are completed

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Division Commander

316.4 AMBER ALERTS

AMBER Alert is the recruitment of public assistance to locate an abducted child via a widespread media alert. Utilizing the assistance of local radio, television, and press affiliates the public will be notified of the circumstances of a child's abduction and how they can assist law enforcement in the child's recovery. The goal of the AMBER Alert program is the safe return of an abducted child by establishing an effective partnership between the community, the media, and law enforcement. The AMBER Alert Plan is tested every year in January and August.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

The AMBER Alert does not preclude any law enforcement agency from utilizing or implementing in-house procedures, policies, or practices.

316.4.1 CRITERIA

AMBER Alerts are not to be used for cases involving custodial disputes or runaways that do not meet the criteria (Utah Code 53-10-1002). The [Department/Office] may consider issuing an Endangered Missing Advisory to inform law enforcement and the public about cases that don't meet the criteria for an AMBER Alert.

The four criteria required for an AMBER Alert are as follows (Utah Code 53-10-1002):

(a) A confirmed abduction (non-family, non-custodial).

(b) The child is 17-years of age or younger.

(c) There is reason to believe the child is in imminent danger of serious bodily injury or death.

(d) There is sufficient information available to give out to the public that could assist in the safe recovery of the victim and/or the apprehension of a suspect.

316.4.2 PROCEDURE

(a) When the required criteria are met, the assigned officer should request that Dispatch initiate an AMBER Alert by entering the required information into the appropriate Utah Criminal Justice Information System (UCJIS) transaction.

(b) The supervisor may also consider the following resources as the circumstances dictate:

1. The regional Child Abduction Response Team (CART).
2. The State of Utah CART.
3. Federal Bureau of Investigation (FBI local office).
4. Prompt entry of information into the Bureau of Criminal Identification (BCI) and the Department of Justice Missing Person System (NCIC).
5. National Center for Missing and Exploited Children.

316.4.3 CANCELING THE AMBER ALERT

(a) The Chief of Police or his/her designee will make the determination when to cancel an AMBER alert.

1. Once the alert has been canceled, Dispatch must cancel the alert by using the UCJIS Utah Amber Alert (UAA) transaction.
2. A "NLETS AM" message will be sent to surrounding states notifying them of the cancellation.

(b) The following fields are required when canceling an AMBER Alert:

1. ORI, type, agency, phone, and authorizing administrator.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. Victim name.
3. Victim date of birth.

(c) Contact will then be made with the BCI Telecommunications at (801) 965-4446 to verify they received the AMBER Alert cancellation notice via UCJIS.

316.5 BLUE ALERTS

The BLUE alert means information sent through State of Utah Bureau of Criminal Identification relating to a serious injury or death of a law enforcement officer in the line of duty or an officer who is missing in connection with the officer's offical duties or an imminent and credible threat that an individual intends to cause the serious injury or death of a law enforcement officer. UCJIS Help Desk (801) 965-4446.

316.5.1 CRITERIA

The four criteria required for a BLUE Alert are as follows:

(a) A law enforcement officer has been killed, seriously injured or assaulted with a deadly weapon by the suspect.

(b) The suspect is an imminent threat to the public and other law enforcement personnel.

(c) There is information available for the public about the suspect, the suspect’s vehicle and vehicle tag.

(d) Public dissemination of available information will help avert further harm or accelerate apprehension of the suspect.

316.5.2 PROCEDURE

BLUE Alerts are initiated solely by Utah law enforcement agencies through UCJIS and by contacting the BCI.

In the event of an assault with a deadly weapon, serious bodily injury or death of an officer, the following procedures designed to alert the media shall be followed.

(a) The Public Information Officer, Watch Commander or Detective Supervisor will prepare an initial press release that includes all available information which might aid in locating the suspect:

1. The license number and/or any other available description or photograph of the vehicle
2. Photograph, description and/or identification of the suspect
3. The suspect’s identity, age and description, if known
4. Detail regarding location of incident, direction of travel, potential destinations, if known
5. Name and phone number of the Public Information Officer or other authorized individual to handle media liaison
6. A telephone number for the public to call in with leads/information

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) The press release should be sent to the local television and radio stations.

(c) The information in the press release should also be forwarded to the local emergency communications center so that general broadcasts can be made to local law enforcement agencies.

316.6 ENDANGERED MISSING ADVISORY

The Endangered Missing Advisory is a system to rapidly disseminate information about a missing and/or endangered person to law enforcement agencies and the media. The Endangered Missing Advisory is a voluntary partnership between law enforcement and local broadcasters for notifying the public about a missing and endangered person. The advisories are initiated solely by Utah law enforcement agencies.

316.6.1 CRITERIA

The following criteria must be met to initiate an Endangered Missing Advisory:

(a) The person must be missing under unexplained or suspicious circumstances.

(b) The person is believed to be in danger because of age, health, mental or physical disability, environment or weather conditions, in the company of a potentially dangerous person or some other factor that may put the person in peril.

(c) There is information that could assist the public in the safe recovery of the missing person.

316.6.2 PROCEDURE

When the required criteria are met, the assigned officer should request that Dispatch activate an Endangered Missing Advisory by entering descriptive information and officer contact information into the appropriate UCJIS transaction and by contacting the Bureau of Criminal Identification. The assigned officer is responsible to ensure that information is entered into the National Crime Information Center (NCIC) database.

316.7 SILVER ALERTS

Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing endangered adult (Utah Code 53-10-702).

316.7.1 CRITERIA

The following criteria must be met to initiate a Silver Alert:

(a) The person is reported missing.

(b) The person reported missing is 60 years of age or older or has some form of Alzheimer's disease or other forms of dementia resulting in continual loss of memory or awareness dementia (Utah Code 53-10-703).

316.7.2 PROCEDURE

When the required criteria are met, the assigned officer should request that Dispatch initiate a Silver Alert by contacting BCI through the UCJIS system and providing descriptive information,

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

the specific area in which the missing person was last seen, and the officer contact information (UT ADC R722-400-4).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Adult Abuse

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Department with direction and understanding of their role in the prevention, detection and intervention in incidents of elder abuse. It is the policy of the South Salt Lake Police Department to treat reports of violence against elderly persons as high priority criminal activity that is to be fully investigated regardless of the relationship between the victim and the suspect(s).

317.2 DEFINITIONS

For purposes of this policy, the following definitions are provided (Utah Code 76-5-111).

Abandonment - Any knowing or intentional action or inaction, including desertion, by a person or entity acting as a caretaker for a vulnerable adult that leaves the vulnerable adult without the means or ability to obtain necessary food, clothing, shelter or medical or other health care (Utah Code 76-5-111(1)(a)).

Abuse - Attempting to cause harm, intentionally or knowingly causing harm or intentionally or knowingly placing another in fear of imminent harm and includes (Utah Code 76-5-111(1)(b)):

- Unreasonable or inappropriate use of physical restraint, medication or isolation that causes or is likely to cause harm to a vulnerable adult, which is in conflict with a physician's orders or used as an unauthorized substitute for treatment, unless that conduct furthers the health and safety of the adult.
- Emotional or psychological abuse.
- Sexual offense as described in Utah Code 76-5-101 et seq.
- Deprivation of life sustaining treatment, except as provided in Utah Code 75-2a-101 et seq., or when informed consent, as defined in Utah Code 76-5-111, has been obtained.

Caretaker - Any person, entity, corporation or public institution that assumes the responsibility of providing a vulnerable adult with care, food, shelter, clothing, supervision, medical or other health care or other necessities. Caretaker includes a relative by blood or marriage, a household member, a person who is employed or who provides volunteer work, or a person who contracts or is under court order to provide care (Utah Code 76-5-111(1)(d)).

Elder abuse - Abuse, neglect or exploitation of an elder adult (Utah Code 76-5-111(1)(b)). An adult is not considered abused, neglected or a vulnerable adult for the reason that the adult has chosen to rely solely upon religious, non-medical forms of healing in lieu of medical care.

Elder adult - Any person 65-years of age or older (Utah Code 76-5-111(1)(f)).

Emotional or psychological abuse - Intentional or knowing verbal or nonverbal conduct directed at a vulnerable adult, including ridiculing, intimidating, yelling, swearing, threatening, isolating, coercing, harassing or other forms of intimidating behavior that result or could result in the

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

vulnerable adult suffering mental anguish or emotional distress, including fear, humiliation, degradation, agitation, confusion or isolation (Utah Code 76-5-111(1)(i)).

Exploitation - A person commits the offense of exploitation of a vulnerable adult when the person:

- Is in a position of trust and confidence or has a business relationship with the vulnerable adult and knowingly, by deception or intimidation, obtains or uses or endeavors to obtain or use, the vulnerable adult's funds, credit, assets or property with the intent to temporarily or permanently deprive the vulnerable adult of the use, benefit or possession of his/her property for the benefit of someone other than the vulnerable adult.
- Knows or should know that the vulnerable adult lacks the capacity to consent, and obtains or uses, or endeavors to obtain or use, or assists another in obtaining or using or endeavoring to obtain or use, the vulnerable adult's funds, assets or property with the intent to temporarily or permanently deprive the vulnerable adult of the use, benefit or possession of his/her property for the benefit of someone other than the vulnerable adult.
- Unjustly or improperly uses or manages the resources of a vulnerable adult for the profit or advantage of someone other than the vulnerable adult.
- Unjustly or improperly uses a vulnerable adult's power of attorney or guardianship for the profit or advantage of someone other than the vulnerable adult.
- Involves a vulnerable adult who lacks the capacity to consent in the facilitation or furtherance of any criminal activity.
- Commits sexual exploitation of a vulnerable adult (Utah Code 76-5-111(4)).

Harm - Pain, mental anguish, emotional distress, hurt, physical or psychological damage, physical injury, serious physical injury, suffering or distress inflicted knowingly or intentionally (Utah Code 76-5-111(1)(i)).

Neglect - Any of the following:

- Failure of a caretaker to provide nutrition, clothing, shelter, supervision, personal care or dental, medical or other health care.
- Failure to provide protection from health and safety hazards or maltreatment.
- Failure of a caretaker to provide care to a vulnerable adult in a timely manner and with the degree of care that a reasonable person in a like position would exercise.
- A pattern of conduct by a caretaker without the vulnerable adult's informed consent, resulting in deprivation of food, water, medication, health care, shelter, cooling, heating or other services necessary to maintain the vulnerable adult's well-being.
- Knowing or intentional failure by a caretaker to carry out a prescribed treatment plant that causes or is likely to cause harm to the vulnerable adult.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- Self-neglect by the vulnerable adult (Utah Code 76-5-111(1)(i-v).
- Abandonment by a caretaker (Utah Code 76-5-111(1)(a)).

Vulnerable adult - An elder adult, or an adult who has a mental or physical impairment which substantially affects that person's ability to:

- Provide personal protection.
- Provide necessities, such as food, shelter, clothing or mental or other health care.
- Obtain services necessary for health, safety or welfare.
- Carry out the activities of daily living.
- Manage the adult's own resources.
- Comprehend the nature and consequences of remaining in a situation of abuse, neglect or exploitation (Utah Code 76-5-111(1)(t)).

317.3 MANDATORY NOTIFICATION

Members of the South Salt Lake Police Department shall notify Adult Protective Services (APS) when the member has reason to believe that an elder or vulnerable adult has been abused.

For purposes of notification (Utah Code 26B-6-201):

(a) Abuse includes but is not limited to the intentional infliction of harm or emotional abuse, the exploitation, or the neglect of an elder or vulnerable adult.

(b) Elder adult means someone age 65 or older.

(c) Vulnerable adult means an elder adult or a dependent adult age 18 or older who has a mental or physical impairment that substantially affects the person's ability to provide for themselves or their own personal protection.

317.3.1 NOTIFICATION PROCEDURE

Notification should occur either by telephone or by utilizing the online reporting form provided by APS immediately or as soon as practicable.

317.4 ELDER ABUSE REPORTING

Every allegation of elder abuse shall be documented. When documenting vulnerable adult abuse cases, the following information should be included in the report:

- Current location of the victim
- Victim's condition/nature and extent of injuries, neglect or loss
- Names of agencies and personnel requested and who are on-scene

Reporting cases of vulnerable adult abuse is confidential and will only be released in accordance with the Release of Records and Information Policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Officers investigating the abuse of a vulnerable adult shall complete all appropriate Department and state forms.

317.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom the victim made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(j) If any photographs or audio and/or video recordings of the victim were taken (Utah Code 26B-6-206).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

317.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact APS. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to APS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

317.6.1 REMOVAL AND TRANSPORT OF ADULT ABUSE VICTIM

Removal and transport of an adult abuse victim by an officer may only occur under the following conditions (Utah Code 26B-6-207):

(a) The officer has probable cause to believe that the adult abuse victim will suffer serious physical injury if not immediately removed and transported to a safe environment.

(b) The adult abuse victim either refuses to consent or lacks capacity to consent to the removal and transport.

(c) There is not time to notify interested parties or to secure a warrant or other court order for the removal and transport.

(d) The person will be taken to a medical or shelter facility.

The officer removing and transporting an adult abuse victim shall notify APS within four hours to request that an emergency protective order be obtained from the court (Utah Code 26B-6-207).

317.7 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

317.7.1 MANDATORY COORDINATION
Members shall coordinate with APS to provide protection to victims and to investigate cases of elder or vulnerable adult abuse (Utah Code 26B-6-205).

317.8 INTERVIEWS

317.8.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

317.8.2 DETAINING VICTIMS FOR INTERVIEWS
An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:
    1. A reasonable belief that medical issues of the adult need to be addressed immediately.
    2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
    3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
(b) A court order or warrant has been issued.

317.9 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

317.10 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

317.10.1 SUPERVISOR RESPONSIBILITIES
The Investigations Division supervisor should:

(a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers and local prosecutors, to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Investigations Division supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

317.10.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigations Division supervisor so an interagency response can begin.

317.11 STATE MANDATES AND OTHER RELEVANT LAWS
Utah requires or permits the following:

317.11.1 RECORDS SECTION RESPONSIBILITIES
The Records Section is responsible for:

(a) Providing a copy of the adult abuse report to APS as required by law.

(b) Retaining the original adult abuse report with the initial case file.

317.11.2 RELEASE OF REPORTS
Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Utah Code 26B-6-212).

317.11.3 NOTIFICATION UPON ARREST OR ISSUANCE OF A CITATION
When an officer arrests or issues a citation to a person 18 years of age or older for adult abuse, the officer shall provide the person with the written notice required by Utah Code 78B-7-802. Victims shall be provided notice in accordance with the Victim and Witness Assistance Policy.

317.12 TRAINING
The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Missing Persons

318.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

318.1.1 DEFINITIONS

Definitions related to this policy include:

At risk - This includes persons who:

(a) Are 13 years of age or younger.

(b) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:

1. Out of the zone of safety for the person's chronological age and developmental stage.
2. Mentally or behaviorally disabled.
3. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
4. Absent from home for more than 24 hours before being reported to law enforcement as missing.
5. In a life-threatening situation.
6. In the company of others who could endanger the person's welfare.
7. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
8. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown. This includes a person who is missing from the person's home environment and is physically or mentally disabled, missing under circumstances that indicate that the person is endangered, missing involuntarily, or a victim of a catastrophe (Utah Code 26B-8-130).

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC) and the Utah Bureau of Criminal Identification (BCI) Missing Persons Clearinghouse.

318.2 POLICY

The South Salt Lake Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

318.2.1 RESPONSIBILITIES OF THE PRIMARY ASSIGNED OFFICER

The officer assigned as the primary responder to the incident should prioritize and perform the following tasks:

(a) Unless acting in direct response to the child's safety, respond directly and promptly to the individual who made the initial report.

(b) Conduct interviews with the parents or other person who made the initial report in order to gain insight into the circumstances surrounding the disappearance and gather other information needed to conduct an initial assessment of the case.

(c) Obtain a detailed description of the missing child, several recent photographs, and any recent videotapes as available and forward with the report. Photos should immediately be copied and provided for neighborhood canvas and search teams.

(d) Regardless of any search that may have been conducted previously by parents or others, verify that the child is missing by conducting a consensual search of the house and grounds to include places where a child could be hiding, trapped, or asleep.

(e) Confirm the child's custody status, whether a custody dispute or similar problem exists between the parents, whether a restraining order is in effect, or whether the child has expressed an interest in living with the non-custodial parent.

(f) Determine when, where, and by whom the child was last seen.

(g) Interview those who last saw the child.

(h) Secure and safeguard the incident scene and/or place last seen as a potential crime scene.

(i) Ensure that personnel do not tamper with potential evidence

(j) Contact a supervisor to have a Crime Scene Technician respond to examine the scene.

(k) Identify any areas of the incident scene or the home that have been disrupted since the child's disappearance.

    1. In particular, the child's bedroom, bed clothing, and related areas and items should be secured and protected until evidence and identification material such as hair, fingerprints, or bite marks can be collected by Crime Scene Technicians.

(l) Identify the Zone of Safety for the child's age and developmental stage.

(m) Based on available information, make an initial determination of the type of case, the need for additional resources, and whether the incident should be initially classified as "Unusual Circumstances" as defined in this policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(n) If the child was abducted, obtain a description of the abductors if available, the mode of travel, vehicle description, and related information.

(o) This information should be given to police dispatch as soon as it is obtained.

(p) If the abductor is a family member, obtain photographs of the suspect.

(q) Contact a supervisor to begin steps to initiate an Attempt to Locate (ATL), Reverse 911, A Child is Missing Alert, Endangered Person Advisory, AMBER Alert, and Utah Statewide CART.

(r) Canvas the neighborhood, as soon as possible, to identify and interview residents and others within the area the child was abducted. Identify all vehicles parked within the neighborhood. Keep detailed logs of all information gathered.

(s) Fully identify and separately interview anyone at the scene of the disappearance.

(t) Even if the child's disappearance occurred elsewhere, a thorough home search should be conducted. Obtain written permission to conduct the search and, with the assistance of additional personnel, search the residence, out building(s) and other structures, vehicles (including trunk), and related property.

(u) Prepare a chronological account of actions taken and information obtained from point of contact to relief.

318.2.2 RESPONSIBILITIES OF SUPERVISOR(S) ON DUTY

(a) Obtain a briefing from the primary responder and other agency personnel at the scene sufficient to determine the scope and complexity of the case and develop an appropriate response. Conduct the briefing away from family, friends, and other involved individuals.

(b) Ensure that primary responder responsibilities, as outlined in the foregoing section, have been fully and properly carried out.

(c) Determine if additional personnel and resources are needed to assist in the investigation. If so, contact the Division Commanders and make call-outs accordingly.

(d) If necessary, establish a command post to assist in field management of the search and the investigation.

(e) Appoint a search operations coordinator to organize and coordinate search efforts.

(f) Contact the Public Information Officer to deal with media inquiries.

(g) Ensure that all required notifications have been made, and other local law enforcement agencies have been notified of pertinent information.

(h) Establish a liaison with the family who can explain police efforts and work with the family to uncover any information useful to the investigation.

(i) Notify the Detective Sergeant of all information known at the time and request a Crime Scene Technician and a Investigation(s).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(j) Determine the need to initiate an Attempt to Locate (ATL), Reverse 911, A Child is Missing Alert, Endangered Person Advisory, AMBER Alert, and Utah Statewide CART.

(k) Ensure notifications to the Office of the Chief of Police and Division Commander.

(l) Determine the correct NCIC Missing Person File category (disability, endangered, involuntary, juvenile, or catastrophe) then request that VECC or other authorized personnel promptly enter this into NCIC.

(m) If the missing person is under the age of 21, the NCIC entry will be entered within two hours of receipt of the report.

318.2.3 RESPONSIBILITIES OF THE ASSIGNED DETECTIVE

(a) Obtain a briefing from agency personnel at the scene.

(b) Verify the accuracy of all descriptive information concerning the child, being alert to facts or statements that may conflict with those obtained by the primary responder or supervisor.

(c) Obtain a general history of recent family dynamics from family members, neighbors, classmates, teachers, school counselors, and other persons who may have had close personal interaction with the child and/or family.

(d) Conduct in-depth fact-finding interviews with all witnesses, friends or relatives of the missing child, teachers, classmates, or others who knew and/or routinely interacted with the child, placing particular emphasis on identifying and conflicting information offered by these or other individuals.

(e) Review any records generated about the family or child from the police agency, social service agencies, schools, and related organizations or agencies.

(f) Reassess the need for additional resources and specialized services to include Utah Statewide Child Abduction Response Team (CART), specialized search and rescue operations, Utah's Missing Children's Clearinghouse, and federal agencies such as the FBI and the National Center for Missing and Exploited Children.

(g) If the case is not resolved promptly, update descriptive records and those entered into state and federal missing persons databases to include dental characteristics, scars, marks, tattoos, fingerprints, and additional articles of clothing, jewelry, or possessions not previously itemized.

(h) Determine whether a computer voice stress analyzer examination or polygraph is warranted and request such an examination where indicated; parents, guardians, or other persons as appropriate.

(i) Monitor media relations to include review of all agency releases to the media to ensure that information is not released that will compromise the investigation.

(j) Provide the family with whatever support is possible and appropriate. Provide them with a copy of the Family Survival Guide prepared by the Office of Juvenile Justice

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

and Delinquency Prevention or contact the National Center for Missing and Exploited Children to have one sent to them via overnight mail.

318.2.4 RUNAWAY JUVENILES

(a) The officer taking the complaint will ensure all available information requested on the Runaway Report form has been obtained. The officer will then submit a report narrative that is based upon the interview of the complainant, using the same professional investigative skills expected on any reported incident.

1. If there are immediate leads that can be followed up on, the officer will attempt to locate the runaway.
2. Enter the runaway on NCIC.
3. If a patrol officer locates the runaway, it will be the officer's responsibility to have the runaway removed from NCIC and conduct a follow up interview. The interview will cover the following, including but not limited to:
    (a) Why the child ran away.
    (b) What the child did while gone.
    (c) Who the child associated with, including names and addresses.

(b) The Records Division has responsibility for the report after the officer has turned it in.

(a) The Records Division will enter the Runaway Report into the Records Management System and maintain the Runaway report form in the filing system.
(b) All Runaway Reports will be referred to investigators electronically.
(c) If the runaway was recovered by the Patrol Division, the report will still be referred to the Investigations for a follow up interview.

(c) The investigations Secretary will be responsible for assigning Runaway Reports to Investigations for follow-up. The Detective Sergeant will be responsible for reviewing Runway Reports.

(d) The assigned investigator will be responsible for making contact with the complainant within three workdays of receiving the report.

(a) Any leads will be followed up, and the investigator will keep in contact with the complainant at least once a week.
(b) Supplemental reports will be written to reflect contacts and progress.
(c) If the child is located while the case is assigned to the investigator, an interview of the child will be performed by the recovering officer or the assigned investigator. The interview will cover the following, including but not limited to:
    (a) Why the child ran away.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) What the child did while gone.

(c) Who the child associated with, including names and addresses.

(e) If the investigator determines the reason for the runaway was because of victimization or criminal activity, the information will be followed up by the investigator.

1. The investigator will be responsible to ensure the runaway is removed from NCIC.

(f) Should the runaway not be located after thirty days, a BCI packet will be filled out and submitted.

1. Also a poster will be made for distribution to other agencies through SIAC and/or Utah Missing Person Clearinghouse.

(g) Upon request from the Utah Missing Person Clearinghouse for follow up, the assigned detective will fill out and return the supplemental information packet.

(h) Once the juvenile is located all above listed interviews and investigations will be completed.

318.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Investigations Division supervisor shall ensure the following forms and kits are developed and available:

- Missing person report form
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing person school notification form
- Medical records release form
- Biological sample collection kits

318.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

318.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Respond to a dispatched call as soon as practicable.

(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

(c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 16 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 16 years of age or may be at risk.

(e) Ensure that entries are made into the appropriate missing person networks:

1. Immediately, when the missing person is at risk.
2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.

(f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.

(g) Collect and/or review:

1. A photograph and fingerprint card of the missing person, if available.
2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(h) When circumstances permit and if appropriate, attempt to determine the missing person’s location through his/her telecommunications carrier.

(i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

318.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

318.6.1 SUPERVISOR RESPONSIBILITIES
The responsibilities of the supervisor shall include, but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.
    1. The reports should be promptly sent to the Records Section.
(b) Ensuring resources are deployed as appropriate.
(c) Initiating a command post as needed.
(d) Ensuring applicable notifications and public alerts are made and documented.
(e) Ensuring that records have been entered into the appropriate missing persons networks.
(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
    1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

318.6.2 RECORDS SECTION RESPONSIBILITIES
The responsibilities of the Records Section receiving member shall include, but are not limited to:

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
(b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.
(c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
(d) Forwarding a copy of the report to the Investigations Division.
(e) Coordinating with the NCIC Terminal Contractor for Utah to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

with the [SG1]NCIC Terminal Contractor for Utah to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (42 USC § 5780).

[SG1]This is spelled out earlier.

318.7 INVESTIGATIONS DIVISION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
    1. The notice shall be in writing and should also include a photograph.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.

(b) Should re-contact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(d) Shall verify and update the Missing Persons Clearinghouse, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Medical Examiner.

(h) Should obtain and forward medical and dental records, photos, X-rays and biological samples, as applicable.

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the Utah BCI and enter the photograph into applicable missing person networks (34 USC § 41308).

(j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).

(k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

318.7.1 ENDANGERED MISSING ADVISORY

The Endangered Missing Advisory is a system to rapidly disseminate information about a missing and/or endangered person to law other enforcement agencies and the media. The Endangered Missing Advisory is a voluntary partnership between law enforcement and local broadcasters for notifying the public about a missing and endangered person. Advisories are initiated solely by Utah law enforcement agencies.

(a) The handling officer must determine if the guideline for an Endangered Missing Advisory is met:

1. Is the person missing under unexplained or suspicious circumstances?

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. Is the person believed to be in danger because of age, health, mental or physical disability, environment or weather conditions, in the company of a potentially dangerous person or some other factor that may put the person in peril?
3. Is there information that could assist the public in the safe recovery of the missing person?
4. Do the circumstances fail to meet the criteria for an AMBER Alert?
    (a) If AMBER Alert criteria are met immediately follow the protocol to issue an AMBER Alert

(b) Endangered Missing Advisory Activation:

(a) Prepare the "Endangered Missing Advisory" by entering an "Attempt To Locate" (ATL) on the Utah Criminal Justice Information System (UCJIS). Write "Endangered Missing Advisory" in the title of the entry.

(b) Contact the Bureau of Criminal Identification (BCI) at (801) 965-4686 / After business hours use (801) 965-4446 to verify they received the advisory via UCJIS.

(c) The Department will enter the information into the National Crime Information Center (NCIC) database.

(d) Send the information to the National Center for Missing and Exploited Children (NCMEC) if the person is under the age of 18. NCMEC can also be contacted via telephone at (800) THE-LOST (800-843-5678).

(e) All Utah law enforcement agencies will be notified with a state wide "Attempt to Locate"/Endangered Missing entry.

(f) Broadcasters and the media will then be notified by e-mail.

(g) Freeway signs will not be activated for an Endangered Missing Advisory. The purpose for the advisory is for media notification only.

318.7.2 ACTIVATION OF UTAH STATEWIDE CHILD ABDUCTION RESPONSE TEAM (CART)

(a) Criteria for activation of CART:

1. CART will respond to all requests for assistance in locating a missing, endangered, or abducted child.
2. In the case of a suspected or verified abduction, it is mandatory that CART be called out in the very early stages of the investigation.
3. In the case of a missing or endangered child, the Division Commander will access the situation and determine the need for activating CART.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Activation of CART:

1. Once the determination has been made to call out CART, the following procedures will take place:

(a) Notify the dispatch center of the need to call out CART.

(b) The Division Commander will notify the Chief of Police.

(c) The Utah Statewide CART team can also be contacted by calling the Utah Department of Public Safety, Salt Lake Communications Center at (801) 887-3800.

(d) The Utah Statewide CART has identified commanders, who will respond with the team and act as a liaison between CART and the on-scene commander.

318.7.3 UNIDENTIFIED CHILDREN

(a) An officer/detective who is assigned to the report of an unidentified person who appears to be a child, whether living or deceased is responsible for completion of the following, including but not limited to:

1. Obtain a complete description of the individual.

2. Enter the child's description into the NCIC Unidentified Person File.

3. Utilize available resources to identify the child, to include:

(a) The National Center for Missing and Exploited Children.

(b) Utah's Missing and Exploited Children Clearinghouse.

(c) Medical Examiner's Office for the State of Utah.

(b) Once identification has been made, cancel all notifications.

318.7.4 RECOVERY AND/OR CASE CLOSURE

During the follow-up, an officer assigned to the recovery or return of a missing child shall complete the following tasks, among his/her other responsibilities.

(a) Verify the identity of the returned child as the missing child while assessing the child's safety.

(b) Gather available information about possible predators.

(c) During the verification process, determine whether intervention services are needed to ensure that the child can safely remain in the home and ensure that arrangements are made for delivery of these services.

1. These include, but are not limited to, our department's Victim's Service Advocates.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) Complete the designated supplemental reports and cancel all outstanding notifications to include any NCIC Missing Person File entry and the State of Utah's Missing Children's Clearinghouse.

(e) Supplemental reports should describe the child's activities while missing and the circumstances of the recovery/return.

318.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator/responding officer shall document the location of the missing person in the appropriate report, conduct follow-up interview with the missing located person, notify the relatives and/or reporting party, as appropriate, and other involved agencies, and refer the case for additional investigation if warranted. Notification to the appropriate division commander is required.

The DivisionCommander should ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Notification is made to the Utah BCI.

(b) A missing child's school is notified.

(c) Entries are made in the applicable missing person networks.

(d) When a person is at risk, the fact that the person has been found should be reported within 24 hours to the Utah BCI.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

318.8.1 UNIDENTIFIED PERSONS

Department members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person’s description into the NCIC Unidentified Person File.

(c) Use available resources, such as those related to missing persons, to identify the person.

318.9 CASE CLOSURE

The Investigations Division supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

(b) If the missing person is a resident of South Salt Lake or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

318.10 TRAINING

Subject to available resources, the Investigations Supervisor should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., Internet use, cell phone use).

(n) Media relations.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Discriminatory Harassment

319.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

319.2 POLICY

The South Salt Lake Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against employees in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect (Utah Antidiscrimination Act, Utah Code, Title 34A, Chapter 5).

The non-discrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject an employee to discipline.

319.3 DEFINITIONS

Definitions related to this policy include:

319.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with a member's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

319.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

319.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position, or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

319.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Utah Anti-Discrimination and Labor Division.

(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

319.4 RESPONSIBILITIES

This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Director of Human Services, or the Mayor.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

319.4.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including sexual harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief of Police or the Director of Human Services in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

319.4.2 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

(a) Behavior of supervisors and managers should represent the values of the Department and professional standards.

(b) False or mistaken accusations of discrimination, harassment or retaliation have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling employees, or issuing discipline in a manner that is consistent with established procedures.

319.4.3 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Director of Human Services, or the Mayor for further information, direction, or clarification.

319.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

319.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

319.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Director of Human Services, or the Mayor.

319.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

319.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

- Approved by the Chief of Police, the Mayor, or the Director of Human Services, depending on the ranks of the involved parties.
- Maintained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

319.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

319.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Child Abuse

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when South Salt Lake Police Department members are required to notify the Division of Child and Family Services (DCFS) of suspected child abuse.

320.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Non-accidental harm (e.g., physical, emotional, or developmental injury or damage) or threatened harm of a child (e.g., actions, inactions, or credible verbal threats, indicating that the child is at an unreasonable risk of harm or neglect), sexual abuse (e.g., bigamy, incest, lewdness), sexual exploitation of a child, human trafficking of a child, or causing the intentional death of the child's parent by the child's natural parent. Abuse does not include reasonable discipline, restraint, weapon removal, or management of a child or other legally justifiable acts (Utah Code 80-1-102).

320.2 POLICY

The South Salt Lake Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DCFS is notified as required by law.

320.3 MANDATORY NOTIFICATION

Members of the South Salt Lake Police Department shall notify DCFS when there is reason to believe that a child has been subjected to child abuse, when they observe a child being subjected to conditions or circumstances that would reasonably result in child abuse, or when any person notifies the member of child abuse (Utah Code 80-2-602).

320.3.1 NOTIFICATION PROCEDURE

Notification should be made as soon as practicable to the nearest DCFS office (Utah Code 80-2-602).

Notification should also be made to the District Attorney in cases where suspected child abuse resulted in death (Utah Code 80-2-604).

320.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

320.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

320.5.1 COMMERCIAL SEX OR SEXUAL SOLICITATION INVOLVING A CHILD

When an officer encounters a child engaged in commercial sex or sexual solicitation, the officer should (Utah Code 76-10-1315):

(a) Investigate possible human trafficking of the child.

(b) Refer the child to DCFS.

(c) Bring the child to a receiving center.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(d) Contact the child's parent or guardian.

320.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DCFS. Generally, removal of a child from the child's family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this [department/office] should remove a child from the child's parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DCFS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (Utah Code 80-2a-202):

(a) When a court order has been issued authorizing the removal of the child.

(b) Without a court order, when there exist exigent circumstances sufficient to relieve an officer of the requirement to obtain a warrant.

(c) Without a warrant when an officer obtains the consent of the child's parent or guardian.

The above apply to removing a child from a home or school as well as from a parent or guardian.

320.6.1 NOTICE AFTER PROTECTIVE CUSTODY

An officer who takes a child into protective custody shall immediately use reasonable efforts to locate and inform, through the most efficient means available, the child's parents, non-custodial parents, guardian, or responsible relative of the information set forth in Utah Code 80-2a-203. This notice should include the written information prepared by DCFS. Such efforts to provide this notification should be documented in the related report.

320.7 INTERVIEWS

320.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

320.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW
An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

320.7.3 INTERVIEWS OF CHILDREN IN STATE CUSTODY
Officers should not interview a child who is in the custody of DCFS without the consent of the child's guardian ad litem. If a guardian ad litem has not been appointed, consent may be given by DCFS (Utah Code 80-2-705).

320.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child’s transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

320.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

320.9.1 SUPERVISOR RESPONSIBILITIES
The Investigations Division Supervisor should:

(a) Work with professionals from the appropriate agencies, including DCFS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Activate any available interagency response when an officer notifies the Investigations Division Supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

320.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigations Division Supervisor so an interagency response can begin.

320.10 STATE MANDATES AND OTHER RELEVANT LAWS
Utah requires or permits the following:

320.10.1 RELEASE OF REPORTS
Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Utah Code 77-37-4; Utah Code 80-2-608).

320.10.2 RECORDED INTERVIEWS
A parent or guardian of a child victim may view a recorded interview of the child unless (Utah Code 77-37-4):

(a) The suspect is also a parent or guardian of the child victim;

(b) The suspect resides in the home with the child victim; or

(c) The investigator reasonably believes that allowing the parent or guardian to review the recording would compromise or impede the investigation.

The investigator should coordinate with the Children's Justice Center to ensure the viewing takes place within two business days of the request.

320.10.3 RETENTION REQUIREMENTS
Recordings of any interview of a child during the investigation of an allegation of any sexual abuse of the child shall be retained for 18 years following the date of the last recording, unless the prosecuting attorney requests in writing that the recording be retained for an additional period of time (Utah Code 53-13-110.5).

320.10.4 NOTIFICATION UPON ARREST OR ISSUANCE OF A CITATION
When an officer arrests or issues a citation to a person 18 years of age or older for child abuse, the officer shall provide the individual with the written notice required by Utah Code 78B-7-802. Victims shall be provided notice in accordance with the Victim and Witness Assistance Policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

320.10.5 NOTICE TO THE DEPARTMENT OF CORRECTIONS

The Records Section supervisor or the authorized designee shall ensure that the Department of Corrections is notified (Utah Code 77-43-103):

(a) Within three business days of the receipt of a report or complaint of an offense listed in Utah Code 77-43-102(2)(a) (child abuse or human trafficking of a child).

(b) Within five business days after the arrest of a suspect for any of the offenses listed in Utah Code 77-43-102(2)(a).

320.11 TRAINING

The [Department/Office] should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Report Preparation

321.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

321.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

321.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate Department-approved form unless otherwise approved by a supervisor.

321.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

(a) All arrests

(b) All felony crimes

(c) Non-felony incidents involving threats or stalking behavior

(d) Situations covered by separate policy. These include:

1. Use of Force Policy

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. Domestic Violence Policy
3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting Policy

(e) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., dispatch log).

321.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

(a) Any time an officer points a firearm at any person

(b) Any use of force against any person by a member of this department (see the Use of Force Policy)

(c) Any firearm discharge (see the Firearms Policy)

(d) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)

(e) Any found property or found evidence

(f) Any traffic collision above the minimum reporting level (see the Traffic Collision Reporting Policy)

(g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy

(h) All protective custody detentions

(i) Suspicious incidents that may place the public or others at risk

(j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

321.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigation Policy. An officer handling a death investigation should notify and apprise a supervisor of the circumstances surrounding the incident and a determination will be made on how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

(a) Sudden or accidental deaths

(b) Suicides

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Homicide or suspected homicide

(d) Unattended deaths (no physician or qualified hospice care in the 30 days preceding death)

(e) Found dead bodies or body parts

321.2.4 INJURY OR DAMAGE BY CITY PERSONNEL
Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

If the injury or damage is significant, or may expose the City to potential liability, a supervisor should be notified. Supervisors notified of such events should consider requesting an investigation by an allied agency, notification of the Chief of Police via chain of command and involvement of City Risk Management assistance.

321.2.5 MISCELLANEOUS INJURIES
Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose.

(b) Attempted suicide.

(c) The injury is major/serious, whereas death could result.

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

321.3 EXPEDITIOUS REPORTING
In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or report completions delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

321.3.1 HANDWRITTEN REPORTS
Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require block printing or typing of reports of any nature for Department consistency.

321.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS
County, state and federal agency forms may be block printed as appropriate. In general, the form, by design, may require typing.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

321.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete the Report Correction form stating the reasons for rejection. The original report and the correction form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

321.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.

321.6 ELECTRONIC SIGNATURES

The South Salt Lake Police Department has established an electronic signature procedure for use by all employees of the South Salt Lake Police Department. The Patrol Lieutenant shall be responsible for maintaining the electronic signature system and ensuring that each employee creates a unique, confidential password for his/her electronic signature.

- Employees may only use their electronic signatures for official reports or other official communications.
- Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Media Relations

322.1 PURPOSE AND SCOPE

This policy provides guidelines for the release of official department information to the media. It also addresses coordinating media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

322.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. In situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Division Commanders, Watch Commanders and designated Public Information Officers may prepare and release information to the media in accordance with this policy and the applicable law regarding confidentiality.

322.3 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities as required by law.

Access by the media is subject to the following conditions:

(a) The media representative shall produce valid media credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives should be prevented from interfering and may be removed for interfering with emergency operations and criminal investigations.

1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Information Officer or other designated spokesperson.

(c) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express consent of the person in custody.

(d) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved member.

322.3.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through a supervisor or the PIO.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

322.3.2 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or member safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137).

322.4 CONFIDENTIAL OR RESTRICTED INFORMATION

It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

322.4.1 MEMBER INFORMATION

The identities of officers involved in shootings or other critical incidents may only be released to the media upon the consent of the involved officer or upon a formal request.

Any requests for copies of related reports or additional information not contained in the information log (see the Information Log section in this policy), including the identity of officers involved in shootings or other critical incidents, shall be referred to the PIO.

Requests should be reviewed and fulfilled by the Records Officer, or if unavailable, the Watch Commander or the authorized designee. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and public records laws (e.g., Government Records Access and Management Act).

322.4.2 PUBLIC STATEMENTS OR APPEARANCES - DEPARTMENT EMPLOYEES

Employees shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to the newspaper or periodicals without the prior approval of the Chief of Police or his/her designee. Exceptions would be interviews conducted with the departments assigned public information officer or interviews conducted at an incident scene.

322.4.3 INFORMATION PERTAINING TO ON-GOING CRIMINAL INVESTIGATIONS

(a) The following list includes, but is not limited to, information that could compromise an active investigation, and shall not be released to the media with out the express authorization of the Chief of Police or his/her designee.

1. Prior criminal record of a suspect/defendant, including arrest, indictments, or other charges of criminal activity.

2. Opinions or other statements as to the character, reputation, guilt, or innocence of the accused.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

3. Existence or contents of any confession, admission, alibis, or other statements of the accused, or the refusal or failure of the accused to make any such statements.
4. Performance or results of investigative procedures or tests, such as fingerprints, polygraph examination, ballistic test, or other laboratory tests or examinations, or the refusal of the accused to take such tests or examinations.
5. Statements or opinions concerning the identity, address, testimony, or credibility of prospective witness(es).
6. Speculation regarding plea-bargaining or other disposition of the charge or case.
7. Statements or opinions concerning evidence, physical or oral, or argument in the case, or whether or not it is anticipated such evidence or argument will be used at trial.
8. Name or location of the accused's employment, except if the location of the crime or arrest is the same.
9. Name or address of any victim of a sex offense. Only the approximate location of where the offense took place should be released.
10. Name of juveniles suspected or arrested.
11. Exact amount of cash or specific description of any items taken in a robbery or burglary, unless a detailed description is needed to assist in recovery.

(b) Inquiries regarding a victim in a death investigation will only be answered after a death notification has been made to the next of in, or after a reasonable attempt has been made as determined by the on-scene commander.

(c) Any information concerning an internal investigation, including the existence of such an investigation, without the express authorization of the Chief of Police.

(d) Anyone asking for information that may not be made public will be granted an explanation of why the information is being withheld. For example, explaining rights to privacy and the necessity for avoiding prejudicial pretrial publicity.

322.4.4 MINOR VICTIMS OF CRIMINAL HOMICIDE

The [Department/Office] should not release the name or the personal identifying information of a minor victim of a criminal homicide to the media until reasonable steps have been taken to obtain the consent of the victim's parent or legal guardian to release the information (Utah Code 53-22-101).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

322.5 POLICY

It is the policy of the South Salt Lake Police Department to protect the privacy rights of individuals, while releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

322.6 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of department members and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual or prejudice the rights of any person or is otherwise prohibited by law.

322.7 MEDIA REQUESTS

Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

(a) At no time shall any member of this department make any comment or release any official information to the media without prior approval from a supervisor or the PIO.

(b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

(c) Under no circumstance should any member of this department make any comment to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police. Under these circumstances the member should direct the media to the agency handling the incident.

322.8 RELEASE OF INFORMATION

The Department may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the department website or other electronic data sources.

322.8.1 INFORMATION LOG

The Department will maintain a daily information log of significant law enforcement activities. Log entries shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. Upon request, the log entries shall be made available to media representatives through the Watch Commander.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

The daily information log will generally include:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation or the information is confidential (e.g., juveniles).

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Subpoenas and Court Appearances

323.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the South Salt Lake Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

323.2 POLICY

South Salt Lake Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

323.2.1 SERVICE OF SUBPOENA

Service of a subpoena requiring the appearance of any Department employee in connection with a matter arising out of the employee's course and scope of official duties is accomplished by electronic service upon the employee and by emailing a cc: copy of the subpoena to the employee's supervisor or other authorized Department agent. Receipt of the service of the subpoena will be kept on the F: drive showing the receipt of service from both the employee and their respective supervisor. Subpoena service is also acceptable by courier or court liaison from the court to this Department.

323.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

Criminal subpoenas may be served upon a member in accordance with U. R. Crim. P. Rule 14 by personally delivering a copy of the subpoena to the member.

Civil subpoenas may be served upon a member personally, by leaving a copy at the member’s residence with a person of suitable age and discretion who resides there, or by delivering a copy to an agent authorized by appointment or by law to receive process. The subpoena may also be served by mail, commercial courier service or electronic delivery (U. R. Civ. P. Rule 45; U. R. Civ. P. Rule 4). Civil subpoenas shall not be accepted without properly posted fees (U. R. Civ. P. Rule 45).

323.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member's on-duty activity or because of his/her association with the South Salt Lake Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the South Salt Lake Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

323.3.2 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current memorandum of understanding or collective bargaining agreement.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

323.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

323.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

323.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

323.6 COURTHOUSE PROTOCOL

When appearing in court, members shall:

(a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.

(b) Dress in the department uniform or business attire.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

323.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

323.7 OVERTIME

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current memorandum of understanding or collective bargaining agreement.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Reserve and Auxiliary Officers

324.1 PURPOSE AND SCOPE

The South Salt Lake Police Department Reserve Unit was established to supplement and assist regular sworn police officers in their duties. This unit provides professional, sworn volunteer reserve officers who can augment regular staffing levels. For the purposes of this policy, "Reserve" includes reserve and auxiliary officers unless specifically described otherwise.

324.1.1 DEFINITIONS

Sworn - Means having taken the oath of office set forth in Utah Constitution Article IV, Section 10, administered by the law enforcement agency for which a peace officer works.

Reserve Officer - Means a sworn and certified peace officer, whether paid or voluntary, who:

(a) Is serving in a reserve capacity for a law enforcement agency that is part of or administered by the state or any of its political subdivisions.

(b) Meets the basic and in-service training requirements of the peace officer classification in which the officer will function (Utah Code 53-13-111(3)).

Auxiliary Officer - Means a sworn, certified, and supervised special function officer, as described by Utah Code 53-13-112 and is a specific category of special function officer required to have the level of training of a special function officer as provided in Utah Code 53-13-105, including no fewer than 40 hours per year of in-service training (Utah Code 53-13-101; Utah Code 53-13-112).

Volunteer - Means an officer who donates service without pay or other compensation except expenses actually and reasonably incurred as approved by the supervising agency.

While on-duty - Means while an officer is actually performing the job duties and work activities assigned by the employing agency and for which the officer is trained and certified, and may include time spent outside those duties and activities if that additional time involves an activity that is an integral and necessary part of the job, and is spent for the benefit, and under the direction of, the employing agency (Utah Code 53-13-101(14)(a)). "While on-duty" does not include the time an officer spends commuting between home and place of employment unless that time involves an on-duty activity identified in Utah Code 53-13-101(14)(a) (Utah Code 53-13-101(14)(b)).

324.2 SELECTION AND APPOINTMENT OF POLICE RESERVE OFFICERS

The South Salt Lake Police Department shall endeavor to recruit and appoint to the Reserve Unit only those applicants who meet the high ethical, moral and professional standards set forth by this Department.

324.2.1 PROCEDURE

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment including any state and or Police Officer Standards and Training (POST) requirements.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

324.2.2 APPOINTMENT
Applicants who are selected for appointment to the Police Reserve Unit shall, on the recommendation of the Chief of Police, be sworn in by the Chief of Police and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their abilities.

The Department may utilize a sworn and certified peace officer in a reserve or auxiliary capacity (Utah Code 53-13-111(1)(a)).

324.2.3 COMPENSATION FOR POLICE RESERVE OFFICERS
Compensation for reserve officers is provided as follows:

While serving as a non-paid volunteer in a reserve or auxiliary capacity, or working part-time for fewer hours than that which would qualify the officer as an "employee" under state or federal law, a peace officer is entitled to benefits in accordance with Utah Code, Title 67, Chapter 20, Volunteer Government Workers Act (Utah Code 53-13-111(2)).

All reserve officer appointees are issued two sets of uniforms and all designated attire and safety equipment. All property issued to the reserve officer shall be returned to the Department upon termination or resignation. Reserves shall receive a yearly uniform allowance equal to that of regular officers.

324.2.4 EMPLOYEES WORKING AS RESERVE OFFICERS
Qualified employees of this department, when authorized, may also serve as reserve officers. However, the Department must not utilize the services of a reserve or volunteer in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the Reserve Coordinator should consult the Department of Human Resources prior to an employee serving in a reserve or volunteer capacity (29 CFR 553.30).

324.3 DUTIES OF RESERVE AND AUXILIARY OFFICERS
Reserve officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of reserve officers will usually be to augment the Patrol Division. Reserve officers may be assigned to other areas within the Department as needed. Reserve officers are required to work a minimum of 20 hours per month.

A reserve or auxiliary officer has peace officer authority only while engaged in the reserve or auxiliary activities authorized by the Chief of Police and shall only exercise that spectrum of peace officer authority that the Department is empowered to delegate and for which the officer has been trained and certified (Utah Code 53-13-111(1)(b)).

An auxiliary officer is limited to the role of backup to a law enforcement officer and may not initiate any action authorized for a law enforcement officer. An auxiliary officer may be separated from a law enforcement officer only under exigent circumstances or when engaged in functions not exclusive to law enforcement (Utah Code 53-13-112).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

An auxiliary officer may exercise that spectrum of peace officer authority that has been designated by statute to the Department, and only while on-duty, and not for the purpose of general law enforcement (Utah Code 53-13-105(2)(a)).

(a) An auxiliary officer may not exercise the authority of a peace officer until the officer has satisfactorily completed an approved basic training program for special function officers and has been certified by the Chief of Police.

324.3.1 POLICY COMPLIANCE
Police reserve officers shall be required to adhere to every policy adopted by the Department. A copy of the Policy Manual will be made available to each reserve officer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual refers to a sworn regular full-time officer, it shall also apply to a sworn reserve officer unless by its nature it is inapplicable.

324.3.2 RESERVE OFFICER ASSIGNMENTS
All reserve officers will be assigned to duties by the Reserve Coordinator or his/her designee.

324.3.3 RESERVE COORDINATOR
The Chief of Police shall delegate the responsibility for administering the Reserve Officer Program to a Reserve Coordinator.

The Reserve Coordinator shall have the responsibility of, but not be limited to:

(a) Assignment of reserve personnel.

(b) Conducting reserve meetings.

(c) Establishing and maintaining a reserve callout roster.

(d) Maintaining performance evaluations and ensuring they are completed.

(e) Monitoring individual reserve officer performance.

(f) Monitoring overall Reserve Program.

(g) Maintaining liaison with other agency Reserve Coordinators.

324.4 FIELD TRAINING
The selection criteria for reserve officers shall be the same as for full time officers. Reserve officers must minimally be certifiable within the State of Utah as a Category II Peace Officer.

(a) Reserve officers shall complete a recruit, or field training, program comparable to that of full time officers prior to any routine assignment in any capacity in which the reserve officer is allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field-training program.

(b) The training curriculum for reserve officers may be restricted to those specific functions they are authorized to perform.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Uniforms and equipment for reserve officers shall be the same as required for full time officers performing like functions.

(d) Reserve officers shall receive in-service training equivalent to that statutorily required for full time officers.

(e) Reserve officers shall be trained in use of force policy, and tested for firearms proficiency with the same frequency of full time officers.

(f) Reserve officers shall be provided with public liability protection equal to that of full time officers.

(g) Reserve officers will abide by all department policies and procedures at all times.

(h) Reserve officers wishing to ride for a tour of duty will coordinate with the Field Training Officer (FTO) they wish to ride with.

1. Under no circumstances will a reserve officer appear for a ride-along without first coordinating with their FTO.

(i) Once the reserve officer has completed the FTO program and has been released by the reserve officer sergeant, the reserve officer may only ride after first coordinating with the sergeant of the shift in question.

(j) When reporting for duty, reserve officers will be in full police uniform, unless prior instructions have been given.

(k) Reserve officers will follow all lawful orders and instructions of training personnel and full time officers.

(l) Reserve officers shall be held to the same standards of conduct as full time officers.

(m) Reserve officers shall have peace officer authority only while engaged in the activities authorized by the Chief of Police of the jurisdiction in which the officer serves.

(n) Reserve officers may carry firearms only if authorized, and under conditions set forth by the Chief of Police.

(o) Reserve officers shall not equip their personal vehicles with prohibited red lights or sirens, or any other device, which would lead a reasonable person to believe the vehicle or its occupant to be part of a police agency.

(p) Reserve officers may not issue citations while off-duty, or engage in unauthorized outside employment requiring police uniforms or police powers.

(q) Reserve officers are prohibited from carrying concealed weapons off-duty, unless otherwise authorized by law or the Chief of Police.

(r) An identification card and badge and/or other such insignia or evidence of identification, shall be issued to each reserve officer, and shall be carried while on-duty. Reserve officer identification shall designate the officer's status as a reserve.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(s) It shall be unlawful for any person not a member of the South Salt Lake Police Department to wear, carry, or display a reserve identification card, badge, or insignia, or in any other manner represent his/herself to be connected to the South Salt Lake reserve program.

(t) Under no circumstances shall a reserve officer be authorized to represent his/her status as that of a full time peace officer.

(u) The Chief of Police, for cause satisfactory to his/herself may terminate the membership of any person in the reserve program at any time.

(v) Any reserve officer may resign from the program at any time, upon notifying the department of such resignation.

(w) Each reserve officer must surrender city-owned property upon termination of membership.

(x) Reserve officers shall not work a tour of duty without being closely supervised by an FTO, unless otherwise directed by the Chief of Police or his/her designee.

1. For the purpose of this subsection "designee's" are the Reserve Corps Sergeant, Division Commander and Deputy Chief of Police.

324.5 SUPERVISION OF RESERVE OFFICERS

Reserve officers who have attained the status of Level II shall be under the immediate supervision of a regular sworn officer depending on his/her level of certification and number of hours with the Department.

Auxiliary officers shall work under the direction and immediate supervision of a certified law enforcement officer as defined in Utah Code 53-13-103.

324.5.1 RESERVE OFFICER MEETINGS

All reserve officer meetings will be scheduled and conducted by the Reserve Coordinator. All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Reserve Coordinator.

324.5.2 IDENTIFICATION OF RESERVE OFFICERS

All reserve officers will be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time officer. The identification card will be the standard identification card with the exception that "Reserve" will be indicated on the card.

324.5.3 UNIFORM

Reserve officers shall conform to all uniform regulation and appearance standards of the Department.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

324.5.4 INVESTIGATIONS AND COMPLAINTS
If a reserve officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Reserve Coordinator, at the discretion of the Division Commanders.

Reserve officers are considered at-will employees.

Any disciplinary action that may have to be administered to a reserve officer shall be accomplished as outlined in the Policy Manual.

324.6 FIREARMS REQUIREMENTS

324.6.1 CARRYING WEAPON ON-DUTY
Reserve officers may carry a loaded firearm while on-duty. It is the policy of the Department to allow reserves to carry firearms only while on-duty or to and from duty.

Auxiliary officers may carry firearms only while on-duty, and only if authorized and under conditions specified by the Department (Utah Code 53-13-105(2)(c)).

324.6.2 CONCEALED FIREARMS PROHIBITED
No reserve officer will be permitted to carry a concealed firearm while in an off-duty capacity, other than to and from work, except those reserve officers who possess a valid Concealed Weapon License (CWL) issued by the Department of Public Safety, Bureau of Criminal Investigation. If a Reserve officer does possess a valid CWL the Reserve officer is permitted to carry the concealed weapon under the same authority and under the same conditions as any private citizen with a valid CWL.

An instance may arise where a Reserve officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the officer may be permitted to carry a weapon more suited to the assignment with the knowledge and approval of the supervisor in charge of the detail.

Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to Department standards. The weapon must be registered by the reserve officer and be inspected and certified as fit for service by a Department armorer.

Before being allowed to carry any optional firearm during an assigned tour of duty the reserve officer shall have demonstrated his/her proficiency with said weapon.

324.6.3 RESERVE OFFICER FIREARM TRAINING
All reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall comply with all areas of the firearms training section of the Policy Manual, with the following exceptions:

(a) All reserve officers are required to qualify at the same standards as a Full Time Officers

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) Should a reserve officer fail to qualify, that reserve officer will not be allowed to carry a firearm until proficiency has been reestablished.

324.7 EMERGENCY CALLOUT FOR RESERVE PERSONNEL

The Reserve Coordinator shall develop a plan outlining an emergency callout procedure for reserve personnel.

324.8 AUXILIARIES AND VOLUNTEERS

The South Salt Lake City Police Department Volunteer Unit will be comprised of highly motivated, civic and/or spiritually minded individuals who are called upon to give of their time and energy to support the mission of the department.

324.8.1 POLICY

(a) The functions of the South Salt Lake City Police Department Volunteer program will include:

1. Increasing the involvement of qualified citizens in the law enforcement mission.
2. Providing police-related community services.
3. Provide necessary services to employees of the department and/or their families in times of crisis.
4. Providing a competent augmentation and assistance to the police department during times of emergencies, disasters, and special events through the deployment of volunteers.

(b) Auxiliary/Volunteer Status

1. Volunteers will not have the authority to make arrests, or be utilized for duties, which would require a sworn officer status.
2. Under no circumstances is a volunteer to engage in a confrontation during their volunteer tour of duty time.
3. If or when a confrontation occurs, the volunteer is directed to walk away and report the incident to their supervisor as soon as possible.

(c) Duties of Auxiliary/Volunteers

1. The South Salt Lake City Police volunteers shall function under the general direction of the Chief of Police or his/her designee and will be directly assigned, upon completion of training, to the volunteer coordinator, with the exception of the police chaplains.

    (a) Volunteer chaplains will be utilized on an "as-needed" basis.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) Volunteer chaplains will be issued a badge and police identification, identifying them as a Police Chaplain of the South Salt Lake City Police Department.

(c) All issued identification will be returned to the department upon notification of separation from any position.

2. Volunteers will be subject to the rules set forth in the city ordinances, police code of conduct, general orders, standard operating procedures, and other rules and regulations that may be set forth by the Chief of Police.

3. The volunteer program will be administered and directed by the volunteer coordinator, who reports directly to the Crime Prevention sergeant.

4. Volunteers will, in part, function in support of community relations activities and other civilian level support activities.

5. The training of volunteers is a unique task. Therefore, each of the volunteer groups will be trained according to the duties they have agreed to perform. The training will be coordinated through the administrative sergeant and/or volunteer coordinator.

6. Volunteers will not wear police uniforms but will be issued identification cards to identify their status with the department.

(d) Volunteer's will be processed as follows, before receiving department identification or after notice of separation:

(a) Completed applications will be submitted to the respective Division Commander, who will consult with the Chief of Police or his/her designee for approval to proceed with a background check. If the application is disapproved the applicant will be notified in writing.

(b) Personnel from the Investigations section will complete background checks.

(c) After the background is completed, the Division Commander will review the results.

(a) If the results are satisfactory, the applicant will be issued city and/or department identification indicating their Police volunteer status.

(b) If the results of the background are not satisfactory the applicant will be notified in writing, and be provided with the opportunity to provide explanation(s).

(c) The Chief of Police will have the final decision on this matter.

(d) The volunteer will then be assigned to a supervisor for training and deployment.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(e) At such time as the volunteer leaves the services of the department, the Crime Prevention sergeant will insure that the volunteer returns all issued equipment and identification.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Outside Agency Assistance

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

325.2 POLICY

It is the policy of the South Salt Lake Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

325.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Watch Commander's office for approval. In some instances, a mutual aid agreement or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

325.3.1 INITIATED ACTIVITY

Prior to an officer taking any action beyond the limits of the officer's normal jurisdiction, the officer shall notify and receive approval of the local law enforcement authority, or if the prior contact is not reasonably possible, notify the local law enforcement authority as soon as reasonably possible (Utah Code 77-9-3).

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the South Salt Lake Police Department shall notify his/her supervisor or the Watch Commander and Dispatch as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

325.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

325.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Watch Commander.

325.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administration Division Commander or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:

1. The use of the supplies and equipment.
2. The members trained in the use of the supplies and equipment.

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Dispatch and the Watch Commander to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Coordinator should maintain documentation that the appropriate members have received the required training.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Registered Offender Information

326.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the South Salt Lake Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex and kidnap offenders.

326.2 POLICY

It is the policy of the South Salt Lake Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

326.3 REGISTRATION

The Investigations Division Supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Employees assigned to register offenders should receive appropriate training regarding the registration process (Utah Code 77-41-104; Utah Code 77-43-104).

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Utah Department of Corrections (DOC).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register (Utah Code 77-41-107; Utah Code 77-43-106).

326.3.1 CONTENTS OF REGISTRATION

Any person residing in the jurisdiction of the South Salt Lake Police Department who is required to register as a sex and/or kidnap offender and is no longer under the supervision of the Division of Adult Probation and Parole must provide the following (Utah Code 53-10-404; Utah Code 77-41-105; Utah Code 77-43-105):

(a) All names and aliases

(b) The primary and secondary residence addresses

(c) A physical description, date of birth, height, weight, eye, and hair color

(d) The make, model, color, year, plate number, and vehicle identification number of any vehicle or vehicles owned or driven more than 12 times per year

(e) A current photograph

(f) A set of fingerprints, if one has not already been provided

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(g) A DNA specimen, taken in accordance with Utah Code 53-10-404, if one has not already been provided

(h) Telephone numbers and any other designations used for routing or self-identification in telephonic communications from fixed locations or cellular telephones

(i) Internet identifiers and any addresses used for routing or self-identification in internet communications or postings

(j) The name and internet address of all websites on which the person is registered using an online identifier, including all online identifiers used to access those websites

(k) A copy of any passport

(l) If the person is an alien, all documents establishing immigration status

(m) All professional licenses that authorize engaging in an occupation or carrying out a trade or business, including any identifiers, such as numbers

(n) Each educational institution in Utah at which the person is employed, carries on a vocation, or is a student, and any change of enrollment or employment status at any educational institution

(o) The name, telephone number, and address of any place of employment

(p) The name, telephone number, and address of any place where the person volunteers

(q) The person's Social Security number

326.4 MONITORING OF REGISTERED OFFENDERS

The Investigations Division Supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an internet search or drive-by of the declared residence.

(b) Review of information on DOC's Sex and Kidnap Offender Notification and Registration (SONAR) website and the Child Abuse Offender Notification and Registration website.

(c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to DOC.

The Investigations Division Supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to South Salt Lake Police Department personnel, including timely updates regarding new or relocated registrants.

326.5 DISSEMINATION OF PUBLIC INFORMATION

Employees will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be directed to the DOC's SONAR website or the Child Abuse Offender Notification and Registration website for specific registrant information and photographs (Utah Code 77-41-110; Utah Code 77-43-108).

The Records Supervisor shall release local registered offender information to residents in accordance with Utah Code 77-41-108 and Utah Code 77-43-107 and in compliance with a Government Records Access and Management Act (GRAMA) request.

326.5.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

326.6 LEGAL MANDATES AND RELEVANT LAWS

Employees responsible for registering and entering sex or kidnap offenders or child abuse offenders into the database must be certified by the Utah DOC. To obtain and retain certification, the employee must receive initial and annual training from DOC (Utah Code 77-41-104; Utah Code 77-43-104).

The Training Coordinator will be responsible for ensuring the appropriate training and certifications are maintained.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Major Incident Notification

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

327.2 POLICY

The South Salt Lake Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

327.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Division Commander. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting on- or off-duty (See the Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee on- or off-duty
- Death of a prominent South Salt Lake official
- Arrest of Department employee or prominent South Salt Lake official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths

327.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practical. Notification should be made by calling the home phone number first, the internal paging system next and then by pager.

327.4.1 STAFF NOTIFICATION

In the event an incident occurs described in MINIMUM CRITERIA FOR NOTIFICATION, the Chief of Police shall be notified along with the affected Division Commander and the Detective Lieutenant if that division is affected.

327.4.2 DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate detective.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

327.4.3 MAJOR ACCIDENT UNIT NOTIFICATION

In the event of a traffic fatality or major injury, the supervisor over the Major Accident Unit shall be notified who will then contact the appropriate accident investigator. The On-Duty Sergeant will notify the Supervisor over the Major Accident Unit.

327.4.4 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer shall be called after members of Staff have been notified that it appears the media may have a significant interest in the incident.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Death Investigation

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for when officers initially respond to and investigate the circumstances of a deceased person. Some causes of death may not be readily apparent, and some cases differ substantially from what they appeared to be initially. Thorough death investigations and the use of appropriate resources and evidence-gathering techniques are critical.

328.2 INVESTIGATION CONSIDERATIONS

Emergency Medical Services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Investigation Division Commander as necessary. The Watch Commander will make notification to command staff in accordance with the Major Incident Notification Policy.

328.2.1 [MEDICALEXAMINER/JOP] REQUEST

Officers are not authorized to pronounce death unless they are also [MedicalExaminer/JOP]s, Deputy [MedicalExaminer/JOP]s, or appointed [MedicalExaminer/JOP] investigators. The [MedicalExaminer/JOP] shall be called in all sudden or unexpected deaths, or deaths due to other than natural causes. State law requires that the [MedicalExaminer/JOP] be notified in any of the following cases (Utah Code 26B-8-205; Utah Code 26B-8-206):

(a) Unattended deaths wherein the deceased has not been attended by a physician in a professional capacity in the 365 days prior to death (Utah Code 26B-8-201).

(b) Deaths by violence, gunshot, suicide, or accident.

(c) Sudden death while in apparent good health.

(d) Unattended deaths, except that an autopsy may only be performed in accordance with the provisions of Utah Code 26B-8-207.

(e) The death is under suspicious or unusual circumstances.

(f) The death results from poisoning or overdose of drugs.

(g) The death results from diseases that may constitute a threat to the public health.

(h) The death results from disease, injury, toxic effect, or unusual exertion incurred within the scope of the decedent's employment.

(i) The death is due to sudden infant death syndrome.

(j) When a fetal death occurs without medical attendance at or immediately after the delivery or when inquiry is required by the Utah Medical Examiner Act (Utah Code 26B-8-115).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(k) When there is a reason to believe that a child has died as a result of child abuse or neglect (Utah Code 80-2-604).

(l) The death results while the decedent was in prison, jail, police custody, the state hospital, or in a detention or medical facility operated for the treatment of the mentally ill, emotionally disturbed, or delinquent persons.

(m) The death is associated with diagnostic or therapeutic procedures.

(n) When the death is being investigated as a homicide.

(o) When a death results directly from the actions of a law enforcement officer.

328.2.2 SEARCHING DEAD BODIES

(a) The [MedicalExaminer/JOP], the [MedicalExaminer/JOP]'s assistant, and authorized investigators are generally the only persons permitted to move, handle, or search a dead body.

(b) An officer may make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for the purpose of identification or for information identifying the individual as an anatomical donor. If a donor document is located, the [MedicalExaminer/JOP] or the [MedicalExaminer/JOP]'s assistant shall be promptly notified.

(c) The [MedicalExaminer/JOP], with the permission of the [Department/Office], may take property, objects, or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.

(d) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the [MedicalExaminer/JOP] or the [MedicalExaminer/JOP]'s assistant, the investigating officer should first obtain verbal consent from the [MedicalExaminer/JOP] or the [MedicalExaminer/JOP]'s assistant when practicable.

(e) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the [MedicalExaminer/JOP] or the [MedicalExaminer/JOP]'s assistant. The name and address of this person shall be included in the narrative of the death report.

(f) Whenever personal effects are removed from the body of the deceased by the [MedicalExaminer/JOP] or the [MedicalExaminer/JOP]'s assistant, a receipt shall be obtained. This receipt shall be attached to the death report.

328.2.3 DEATH NOTIFICATION

When practicable, and if not handled by the Medical Examiner’s Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Medical

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Examiner may be requested to make the notification. The Medical Examiner needs to know if notification has been made. Assigned detectives may need to talk to the next-of-kin.

328.2.4 UNIDENTIFIED DEAD BODIES
If the identity of a dead body cannot be established, the Medical Examiner will assign a unique identifying number to the body and maintain a file under the assigned number. If possible, this number when applicable shall be included in any report.

328.2.5 DEATH INVESTIGATION REPORTING
All incidents involving a death shall be documented on the appropriate form.

328.2.6 SUSPECTED HOMICIDE
If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Investigations Division shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Watch Commander or Investigations Division supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of his/her supervisor, request the Medical Examiner to conduct physical examinations and tests, and to provide a report.

328.2.7 EMPLOYMENT-RELATED DEATHS OR INJURIES
Any member of this agency who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at, or in connection with, the victim's employment, should ensure that the nearest office of the Utah Division of Occupational Safety and Health is notified with all pertinent information.

328.3 POLICY
It is the policy of the South Salt Lake Police Department to respond, document, and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide, and homicide, shall be initiated, conducted and properly documented.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Limited English Proficiency Services

330.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

330.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the South Salt Lake Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

330.2 POLICY

It is the policy of the South Salt Lake Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

330.3 LEP COORDINATOR

The Chief of Police shall delegate certain responsibilities to an LEP Coordinator. The LEP Coordinator shall be appointed by, and directly responsible to, the Patrol Division Commander or the authorized designee.

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

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(a) Coordinating and implementing all aspects of the South Salt Lake Police Department's LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Watch Commander and Dispatch Supervisor. The list should include information regarding the following:

1. Languages spoken
2. Contact information
3. Availability

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used by the Department to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding department LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

330.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

330.5 TYPES OF LEP ASSISTANCE AVAILABLE

South Salt Lake Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

330.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

330.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

330.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

When a qualified bilingual member from this department is not available, personnel from other City departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

330.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP Coordinator which demonstrates that their skills and abilities include:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

330.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

330.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

330.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

330.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The South Salt Lake Police Department will take reasonable steps and will work with the Department of Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

330.11.1 EMERGENCY CALLS TO 9-1-1

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in Dispatch, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller's language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

330.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

330.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

330.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

330.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

330.16 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

330.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

330.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained; the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

The Training Coordinator shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Coordinator shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

330.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Training Coordinator shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Communications with Person with Disabilities

331.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

331.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - These are used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; use of a notepad and pen or pencil to exchange written notes; use of a computer or typewriter; use of an assistive listening system or device to amplify sound; use of a teletypewriter (TTY) or videophones (video relay service or VRS); use of taped text; use of qualified readers; or use of a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102). This includes a person who has a hearing loss that requires the use of a Telecommunications Device for the Deaf (TDD) to communicate effectively on the telephone (UAC R746-8-405).

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters. Qualified interpreters should have a certification approved by the Utah Division of Services for the Deaf and Hard of Hearing Interpreters Certification Board (Utah Code 35A-13-605; UAC R993-300-301 et seq.).

331.2 POLICY

It is the policy of the South Salt Lake Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

331.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Chief of Police shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107). The ADA Coordinator shall be appointed by, and directly responsible, to the Patrol Division Commander or the authorized designee.

The responsibilities of the ADA Coordinator shall include, but not be limited to:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(a) Working with the City ADA coordinator regarding the South Salt Lake Police Department's efforts to ensure equal access to services, programs and activities.

(b) Developing reports, new procedures, or recommending modifications to this policy.

(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

(d) Ensuring that a list of qualified interpreter services is maintained and available to each Watch Commander and Dispatch Supervisor. The list should include information regarding the following:

1. Contact Information
2. Availability

(e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.

(g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

331.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

331.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the South Salt Lake Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

331.6 TYPES OF ASSISTANCE AVAILABLE

South Salt Lake Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

331.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

331.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.

(b) Experienced in providing interpretation services related to law enforcement matters.

(c) Familiar with the use of VRS and/or video remote interpreting services.

(d) Certified in either American Sign Language (ASL) or Signed English (SE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

331.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

331.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

331.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

331.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

331.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

331.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.

(b) Exchange of written notes or communications.

(c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.

(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.

(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

331.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

331.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

331.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the department ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

331.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

331.18 TRAINING

To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department will provide periodic training that should include:

(a) Awareness and understanding of this policy and related procedures, related forms and available resources.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Procedures for accessing qualified interpreters and other available resources.

(c) Working with in-person and telephone interpreters and related equipment.

The Training Coordinator shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals who are disabled should receive refresher training at least once every two years thereafter. The Training Coordinator shall maintain records of all training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Mandatory Employer Notification

332.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures to follow when a school employee has been arrested for certain offenses.

332.2 POLICY

The South Salt Lake Police Department will meet the reporting mandates of Utah Code 53-10-211 to minimize the risks to children or others.

332.3 MANDATORY NOTIFICATION

If a school employee is arrested, or the Department receives information from another jurisdiction of a school employee's arrest, for any of the following offenses, the Chief of Police or the authorized designee shall immediately report the arrest to the State Board of Education and the superintendent of the school district that employs the employee (Utah Code 53-10-211):

(a) Any controlled substance offense under Utah Code 58-37-8

(b) Any offense under Utah Code 76-5-401 et seq. (sexual offenses)

(c) Any offense involving sexual conduct

If the person is an employee of a private school, notification shall be made to the administrator of the school.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Public Safety Video Surveillance System

334.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

334.2 POLICY

The South Salt Lake Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

334.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

334.3.1 MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:

(a) To prevent, deter and identify criminal activity.

(b) To target identified areas of gang and narcotics complaints or activity.

(c) To respond to critical incidents.

(d) To assist in identifying, apprehending and prosecuting offenders.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.

(f) To augment resources in a cost-effective manner.

(g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and Dispatch. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained personnel at Dispatch are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

334.3.2 CAMERA MARKINGS

All public areas that are monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

334.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

334.4 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule.

334.4.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

334.5 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the South Salt Lake Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

334.6 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

334.7 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

334.7.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

(a) Date and time access was given.

(b) Name and agency of the person being given access to the images.

(c) Name of person authorizing access.

(d) Identifiable portion of images viewed.

334.7.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

334.8 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Unmanned Aerial System

335.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval, and dissemination of images and data captured by the UAS.

335.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means.

335.2 POLICY

A UAS may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

335.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

335.4 PROGRAM COORDINATOR

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

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for [department/office] operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and [department/office]-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Facilitating law enforcement access to images and data captured by its UAS.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Ensuring that data collected on a person, object, structure, or area that is not a target, as defined by Utah Code 72-10-801, is not used, copied, or disclosed except as allowed by law (Utah Code 72-10-803).
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

335.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Members shall not obtain, receive, or use data acquired through an UAS unless the data was obtained pursuant to a search warrant, obtained under a valid warrant exception, or used to locate a lost or missing person in an area where no person would have a reasonable expectation of privacy (Utah Code 72-10-802).

335.5.1 DATA COLLECTED BY PRIVATE CITIZEN

The South Salt Lake Police Department may not accept or review data captured by a privately-owned UAS unless one of the following conditions exists (Utah Code 72-10-802):

(a) The person delivering the UAS data informs the [Department/Office] that the data appear to pertain to the commission of a crime.

(b) The receiving member, in good faith, believes that the data pertain to an imminent or ongoing emergency that involves the danger of death or serious bodily injury to another person and that the disclosure of the data will permit the [Department/Office] to assist in responding to the emergency.

335.5.2 DOCUMENTATION

The following information must be documented in any related report or other record of the law enforcement encounter when the UAS is operated by a member of the South Salt Lake Police Department, or when the [Department/Office] obtains or receives data pursuant to Utah Code 72-10-802 (Utah Code 72-10-804):

(a) The presence and use of the UAS

(b) Any data acquired

(c) If applicable, the private citizen from whom the data was received

335.5.3 TEMPORARY FLIGHT RESTRICTION DUE TO WILDLAND FIRES

A department UAS shall not be used in an area under a temporary flight restriction as a result of a wildland fire without the permission of, and in accordance with the restrictions established by, the official in command of the fire response (Utah Code 65A-3-2.5).

335.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity, or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized (Utah Code 72-10-902).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

335.7 RETENTION OF UAS DATA

The Records Section supervisor shall ensure that data collected by the UAS is deleted as soon as reasonably possible subject to applicable retention schedules under the Utah Government Records Access and Management Act (GRAMA) or a federal, state, or local law (Utah Code 72-10-802; Utah Code 72-10-803).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Communications to and from Field Officers

336.1 PURPOSE AND SCOPE

Valley Emergency Communications Center (VECC) will record the status of officers when they are on duty. Such records will allow the South Salt Lake City Police Department to evaluate non-patrol time for agency planning purposes, maintain a level of safety for the officers, and retain records of vehicles and persons stopped by officers.

(a) Radio procedures:

1. To ensure that all patrol officers and the communications center are aware of all units, the radio may be utilized for all instances of calling in and out of service, unless on specialized assignments.
2. Personnel may waive the requirements noted above with approval of a supervisor, if the nature of their activities dictates restrictions on the release of pertinent investigative information.
3. Patrol officers shall not be considered in or out of service until an acknowledgment is received from the dispatcher.
4. Patrol officers, when calling out of service, for any reason, shall give the location of the call-out and the reason for it, unless on specialized assignment.
5. Patrol officers assigned to radio equipped units, and when applicable, shall take their portable radios with them when they leave their vehicles for the purpose of maintaining contact with Dispatch.
6. Patrol officers shall, when calling the dispatcher, use their assigned radio call number and receive clearance, prior to transmitting any message other than a call for help or other emergency situation.
7. When called, patrol officers shall give their radio call number.
8. Each patrol officer shall respond to on-sight activity without delay, and at his/her convenience, notify the dispatcher of such action so that an incident can be prepared on such activity according to procedure.
    (a) Notification before leaving the vehicle is preferred provided it does not affect the officer's safety or efficiency.
9. Each patrol officer shall respond to radio dispatched calls for service by giving his/her radio call number, location and acknowledge he/she has received the assignment.
    (a) Each patrol officer shall inform dispatch of his/her arrival at the scene of radio dispatched calls, and inform dispatch that he/she is clearing the scene.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

10. Radio traffic between units should be held to a minimum and should be allowed under the following circumstances:
    (a) An interchange of information between units is necessary to accomplish a police objective.
    (b) Several items of information must be exchanged between the units, and it would be impractical for the dispatcher to relay the information or for the units to meet and exchange the information.
    (c) Officers should not leave their assigned communities or go to cover calls unless directed to do so by a supervisor.
11. To aid in keeping the air clear for emergencies and for dispatching calls, the telephone will be used for the purposes of:
    (a) Providing the communications center with lengthy descriptions and details intended for broadcast to all units.
        1. If this is not practical and time is of the essence, the officer may transmit such information.
    (b) Providing the communications center with pertinent information relating to the availability of staffing, special assignments, etc., by supervisory personnel.
    (c) In the event of radio failure, the communications center should be so advised by telephone.
12. Radio interaction with outside/allied agencies:
    (a) If officers need to communicate with outside agencies, they will switch their radios to the statewide channel or the other agency's channel.
    (b) If the outside agency shares the South Salt Lake radio channel, officers may ask the other agency personnel to switch to an alternate channel for their conversations.
13. Officers shall not make inquiry of a dispatcher for specific ordinance sections to cover violations. Officers are expected to have this information with them, when on duty.
14. Officers in the field should refrain from having dispatch make personal phone calls for them except when it is absolutely necessary.
15. Officers who are out-of-service for any reason at the end of their tour-of-duty shall return in-service via radio before going off-duty.
16. Officer(s) will be responsible for handling assigned incidents and for informing the supervisor of the progress toward resolution (Except as noted in b.5 below.)

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

17. Officer(s) shall communicate via radio with dispatch when they are transporting a prisoner of the opposite sex, or providing a shuttle for an individual of the opposite sex, by providing their beginning mileage prior to transporting and their ending mileage once they have reached their desired destination.
    (a) If equipped with a Mobile Audio Video (MAV) system, the officer(s) shall activate the recording devices when they are transporting a prisoner of the opposite sex, or providing a shuttle for an individual of the opposite sex.

(b) Supervisor Responsibilities:

1. The on-duty shift supervisor will ensure that he/she remains in radio contact with Dispatch at all times. In the event he/she may be out of radio contact, he/she should provide a phone number where he/she may be contacted.
2. Shift supervisors will confirm with Dispatch at the beginning of a shift, those officers who are on-duty, including specific assignments.
3. It is the duty of a shift supervisor to provide the necessary command presence to facilitate the proper completion of an incident or crime investigation.
4. A shift supervisor should respond to the following incidents:
    (a) Most major in-progress calls involving threat of physical violence, injury, trauma, use of a deadly weapon, or substantial property loss.
    (b) Child abuse.
    (c) Kidnappings.
    (d) Aggravated assaults involving critical injuries.
    (e) Accidents that result in serious injury, death, or involve a city owned vehicle.
    (f) Most incidents involving the execution of a consent search or search warrant.
    (g) Any incident that a supervisor deems his/her presence may be required.
5. Shift supervisors will respond to take command of and be responsible for coordination of the following incidents:
    (a) Officer involved shooting.
    (b) Barricaded or hostage situations.
    (c) Traffic accidents involving on-duty police personnel.
    (d) Dead body calls.
    (e) Incidents involving injury to officers.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

6. The shift supervisor will monitor the activities of the assigned officers and ensure all actions by officers are in compliance with departmental directives and the law.
   (a) If the actions of the assigned officer are inappropriate, the shift supervisor may advise, counsel, or relieve the affected officer.
   (b) The shift supervisor may relieve the assigned officer in command of the scene.
   (c) Once the supervisor relieves the officer in command of an incident or investigation, the supervisor then assumes command of that specific incident.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Youth Resource Officer Program

337.1 PURPOSE AND SCOPE

The South Salt Lake Police Department is committed to safety in South Salt Lake City schools and therefore stations officer(s) within the schools to act as liaisons, additional resources, and delinquency and truancy prevention. The officer also provides an ethical example to the students both in the classroom and as a mentor. The officer also explains the role of policing and law enforcement in the community as well as in the school setting.

337.1.1 POLICY

(a) Officers selected for the youth resource officer position must be able to further the departmental goals by adhering to this policy as well as adhering to the community policing philosophy. In addition the youth resource officer must do the following:

1. Establish and build trust with the parents, students, faculty and citizens (especially those citizens living around and near the schools).
2. Establish and maintain a positive, professional working relationship with the Granite School District Police, Promise SSL, and SSL Police Athletic League (PAL) as well as the juvenile courts.
3. Build effective relationships, and demonstrate a genuine desire to succeed.
4. Have an interest in students and in shaping the community future.
5. Mentor students dealing with personal issues through one-on-one discussions or with a school administrator present.
6. Make visits to students' homes to discuss excessive absences, as well as enforcing truancy laws.
7. Properly teach law enforcement vocational classes, including the development of a class syllabus, and the development and administration of required tests (High School SRO).

(b) The Youth Resource Officer is the primary liaison with Granite School District, Promise SSL and SSL Police Athletic League to insure timely coordination, planning of school safety protocol measures and activities. To include but not limited to after-school programing, monthly Bowl with a Cop, Youth Summer Camp (2 weeks annually budget dependant) and working with schools within South Salt Lake City on safety planning and addressing all requirements per Utah State Law.

(c) Officer(s) will be stationed at the school for the duration of the school day, unless performing home visits or other school-related activities.

(d) Youth Resource Officers are not intended for use as a security guards, but are stationed at schools to assist with the enforcement of school rules, maintain order and safety, and to enforce Utah laws.

(e) When school is not in session, youth resource officers are expected to plan for the next school year, taking into consideration issues arising in the previous school year.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. The officer will also develop lesson plans, investigate and resolve assigned juvenile cases, and develop NOVA lessons and crime prevention curriculum if appropriate.
2. During the time that school is not in session, the officer may be re-assigned to other duties as deemed necessary by the Division Commanders or his/her designee.

(f) Youth Resource Officers should always be cognizant of juvenile programs in the community, including mental health programs, drug abuse programs, youth recreational programs and anti-gang programs.

(g) The position of Youth Resource Officer is designated as a specialty assignment. Officer's are chosen via a selection process for this position.

337.1.2 YOUTH RESOURCE OFFICER POSITION ANNUAL REVIEW

The School Resource Officer position is based on the approval by the Chief of Police, budget constraints, and school district funding. All of these issues will be taken into consideration to determine whether or not the position will be filled.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Child and Dependent Adult Safety

338.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse Policy and the Adult Abuse Policy.

338.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The South Salt Lake Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

338.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

338.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

  1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

  1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify Child Protective Services, if appropriate.

(e) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

338.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

338.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether he/she reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

338.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

338.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

338.5 TRAINING

The Training Coordinator is responsible to ensure that all members of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Volunteer Program

339.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. Volunteers can be an important part of any organization and have proven to be a valuable asset to law enforcement agencies. Volunteers help to increase departmental responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

339.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

339.2 VOLUNTEER MANAGEMENT

339.2.1 VOLUNTEER COORDINATOR

The Volunteer Coordinator shall be appointed by the Deputy Chief of Police. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

The Volunteer Coordinator, or his/her designee, shall be responsible for the following:

(a) Recruiting, selecting and training qualified volunteers for various positions.

(b) Facilitating the implementation of new volunteer activities and assignments.

(c) Maintaining records for each volunteer.

(d) Tracking and evaluating the contribution of volunteers.

(e) Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.

(f) Maintaining a record of volunteer schedules and work hours.

(g) Completion and dissemination as appropriate of all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Administering discipline when warranted.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(j) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

339.2.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

339.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

(a) Traffic and criminal background check. Fingerprints shall be obtained from all applicants and processed through the Utah Department of Public Safety.

(b) Employment.

(c) References.

(d) Credit check.

A polygraph exam may be required of each applicant depending on the type of assignment.

339.2.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

339.2.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator. Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

339.2.6 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

(a) Driver's license

(b) Medical condition

(c) Arrests

(d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

339.2.7 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn officers. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official department assignments or functions provided an outer garment is worn over the uniform shirt so as not to bring attention to the volunteer while he/she is off duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

339.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to employees on all levels.

(b) Ensure volunteers have work space and necessary office supplies.

(c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

339.4 CONFIDENTIALITY

With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

339.5 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

339.5.1 VEHICLE USE

Volunteers assigned to duties such as vacation house checks or other assignments that require the use of a vehicle must first complete the following:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) A driving safety briefing and department approved driver safety course.

(b) Verification that the volunteer possesses a valid Utah Driver's License.

(c) Verification that the volunteer carries current vehicle insurance.

The Volunteer Coordinator should insure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements. Smoking is prohibited in all Department vehicles.

Volunteers should not operate a marked patrol car unless there is a prominently placed sign indicating that it is out of service and are not authorized to operate a Department vehicle Code-3.

339.5.2 RADIO AND MDT USAGE

Volunteers shall successfully complete Utah Criminal Justice Information System (UCJIS) and radio procedures training prior to using the police radio or MDT and comply with all related provisions. The Volunteer Coordinator should ensure that radio and UCJIS training is provided for volunteers whenever necessary.

339.6 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Chief of Police or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

339.6.1 EXIT INTERVIEWS

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

339.7 EVALUATION

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Off-Duty Law Enforcement Actions

340.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the South Salt Lake Police Department with respect to taking law enforcement action while off-duty.

340.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

Officers should remember that their authority as a peace officer may not extend to actions taken outside their jurisdiction unless authorized by law (Utah Code § 77-9-3).

340.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the department Firearms Policy. When carrying firearms while off-duty, officers shall also carry their department-issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage, taken any drugs or medications or any combination thereof that would tend to adversely affect the officer's senses or judgment.

340.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.

(b) The inability to communicate with responding units.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) The lack of equipment, such as handcuffs, OC or baton.

(d) The lack of cover.

(e) The potential for increased risk to bystanders if the off-duty officer were to intervene.

(f) Unfamiliarity with the surroundings.

(g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

340.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an South Salt Lake Police Department officer until acknowledged. Official identification should also be displayed.

340.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

340.4.3 NON-SWORN RESPONSIBILITIES

Non-sworn personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

340.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

340.5 REPORTING

Any officer, prior to taking any off-duty enforcement action, shall notify and receive approval of an South Salt Lake Police Department Supervisor (or other applicable law enforcement authority if acting outside the jurisdiction of the South Salt Lake Police Department). If prior contact is not reasonably possible, an officer shall notify the applicable local law enforcement agency as soon as reasonably possible (Utah Code § 77-9-3). The Watch Commander shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Chapter 4 - Patrol Operations

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the Patrol Division of the Department to ensure intra-department cooperation and information sharing.

400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of South Salt Lake, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours per day seven days per week.

Patrol will generally provide the following services within the limits of available resources:

(a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions.

(b) Crime prevention activities such as residential inspections, business inspections, community presentations.

(c) Calls for service, both routine and emergency in nature.

(d) Investigation of both criminal and non-criminal acts.

(e) The apprehension of criminal offenders.

(f) Community Oriented Policing and problem solving activities such as citizen assists and individual citizen contacts of a positive nature.

(g) The sharing of information between the Patrol Division and other divisions within the Department, as well as other outside governmental agencies.

(h) The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies.

(i) Traffic direction and control.

400.1.2 TERRORISM

It is the goal of the South Salt Lake Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI). The supervisor should ensure that all terrorism related reports and FIs are forwarded to the Investigations Division Supervisor in a timely fashion.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

400.2 PATROL INFORMATION SHARING PROCEDURES

The following guidelines are intended to develop and maintain intra-department cooperation and information flow between the various divisions of the South Salt Lake Police Department.

400.2.1 CRIME ANALYSIS UNIT

The Crime Analysis Unit (CAU) will be the central unit for information exchange. Criminal information and intelligence reports can be submitted to the Records Section for distribution to all divisions within the Department through daily and special bulletins.

400.2.2 CRIME REPORTS

A crime report may be completed by any patrol officer who receives criminal information. The report will be processed and forwarded to the appropriate division for retention or follow-up investigation.

400.2.3 PATROL BRIEFING

Patrol supervisors, detective sergeants and special unit sergeants are encouraged to share information as much as possible. All supervisors and/or officers will be provided an opportunity to share information at the daily patrol Briefing as time permits.

400.2.4 INFORMATION CLIPBOARDS

Several information clipboards will be maintained in the Briefing Room and will be available for review by officers from all divisions within the Department. These will include, but not be limited to, the patrol check clipboard, the wanted persons clipboard and the written directive clipboard.

400.2.5 BULLETIN BOARDS

A bulletin board will be kept in the Briefing Room and the Investigations Division for display of suspect information, intelligence reports and photographs. New General Orders will be made available for patrol supervisors and will be discussed at Briefing and shift meetings. A copy of the General Order will be placed on the Briefing Room clipboard.

400.3 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Patrol Function

Officers should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the South Salt Lake Police Department's commitment to policing that is fair and objective (Utah Code 10-3-913; Utah Code 17-22-2; Utah Code 53-1-108).

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department’s relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach and partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Biased-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

401.2 POLICY

The South Salt Lake Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIASED-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

To the extent that written documentation would otherwise be completed (e.g., arrest report, Field Interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violation of this policy in accordance with the Personnel Complaints Policy.

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.

  1. Supervisor should document these discussions, in the prescribed manner.

(b) Supervisors should periodically review Mobile Audio/Video (MAV) recordings, portable audio/video recordings, Mobile Data Terminal (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.

  1. Supervisors should document these periodic reviews.
  2. Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 ADMINISTRATION

The Patrol Division Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

401.7 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Coordinator.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Briefing

401.1 PURPOSE AND SCOPE

This policy discusses the activity of [briefing] and includes the tasks that should be accomplished during this short period.

401.2 PREPARATION OF MATERIALS

The supervisor conducting [briefing] is responsible for preparation of the materials necessary for a constructive [briefing]. Supervisors may delegate this responsibility to a subordinate officer in the supervisor's absence or for training purposes.

401.3 POLICY

Briefing is intended to facilitate the accurate flow of information in order to enhance coordination of activities, improve performance and safety, and outline the expected actions of members.

401.4 BRIEFING

All divisions and specialized units will conduct regular [briefing] to discuss, disseminate, and exchange information among [department/office] members, work groups, and other organizations. A supervisor generally will conduct [briefing]. However, the supervisor may delegate this responsibility to a subordinate member in the supervisor's absence or for training purposes.

Briefing should include but is not limited to:

(a) Providing members with information regarding daily activities, with particular attention given to changes in the status of:

1. Wanted persons.
2. Crime patterns.
3. Suspect descriptions.
4. Intelligence reports and photographs.
5. Community issues affecting law enforcement.
6. Major investigations.

(b) Notifying members of changes in schedules and assignments.

(c) Reviewing recent incidents for situational awareness and training purposes.

(d) Providing training on a variety of subjects.

(e) Conducting periodic personnel inspections.

Supervisors should also ensure that all members are informed about [departmentalDirective]s and any recent policy changes.

401.4.1 RETENTION OF BRIEFING TRAINING RECORDS

Briefing training materials and a curriculum or summary shall be forwarded to the Training Coordinator for inclusion in training records, as appropriate.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

401.5 TRAINING

Briefing training should incorporate short segments on a variety of subjects or topics and may include:

(a) Review and discussion of new or updated policies.

(b) Presentation and discussion of the proper application of existing policy to routine daily activities.

(c) Presentation and discussion of the proper application of existing policy to unusual activities.

(d) Review of recent incidents for training purposes.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 CRIME SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the preservation of the scene. Officers shall also consider officer safety and public safety issues, including rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity of the crime/disaster scene it shall be maintained until the officer is relieved by order of a supervisor.

403.2.1 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Ensure no suspects are still in the area.

(b) Broadcast emergency information including all requests for additional assistance.

(c) Provide first-aid to injured parties if it can be done safely.

(d) Secure the inner perimeter with crime scene tape.

(e) Protect items of apparent evidentiary value.

(f) Start a chronological log noting critical times and personnel allowed access.

403.2.2 ENFORCEMENT

Any sworn member of the South Salt Lake Police Department may enforce all orders of the local health authority issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (Utah Code 26-6b-2 and Utah Code 26-6b-3).

If an individual refuses to comply with an order of the Department of Health or local health authority issued to prevent the spread of a communicable disease, infectious agent, or contamination, the issuing authority may petition a District Court for an order for involuntary examination, treatment, quarantine or isolation of the individual in accordance with Utah Code 26-6-4.

403.3 SEARCHES AT CRIME OR DISASTER SCENES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until proper authority for the search is obtained.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

403.3.1 CONSENT

Officers should seek consent to search from authorized individuals where possible. However, in the case of serious crimes or major investigations it may be prudent to obtain a search warrant. Consent may be sought even in cases where a search warrant has been granted.

403.4 EXECUTION OF HEALTH ORDERS

Any sworn member of the South Salt Lake Police Department may assist in enforcement of orders of restriction issued by the Department of Health and Human Services or local health authority for the purpose of preventing the spread of any contagious, infectious, or communicable disease (Utah Code 26B-7-304; Utah Code 26B-7-306).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Special Weapons and Tactics Unit (SWAT)

404.1 PURPOSE AND SCOPE

The Special Weapons and Tactics Unit is comprised of two specialized teams: the Crisis Negotiation Team (CNT) and the Special Weapons and Tactics Team (SWAT). The unit has been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary. Both units are merged with Unified Police Department.

404.1.1 OPERATIONAL AND ADMINISTRATIVE STRUCTURE

The Policy Manual sections pertaining to the Crisis Response Unit are divided into Administrative and Operational sections. Since situations that necessitate the need for such a police response vary greatly from incident to incident and such events often demand on-the-scene evaluation, the Operational Policy outlined in this manual section serves as a guideline to Department personnel allowing for appropriate on scene decision making as required. The Administrative Procedures, however, are more restrictive and few exceptions should be taken.

404.1.2 SWAT TEAM DEFINED

A SWAT team is a designated unit of law enforcement officers that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigative units. These incidents include, but not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of Department policy, such a unit may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of such a unit.

404.2 OPERATION GUIDELINES FOR CRISIS RESPONSE UNIT

Generally, the SWAT Team and the Crisis Negotiation Team will be activated together. It is recognized, however, that a tactical team may be used in a situation not requiring the physical presence of the Crisis Negotiation Team, such as warrant service operations. This shall be at the discretion of the SWAT Team Leader.

404.2.1 ON-SCENE DETERMINATION

The On-Duty Watch Commander or On-Scene Supervisor in charge at the scene of a particular event will assess whether to request the SWAT Team to respond. Upon final determination by the Watch Commander or On-Scene Supervisor, he/she will notify the Deputy Chief of Police for final approval.

404.2.2 APPROPRIATE SITUATIONS FOR USE OF CRISIS RESPONSE UNIT

The following are examples of incidents which may result in the activation of the S.W.A.T. Team:

(a) Barricaded suspects who refuse an order to surrender.

(b) Incidents where hostages are taken.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(c) Cases of suicide threats.

(d) Arrests of dangerous persons.

(e) Any situation that could enhance the ability to preserve life, maintain social order and ensure the protection of property.

404.2.3 MOBILIZATION OF CRISIS RESPONSE UNIT

Absent Exigent Circumstances, the On-Scene Supervisor shall make a request to the Watch Commander for the activation of SWAT. The Watch Commander shall then notify the Commander over the SWAT Team. If unavailable, the SWAT Team Leader shall be notified. A current mobilization list shall be maintained by VECC by the SWAT Supervisor. The Watch Commander or On-Scene Supervisor will then notify the Deputy Chief of Police as soon as practical.

The Watch Commander or On-Scene Supervisor should advise the SWAT Supervisor with as much of the following information which is available at the time:

(a) The number of suspects, known weapons and resources.

(b) If the suspect is in control of hostages.

(c) If the suspect is barricaded.

(d) The type of crime involved.

(e) If the suspect has threatened or attempted suicide.

(f) The location of the command post and a safe approach to it.

(g) The extent of any perimeter and the number of officers involved.

(h) Any other important facts critical to the immediate situation and whether the suspect has refused an order to surrender.

404.2.4 FIELD UNIT RESPONSIBILITIES

While waiting for the SWAT Team to arrive, field personnel should, if safe, practical and sufficient resources exist:

(a) Establish an inner and outer perimeter.

(b) Establish a command post outside of the inner perimeter.

(c) Evacuate any injured persons or citizens in the zone of danger.

(d) Attempt to establish preliminary communication with the suspect. Once the SWAT Team has arrived, all negotiations should generally be halted to allow the negotiators and SWAT time to set up.

(e) Be prepared to brief the SWAT Commander on situation.

(f) Plan for, and stage, anticipated resources.

(g) Determine whether a hostage situation does in fact exist.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(h) Establish incident command and adhere to the principals of incident command.

(i) Advise dispatch of the nature and extent of the situation.

(j) Establish a safe assembly point.

(k) Request that a supervisor respond and brief that supervisor of all known facts.

(l) Protect the crime scene if the suspect has fled.

404.2.5 INCIDENT COMMAND (INITIAL) RESPONSIBILITY

To maintain the principle of Singularity of Command at the incident scene, all supervisors and support staff such as negotiators, inner and outer perimeter supervisors, SWAT Commander, and Public Information Officer will report directly to the Incident Commander. Senior command level officers and other officials who respond to the incident will also contact the Incident Commander. All information and assistance will be directed to the Incident Commander. The Incident Commander will:

(a) Establish an inner perimeter to contain the situation. (The inner perimeter should be small enough to severely limit the hostage situation, but large enough to protect the responding members.)

(b) Establish an outer perimeter. (The outer perimeter will exclude the public, including the media, from the scene. A separate staging area for the media should be established.)

(c) Assign one member to supervise each perimeter group (inner and outer).

(d) Establish a command post (CP). The CP should be established within the outer perimeter.

(e) Evacuate all other persons from the area secured.

(f) Arrange for necessary support such as fire apparatus, paramedics, ambulances, SWAT, PIO.

(g) Insure that communication with the suspect has been established.

(h) Arrange for a Crisis Negotiator.

(i) Clear a radio frequency for the situation.

404.2.6 OTHER DUTIES AND RESPONSIBILITIES

Sworn members may be assigned to the following functions:

(a) Operations Officer: Responsible for insuring that all involved personnel, agencies and support units are kept advised of the situation status.

(b) Recorder: Assigned to note and document all times and activities occurring in the situation. The first member to arrive at the scene remains responsible for the initial report.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

404.2.7 NEGOTIATION AND RESOLUTION

Sworn members performing as hostage negotiators (whether specifically trained or not) should take into consideration the basic motivations and tactics used when dealing with the following types of hostage takers.

(a) Thwarted Criminal: Crimes in progress interrupted when hostages are taken to secure escape are usually dealt with by appealing to rational arguments, emphasizing guarantee of safety, and increased penalty to criminals who harm hostages.

(b) Mentally Ill: Often irrational and unpredictable. Demands and conversation should be carefully evaluated for clues to the hostage taker's mental condition. Time acts against the hostage taker as emotions take a toll on the physical and mental condition of the hostage taker.

(c) Terrorist: Usually have an ideological commitment to a cause of some perceived social injustice. Resolve to die for a cause may deteriorate with passage of time. Mistakes should be quickly capitalized on.

(d) Correctional Facility: Usually attempting to draw attention to perceived problems in the institution or to gain freedom. Swift action to isolate and limit the involvement of other prisoners is essential. Freedom is not a negotiable demand.

404.2.8 NEGOTIATION GUIDELINES

(a) Acceptable requests and demands should be met only after concessions by the hostage taker.

(b) No offer or exchange of law enforcement members or civilians for hostages will be made.

(c) No negotiation will be made to supply the suspect(s) any workable weapons.

(d) No negotiation will be made to allow suspect(s) to leave the scene with any hostages.

(e) Time limitations will be acknowledged, but continually delayed.

(f) An attempt will be made to have the suspect(s) establish personal rapport with the negotiator.

(g) No major demand will be granted immediately.

(h) The negotiation will occur from such a place so as to insure that the negotiator does not become a hostage.

(i) The suspect will be continually reassured that there will be no harm to the hostage taker, if the hostage taker releases the hostages and surrenders.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

404.2.9 SWAT ACTIVITIES

If SWAT responds, those sworn members securing the inner perimeter will be relieved by SWAT when they arrive and are so assigned. The SWAT Commander will assume command of all activities inside the inner perimeter and work in coordination with the Incident Commander.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Ride-Along Program

405.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function firsthand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

405.1.1 POLICY

Only those persons with written authorization from the Chief of Police or his/her designee shall be allowed to participate in the department's citizen ride-along program. Priority shall be given to South Salt Lake Police Officers spouses or significant others.

405.1.2 ELIGIBILITY

(a) Ride-alongs are restricted to the following categories:

1. Immediate Family Member of the officer, further defined as spouse, significant other, child, step-child, daughter-in-law, son-in-law, parent, step-parent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, spouse's or significant others grandparent, and brother or sister.
2. Citizens currently enrolled and participating in an active Citizen Academy Class are authorized one (1) ride-along. The time and date of these ride-alongs will be at the discretion of the Patrol Watch Commanders.
3. Administrative ride-alongs are persons riding in an official capacity, such as District Attorneys, City officials, and Police Employees. They are authorized to participate in a ride-along program with an officer as directed by the Watch Commander or higher authority.

(b) No release of liability form is required for persons listed in a.3 above, nor are they restricted to the number of times they may ride.

(c) The Chief, or his/her designee may approve a ride-along for individuals with a relevant interest in the operations of the police department.

405.2 COMPLETION OF WAIVER AGREEMENT

All persons participating in a ride-along, except those listed in in 410.1.2.a.3 (Administrative Ride Alongs), shall complete a release of liability waiver prior to actually riding. Upon completion of the ride-along, the original waiver agreement shall be forwarded to the Division Commander for review and tracking.

405.2.1 PROGRAM REQUIREMENTS AND RESTRICTIONS

(a) Ride-along participants must be at least eighteen (18) years of age or older.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) The Watch Commander or his/her designee must authorize the ride-along prior to commencement. A Release of Liability Waiver form must be signed and submitted prior to the ride-along.

(c) Any individual who is a convicted felon, suspected to be involved in criminal activity, under the supervision of Probation and Parole, or has outstanding warrants, will not be allowed to participate in this program.

(d) Officers are restricted to one (1) ride-along a month.

(e) Ride-alongs are limited to four (4) hours.

(f) Audio or visual recording devices owned by the participant are prohibited, unless authorized by the Chief of Police or his/her designee.

(g) Ride-along participants shall not use tobacco products while inside the police department, inside any department owned vehicle(s), while in view of the public in the presence of an officer, or in any other location where tobacco use is prohibited.

(h) Ride-along participants shall not smell of, possess, or consume alcoholic beverages during the ride-along.

(i) South Salt Lake Police officers will not participate in any ride-along program outside of the City of South Salt Lake without prior approval of the Chief of Police or his/her designee.

(j) The ride-along participant is prohibited from becoming involved in any investigation by touching evidence, handling police equipment, or engaging in conversation with victims, suspects, or witnesses.

405.2.2 SUITABLE ATTIRE

Any person approved to ride-along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the police vehicle. The Watch Commander or field supervisor may refuse a ride along to anyone not properly dressed.

405.2.3 PEACE OFFICER RIDE-ALONGS

Off-duty members of the Department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Watch Commander. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

405.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a state records check through the Bureau of Criminal

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Investigation (BCI) prior to their approval as a ride-along with a law enforcement officer, provided that the ride-along is not an employee of the South Salt Lake Police Department.

405.3 OFFICER'S RESPONSIBILITY

The officer shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation and as soon as practical have another police vehicle respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

The Watch Commander is responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, the Ride-Along Waiver Form shall be returned to the Watch Commander with any comments which may be offered by the officer.

405.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

(a) The ride-along will follow the directions of the officer.

(b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects or handling any police equipment.

(c) The ride-along may terminate the ride at any time. If the ride-along interferes with the performance of the officer's duties, the officer may terminate the ride-along and return the observer to his/her home or to the station.

(d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.

(e) Officers will not allow any ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.

(f) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Hazardous Material Response

406.1 PURPOSE AND SCOPE

Exposure to hazardous materials presents potential harm to department members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous material - A substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 HAZARDOUS MATERIAL RESPONSE

Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic collision, chemical spill, or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond to and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

406.3 REPORTING EXPOSURE

Department members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Watch Commander as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

406.3.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

To ensure the safety of members, PPE is available from supervisors. PPE not maintained by this department may be available through the appropriate fire department or emergency response team.

406.4 POLICY

It is the policy of the South Salt Lake Police Department to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

406.5 CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Make the initial assessment of a potentially hazardous material from a safe distance.

(b) Notify Dispatch, appropriate supervisors, the appropriate fire department and hazardous response units.

1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.

(c) Wear personal protective equipment (PPE), being cognizant that some hazardous material can be inhaled.

(d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.

(e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:

1. Placards or use of an emergency response guidebook.

2. Driver’s statements or shipping documents from the person transporting the material.

3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:

(a) The type of material.

(b) How to secure and contain the material.

(c) Any other information to protect the safety of those present, the community and the environment.

(f) Provide first aid to injured parties if it can be done safely and without contamination.

(g) Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.

(h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(i) Establish a decontamination area when needed.

(j) Activate automated community notification systems, if applicable.

(k) Notify the Utah Department of Environmental Quality, Division of Waste Management and Radiation Control.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

407.2 POLICY

It is the policy of the South Salt Lake Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

407.3.1 EMERGENCY COMMUNICATIONS

Should circumstances at the scene permit, a supervisor or negotiator may contact the Attorney General or the District Attorney for approval to intercept any wire, electronic or oral communication and/or to use an eavesdropping device (e.g., camera or audio device) when there is an immediate threat of death or serious bodily injury to any person or to national security. The supervisor or negotiator who has been granted approval shall ensure that an application for an appropriate court

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

order approving the interception is sought within 48 hours after the interception begins (Utah Code 77-23a-10(7)).

407.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

407.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting a Special Weapons and Tactics Unit (SWAT) response if appropriate and apprising the SWAT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.

(b) Ensure the completion of necessary first responder responsibilities or assignments.

(c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.

(d) Establish a command post location as resources and circumstances permit.

(e) Designate assistants who can help with intelligence information and documentation of the incident.

(f) If it is practicable to do so, arrange for video documentation of the operation.

(g) Consider contacting utility and communication providers when restricting such services (e.g., restricting electric power, gas, telephone service).

(h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or Dispatch.

(i) Identify a media staging area outside the outer perimeter and have the department Public Information Officer or a designated temporary media representative provide media access in accordance with the News Media Relations Policy.

(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.

(k) Debrief personnel and review documentation as appropriate.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

407.6 CRISIS RESPONSE UNIT RESPONSIBILITIES

It will be the Incident Commander's decision, with input from the SWAT Commander, whether to deploy the SWAT during a hostage or barricade situation. Once the Incident Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for the SWAT. The Incident Commander and the SWAT Commander or the authorized designee shall maintain communications at all times.

407.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the South Salt Lake Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.1.1 POLICY

(a) The following procedures shall be used when responding to bomb threats and bomb emergencies:

1. Establish a command post or center.
2. Decide what primary or alternate communications will be used.
3. Establish clearly who will evaluate the bomb threat and how this will be accomplished.
    (a) If there is a suspicious package the evaluation should be performed by a bomb tech.
    (b) If there is no known device, the explosives detection handler and the bomb tech(s) should make the decision.
4. Decide what procedures will be followed when a bomb threat is received and/or a device is discovered.
    (a) An on-duty Sergeant or Watch Commander shall consider the evacuation of a building or an area if incident is only a threat, with no device located.
    (b) If a device is located, the on-duty Sergeant or Watch Commander shall judge the size of the device make a determination of the appropriate evacuation distance.
5. Any decisions about handling a bomb incident should take into consideration secondary issues, such as the proximity of a chemical plant, railroad, and/or fuel storage complex.

408.2 POLICY

It is the policy of the South Salt Lake Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Watch Commander is immediately advised and informed of the details. This will enable the Watch Commander to ensure that the appropriate personnel are dispatched and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 SOUTH SALT LAKE POLICE DEPARTMENT FACILITY

If the bomb threat is against the South Salt Lake Police Department facility, the Watch Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the South Salt Lake Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of South Salt Lake, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Watch Commander should be notified when police assistance is requested. The Watch Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Watch Commander determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:

1. Two-way radios
2. Cell phones
3. Other personal communication devices

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Watch Commander including:

1. The time of discovery.
2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Watch Commander
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

408.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Civil Commitments

409.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place an individual under protective custody for a civil commitment.

409.2 POLICY

It is the policy of the South Salt Lake Police Department to protect the public and individuals through legal and appropriate use of the civil commitment process.

409.3 AUTHORITY

409.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for a civil commitment, he/she may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the officers should:

(a) Transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a civil commitment.

(b) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

If at any point the individual changes his/her mind regarding voluntary evaluation, officers should proceed with the civil commitment, if appropriate.

409.3.2 RESTRAINTS

If the patient is violent or potentially violent, the officer will notify the staff of this concern. The staff member in charge will have discretion as to whether soft-restraints will be used. If these restraints are desired, the officer will wait while they are being applied to help provide physical control of the patient, if needed.

409.3.3 MENTAL HEALTH DOCUMENTATION

The officer will complete the prescribed form and provide it to the staff member assigned to that patient. The officer will retain a copy of the 24-hour evaluation for inclusion in the case report. The officer shall also provide a verbal summary to an emergency department staff member regarding the circumstances leading to the involuntary commitment.

409.3.4 SECURING OF WEAPONS

If a receiving and secured facility prohibits weapons or if an extraordinary event occurs in the treatment facility and officers determine a need to secure their firearms, the firearm shall be secured in the appropriate gun locker at the facility or in the police vehicle.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

409.3.5 COMMITMENT OF ADULTS

An officer should take an adult person into protective custody when that officer observes the individual involved in conduct that gives the officer probable cause to believe the following (Utah Code 26B-5-331):

(a) The person has a mental illness.

(b) The mental illness and conduct of the person poses a substantial danger to that person or others.

The officer should transport the person to a temporary commitment facility designated by the local mental health authority (Utah Code 26B-5-331).

409.3.6 COMMITMENT OF CHILDREN

An officer should take a child into protective custody for purposes of a 72-hour civil commitment when that officer observes the child involved in conduct that gives the officer probable cause to believe each of the following (Utah Code 26B-5-331; Utah Code 26B-5-403):

(a) The child has a mental illness (Utah Code 26B-5-301).

(b) The mental illness and conduct of the child poses a substantial danger to that child or others.

(c) The child will benefit from mental health care and treatment.

(d) There is no appropriate less-restrictive alternative.

409.4 TRANSPORTATION

When transporting any individual for a civil commitment, the transporting officer should have Dispatch notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in a patrol vehicle and should secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, Watch Commander approval is required before transport commences.

409.4.1 METHOD OF TRANSPORTATION

Officers taking a person into custody for a civil commitment should ensure that the person is transported to a designated temporary commitment facility as follows (Utah Code 26B-5-331):

(a) The person should be transported by ambulance when the person meets any of the criteria described in Utah Code 26B-4-119.

(b) When necessary for public safety, and when the designated facility is within the jurisdiction of the South Salt Lake Police Department, the person should be transported by the detaining officer using a City vehicle appropriate for use in transporting persons for purposes of a civil commitment.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. If the designated facility is outside of this [city/county]'s jurisdiction, a request should be made to the appropriate officers to transport the person to the designated facility.

(c) The person may be transported by ambulance if the officer's presence is not necessary for public safety and such transportation arrangements have been made by a physician, designated examiner, or mental health officer.

409.5 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written application for a civil commitment and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

409.6 DOCUMENTATION

The officer shall complete an application for commitment, using the form prescribed by the Division of Substance Abuse and Mental Health, provide it to the facility staff member assigned to the individual, and retain a copy of the application for inclusion in the case report (Utah Code 26B-5-331).

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

409.7 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken for a civil mental commitment should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for a civil commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.

(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the civil commitment.

(c) Facilitate the individual’s transfer to the jail facility.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a civil commitment.

In the supervisor’s judgment, the individual may instead be transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard), and other relevant factors in making this decision.

409.8 FIREARMS AND OTHER WEAPONS

Whenever an individual is taken into custody for a civil commitment, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g. safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officers should further advise the individual of the procedure for the return of any firearm or other weapon that has been taken into custody.

409.9 TRAINING

This department will endeavor to provide POST-approved training on interaction with mentally disabled persons, civil commitments and crisis intervention.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Citation Releases

410.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the South Salt Lake Police Department with guidance on when to release adults who are suspected offenders on a citation for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Violence Policy.

410.2 POLICY

The South Salt Lake Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation, when authorized to do so.

410.3 RELEASE

A suspected offender may be released on issuance of a citation as follows:

(a) When the person is arrested for a misdemeanor or infraction charge (Utah Code 77-7-18).

(b) When a warrant has been issued by a magistrate who has included in the order that the person be released on a summons (U. R. Crim. P. Rule 6).

410.4 PROHIBITIONS

The release of a suspected offender on a citation is not permitted if prohibited by local court rule.

See the Domestic Violence Policy for release restrictions related to those investigations.

410.5 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider:

(a) The type of offense committed.

(b) The known criminal history of the suspected offender.

(c) The ability to identify the suspected offender with reasonable certainty.

(d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.

(e) The individual's ties to the area, such as residence, employment or family.

(f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

410.6 STATE PRIVILEGES

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

410.6.1 LEGISLATIVE PRIVILEGE

Members of the Legislature shall not be subject to arrest during each general and special session of the Legislature or for 15 days immediately preceding and following each session, except for any felony, treason or breach of the peace. Legislators may be issued a citation and a summons to appear at a date outside of the time of legislative privilege (Utah Constitution Article VI § 8).

410.6.2 VOTER PRIVILEGE

A person who attends an election or who is traveling to and from a voting location shall not be subject to arrest on an election day, except for an act of treason, a felony or a breach of the peace (Utah Constitution Article IV § 3).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Rapid Response and Deployment

411.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

411.2 POLICY

The South Salt Lake Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

411.3 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved out of danger or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

411.4 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

411.5 PLANNING

The Patrol Division Commander should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

411.6 TRAINING

The Training Coordinator should include rapid response to critical incidents in the training plan. This training should address:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Immigration Violations

413.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the South Salt Lake Police Department relating to immigration and interacting with federal immigration officials.

413.2 POLICY

It is the policy of the South Salt Lake Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

In keeping with this commitment, race, color, or national origin will not be considered under this policy except to the extent permitted by the constitutions of the United States and Utah (Utah Code § 76-9-1003).

413.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Utah constitutions.

413.4 DETENTIONS

An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

413.4.1 INVESTIGATING HUMAN TRAFFICKING OR SMUGGLING

When an officer conducts a lawful traffic stop and reasonably suspects that any person in the vehicle is violating Utah human trafficking or human smuggling laws, the officer shall investigate the suspected violations and inquire into the immigration status of the occupants of the vehicle. An officer may not delay or postpone addressing the original purpose of the stop merely to confirm a person's immigration status (Utah Code 76-9-1003).

413.4.2 VERIFICATION OF IMMIGRATION STATUS

A person’s citizenship or immigration status shall be verified whenever the person is lawfully arrested for a felony or misdemeanor offense and is unable to provide an identifying document as listed in Utah Code 76-9-1004 and the officer is otherwise unable to verify the identity of the person. Verification of immigration status should take place at the time of the booking and not in the field (Utah Code 76-9-1003).

413.4.3 SUPERVISOR RESPONSIBILITIES

When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

413.5 ARREST NOTIFICATION TO FEDERAL IMMIGRATION OFFICIALS

Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

413.6 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts.

413.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in department records

(c) Exchanging such information with any other federal, state, or local government entity

413.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

413.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigations Division supervisor assigned to oversee the handling of any related case. The Investigations Division supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

413.8.1 U NONIMMIGRANT STATUS GUIDELINES

U nonimmigrant status requests shall be processed and maintained in a manner consistent with Utah Code 77-38-503 and federal guidelines.

The Investigation Division Commander should ensure certification requests conducted by this agency are processed within 90 days of request, unless the noncitizen is in removal proceedings, in which case the certification should be processed within 14 days of request (Utah Code 77-38-503).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

413.8.2 REPORTING REQUIREMENTS
Before June 30 of each year, the Chief of Police or designee shall submit a report of the following information to the Commission on Criminal and Juvenile Justice (Utah Code 77-38-503):

(a) The number of victims that requested U nonimmigrant certifications from the agency

(b) The number of U nonimmigrant certifications that were signed

(c) The number of U nonimmigrant certifications that were denied

413.9 TRAINING

The Training Coordinator should ensure that officers receive training on this policy.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Emergency Utility Service

414.1 PURPOSE AND SCOPE

The City public works department has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Department. Requests for such service received by this department should be handled in the following manner.

414.1.1 BROKEN WATER LINES

The City's responsibility ends at the water meter; any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. Public works can only turn off the valve at the meter. The citizen can normally accomplish this.

If a break occurs on the City side of the meter, emergency personnel should be called as soon as practical by Dispatch.

414.1.2 ELECTRICAL LINES

City Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. The electric company or public works should be promptly notified, as appropriate.

414.1.3 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies is maintained by Dispatch.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Aircraft Accidents

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

415.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

415.2 POLICY

It is the policy of the South Salt Lake Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

415.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

415.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

415.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

415.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) Medical Examiner.

(d) Air Carrier/Operators investigative teams with NTSB approval.

(e) Appropriate branch of the military, when applicable.

(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

415.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

(a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

(b) Pressure vessels, compressed gas bottles, accumulators and tires.

(c) Fluids, batteries, flares and igniters.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) Evacuation chutes, ballistic parachute systems and composite materials.

415.8 DOCUMENTATION

All aircraft accidents occurring within the City of South Salt Lake shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of SSLPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

415.8.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

415.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

415.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Aircraft Accidents

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Field Training Officer Program

416.1 PURPOSE AND SCOPE

The Field Training Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the South Salt Lake Police Department.

It is the policy of the Department to assign all new police officers to a structured Field Training Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive and professional manner.

416.2 FIELD TRAINING OFFICER SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

416.2.1 SELECTION PROCESS

FTO's will be selected based on the following requirements:

(a) Desire to be an FTO.

(b) Must have achieved Police Officer II Status.

(c) Demonstrated ability as a positive role model.

(d) Participate and pass an internal oral interview selection process.

(e) Evaluation by supervisors and current FTOs.

416.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST-certified 24-hour Field Training Officer's Course prior to being assigned as an FTO.

416.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The Field Training Officer Program supervisor will be selected from the rank of sergeant or above by the Division Commanders or designee.

The responsibilities of the FTO Program Supervisor include the following:

(a) Assignment of trainees to FTOs.

(b) Conduct FTO meetings.

(c) Maintain and ensure FTO/Trainee performance evaluations are completed.

(d) Maintain, update and issue the Field Training Manual to each trainee.

(e) Monitor individual FTO performance.

(f) Monitor overall FTO Program.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(g) Maintain liaison with FTO Coordinators of other agencies.

(h) Maintain liaison with academy staff on recruit performance during the academy.

(i) Develop ongoing training for FTOs.

416.4 TRAINEE DEFINED

Any entry level or lateral police officer newly appointed to the South Salt Lake Police Department who has successfully completed a POST-approved Basic Academy.

416.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 10 weeks.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience.

To the extent practical, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.

416.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

416.6.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

(a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO program supervisor on a daily basis.

(b) Review the Daily Trainee Performance Evaluations with the trainee each day.

(c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.

(d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

416.6.2 IMMEDIATE SUPERVISOR

The immediate supervisor shall review and approve the Daily Trainee Performance Evaluations and forward them to the Field Training Administrator.

416.6.3 FIELD TRAINING ADMINISTRATOR

The Field Training Administrator will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through his/her immediate supervisor.

416.6.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

416.7 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

(a) Daily Trainee Performance Evaluations.

(b) End of phase evaluations.

(c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Obtaining Air Support

417.1 PURPOSE AND SCOPE

The use of a law enforcement helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

417.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made.

417.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for a helicopter, the Watch Commander, or designee, will call the closest agency having helicopter support available. The Watch Commander will apprise that agency of the specific details of the incident prompting the request.

417.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Law enforcement helicopters may be requested under any of the following conditions:

(a) When the helicopter is activated under existing mutual aid agreements.

(b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard.

(c) When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community.

(d) When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard.

(e) Vehicle pursuits.

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for officers on the ground.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Contacts and Temporary Detentions

418.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

418.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purposes of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person’s freedom of movement.

418.2 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer’s suspicion (Utah Code 77-7-15).

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the South Salt Lake Police Department to strengthen community involvement, community awareness, and problem identification.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

418.2.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that the individual is part of a criminal enterprise or is engaged in a criminal act.

(b) Actions suggesting that the individual is engaged in a criminal activity.

(c) Presence in an area at an inappropriate hour of the day or night.

(d) Presence in a particular area is suspicious.

(e) Carrying of suspicious objects or items.

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest the individual is carrying a dangerous weapon.

(g) Location in proximate time and place to an alleged crime.

(h) Physical description or clothing worn that matches a suspect in a recent crime.

(i) Prior criminal record or involvement in criminal activity as known by the officer.

418.3 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer’s training and experience, an officer may pat a suspect’s outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk (Utah Code 77-7-16). The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.

(b) Where more than one suspect must be handled by a single officer.

(c) The hour of the day and the location or area where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

(f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

418.4 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

418.4.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

418.4.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

418.4.3 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

418.4.4 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to the Watch Commander with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Watch Commander should review and forward the photograph to one of the following locations:

(a) If the photograph and associated FI or documentation are relevant to criminal organization/enterprise enforcement, the Watch Commander will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.

(b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Section.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

418.5 POLICY

The South Salt Lake Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

418.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identify all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to the witness's departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by [department/office] members.

1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Criminal Organizations

419.1 PURPOSE AND SCOPE

It is the policy of this department to establish a procedure for identifying criminal street gangs, participants of criminal street gangs, and patterns of criminal activity as outlined in Utah Code 76-9-802 et seq. and Utah Code 76-9-902 et seq.

The intent of this policy is to provide for the collection and management of criminal street gang information to enhance officer safety and the criminal prosecution of criminal street gang participants. This policy is not intended or designed to establish a formal gang intelligence database.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

419.2 DEFINITIONS

Criminal street gang - An organization, association in fact, or a group of three or more persons, whether operated formally or informally (Utah Code 76-9-802 and Utah Code 76-9-902):

(a) That is currently in operation.

(b) That has as one of its primary or substantial activities the commission of one or more predicate gang crimes.

(c) That has, as a group, an identifying name or identifying sign or symbol, or both.

(d) Whose members, acting individually or in concert with other members, engage in or have engaged in a pattern of criminal gang activity.

Pattern of criminal gang activity - Committing, attempting to commit, conspiring to commit, or soliciting the commission of two or more predicate gang crimes within five years when these crimes are committed by two or more persons; or committed at the direction of, or in association with a criminal street gang with the specific intent to promote, further or assist in any criminal conduct by members of the criminal street gang (Utah Code 76-9-802).

Predicate gang crime - Any of the offenses specified in Utah Code 76-9-802 or Utah Code 76-9-902, as well as those other unspecified offenses that otherwise meet the requirement of these codes.

419.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.

(b) Use of every criminal intelligence system is appropriately reviewed and audited.

(c) Any system security issues are reasonably addressed.

419.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, FI, photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Section. Any supporting documentation for an entry shall be retained by the Records Section in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Section are appropriately marked as intelligence information. The Records Supervisor may not purge such documents without the approval of the designated supervisor.

419.4 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved CIS only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of CIS entries.

419.5 FIELD CONTACTS

Officers who contact individuals who are, or may be, participants in criminal street gang activity should complete a FI card and document the reasonable suspicion underlying the contact and the exact circumstances leading to the suspicion that the individual is a criminal street gang participant (e.g., subject states he/she is a member of XYZ gang; XYZ tattoo on right hand near thumb; wearing ball cap with gang name printed in blue or red ink).

Photographing known or suspected criminal street gang participants shall be done in accordance with the provisions of § 440 (Photographing of Field Detainees).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

419.6 RELEASE OF INFORMATION

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

419.7 CRIMINAL STREET GANGS

The Investigations Division supervisor should ensure that there are an appropriate number of department members who can:

(a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with identification of criminal street gangs, criminal street gang members and patterns of criminal gang activity, as described in Utah Code 76-9-802 et seq. and Utah Code 76-9-902 et seq.

(b) Coordinate with other agencies in the region regarding criminal street gang crimes and information.

(c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

419.8 REPORTING CRITERIA AND ROUTING

Incidents that appear to be criminal street gang related shall be documented on a report form and shall at minimum include the following:

(a) A description of any document, statements, actions, dress or other information that would tend to support the officer's belief that the incident may be related to the activities of a criminal street gang.

(b) Whether any photographs were taken and a brief description of what they depict.

(c) What physical evidence, if any, was observed, collected or booked.

(d) A specific request that a copy of the report be routed to the Gang Information Unit.

Any photographs taken or evidence collected shall be booked in accordance with current evidence booking procedures.

419.9 GANG LOITERING

Officers may only order suspected gang members to disperse under Utah Code 76-9-903 (prohibiting gang loitering) in the following instances:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Supervisor approval is granted, or

(b) The officer has received department-approved gang enforcement training and has been authorized by the Gang Supervisor to enforce this section.

If enforcement action is taken under this section, officers must articulate the reasonable belief that the subjects ordered to disperse are gang members. A supervisor's approval is required for any arrest for failure to disperse.

Officers may not order anyone to disperse under this section for engaging in constitutionally protected, collective advocacy activities (demonstrations), or merely because the officer or a citizen claims offense from the speech or expression of the individuals involved or has personal animosity for the people involved. The officer must articulate that the people were remaining in one place under circumstances that would cause a reasonable belief that the purpose or effect of the loitering was to enable or facilitate a criminal street gang to:

- Establish control over one or more identifiable areas.
- Intimidate others from entering those areas.
- Conceal illegal activities.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Watch Commanders

420.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with Department policies, procedures, practices, functions and objectives. To accomplish this goal, a Lieutenant heads each watch.

420.2 DESIGNATION AS ACTING WATCH COMMANDER

When a Lieutenant is unavailable for duty as Watch Commander, in most instances the senior qualified sergeant shall be designated as acting Watch Commander. This policy does not preclude designating a less senior sergeant as an acting Watch Commander when operational needs require or training permits.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Mobile Audio Video

421.1 PURPOSE AND SCOPE

The South Salt Lake Police Department has equipped marked patrol cars with Mobile Audio Video (MAV) recording systems to provide records of events and assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

421.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and Mobile Audio Video (MAV) system - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

MAV technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

421.2 POLICY

It is the policy of the South Salt Lake Police Department to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

421.3 OFFICER RESPONSIBILITIES

Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. Only South Salt Lake Police Department identified and labeled media with tracking numbers is to be used.

At the start of each shift, officers should test the MAV system’s operation in accordance with manufacturer specifications and department operating procedures and training.

System documentation is accomplished by the officer recording his/her name, serial number, badge or PIN number and the current date and time at the start and again at the end of each shift. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

421.4 ACTIVATION OF THE MAV

The MAV system is designed to turn on whenever the unit's emergency lights are activated. The system remains on until it is turned off manually. The audio portion is independently controlled and should be activated manually by the officer whenever appropriate. When audio is being recorded, the video will also record.

421.4.1 REQUIRED ACTIVATION OF MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

(a) All field contacts involving actual or potential criminal conduct, within video or audio range:

1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
2. Priority responses
3. Vehicle pursuits
4. Suspicious vehicles
5. Arrests
6. Vehicle searches
7. Physical or verbal confrontations or use of force
8. Pedestrian checks
9. DUI investigations including field sobriety tests
10. Consensual encounters
11. Crimes in progress
12. Responding to an in-progress call

(b) All self-initiated activity in which an officer would normally notify Dispatch

(c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:

1. Domestic violence calls
2. Disturbance of peace calls

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

3. Offenses involving violence or weapons

(d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording

(e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

421.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

421.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

421.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of Dispatch.

At reasonable intervals, supervisors should validate that:

(a) Beginning and end-of-shift recording procedures are followed.

(b) Logs reflect the proper chain of custody, including:

1. The tracking number of the MAV system media.
2. The date it was issued.
3. The law enforcement operator or the vehicle to which it was issued.
4. The date it was submitted.
5. Law enforcement operators submitting the media.
6. Holds for evidence indication and tagging as required.

(c) The operation of MAV systems by new employees is assessed and reviewed no less than biweekly.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MAV technician or crime scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of an officer.

421.5 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the department MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

(a) For use when preparing reports or statements

(b) By a supervisor investigating a specific act of officer conduct or for quality assurance

(c) By a supervisor to assess officer performance

(d) To assess proper functioning of MAV systems

(e) By a department investigator, after approval of a supervisor, who is participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation

(f) By department personnel who request to review recordings

(g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment

(h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee

(i) By the media through proper process or with permission of the Chief of Police or the authorized designee

(j) To assess possible training value

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(k) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection

Employees desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Watch Commander. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

421.5.1 DIGITAL VIDEO REVIEW

Once recordings are downloaded to the department server, only sergeants and above will have the ability to review digital video on their desk top computers.

421.6 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation indicating that the incident was recorded.

421.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of 180 days and disposed of in compliance with the established records retention schedule.

421.7.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

421.7.2 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the South Salt Lake Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

421.8 SYSTEM OPERATIONAL STANDARDS

(a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) The MAV system should be configured to minimally record for 30 seconds prior to an event.

(c) The MAV system may not be configured to record audio data occurring prior to activation.

(d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer's transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.

(e) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

(f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.

(g) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.

(h) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV technician.

421.9 MAV TECHNICIAN RESPONSIBILITIES

The MAV technician is responsible for:

(a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.

(b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV technician:

1. Ensures it is stored in a secure location with authorized controlled access.
2. Makes the appropriate entries in the chain of custody log.

(c) Erasing of media:

1. Pursuant to a court order.
2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.

(d) Assigning all media an identification number prior to issuance to the field:

1. Maintaining a record of issued media.

(e) Ensuring that an adequate supply of recording media is available.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.

421.10 TRAINING

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Mobile Data Terminal Use

422.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Terminal (MDT) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Dispatch.

422.2 POLICY

South Salt Lake Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

422.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

422.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors or Watch Commanders.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

422.4.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

422.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Watch Commander or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

422.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDT system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDT when the vehicle is not in motion.

422.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure a field supervisor and the Watch Commander are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

422.6 EQUIPMENT CONSIDERATIONS

422.6.1 MALFUNCTIONING MDT

Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, they shall notify Dispatch. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

422.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Portable Audio/Video Recorders

423.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment (Utah Code 77-7a-102).

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any South Salt Lake Police Department facility, undercover operations, wiretaps or eavesdropping (concealed listening devices).

Additional guidance regarding the use of body-worn cameras during the execution of a warrant is found in the Warrant Service Policy.

423.2 POLICY

The South Salt Lake Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

423.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

423.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable (Utah Code 77-7a-104; Utah Code 77-7a-105).

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, SSLPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

when the recording device and related software captures the user's unique identification and the date and time of each recording (Utah Code 77-7a-104).

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation (Utah Code 77-7a-104).

It is the members responsibility to have a BWC worn and activated per state law, SSLPD policies and during department approved off-duty/outside employment.

423.5 ACTIVATION OF THE PORTABLE RECORDER

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The portable recorder shall be activated in any of the following situations (Utah Code 77-7a-103; Utah Code 77-7a-104):

(a) All enforcement and investigative contacts including stops and field interview situations

(b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops

(c) Self-initiated activity in which a member would normally notify Dispatch

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

(e) Any use of force

(f) Dispatched calls for service

(g) Execution of a warrant

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media (Utah Code 77-7a-102). However, the recorder should be activated in situations described above as soon as reasonably practicable (Utah Code 77-7a-104).

423.5.1 SURREPTITIOUS USE OF THE PORTABLE RECORDER

Utah law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Utah Code 77-23a-4).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

423.5.2 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped (Utah Code 77-7a-104):

(a) During significant periods of inactivity such as report writing or other breaks from direct participation in the incident, including consultation with a supervisor or other officer.

(b) When speaking with a victim, witness, or person wishing to report or discuss criminal activity if both of the following apply:

1. The subject of the recording requests deactivation.
2. The member believes the value of the information outweighs the value of the potential recording.

(c) During a conversation with a victim of a sexual offense or domestic violence if:

1. The member is conducting an evidence-based lethality assessment.
2. The victim or the member believes that deactivating the body-worn camera recording will either:
   (a) Encourage complete and accurate information sharing by the victim, or
   (b) Is necessary to protect the safety or identity of the victim.
3. The body-worn camera is reactivated as soon as reasonably possible after the evidence-based lethality assessment is complete.

The member should record the request to deactivate the portable recorder. A member should document any instance where he/she should have activated his/her body-worn camera but failed to do so, and the reason for the failure (Utah Code 77-7a-104).

423.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

423.6 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity. Members may not alter or delete a recording captured on a portable recorder (Utah Code 77-7a-106).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Members are also prohibited from retaining recordings of activities or information obtained while on-duty whether the recording was created with a department-issued or personally owned recorder. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department (Utah Code 77-7a-106).

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

423.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

(a) The recording contains evidence relevant to potential criminal, civil or administrative matters.

(b) A complainant, victim or witness has requested non-disclosure.

(c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.

(d) Disclosure may be an unreasonable violation of someone’s privacy.

(e) Medical or mental health information is contained.

(f) Disclosure may compromise an under-cover officer or confidential informant.

(g) Recorded content contains sound or images from a residence (Utah Code 63G-2-302).

(h) Recorded content contains sound or images from a hospital, health care facility, human service program or the clinic of a health care provider (Utah Code 63G-2-305).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

423.8 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Chief of Police or the authorized designee.

(d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

423.9 COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for establishing procedures for (Utah Code 77-7a-102):

(a) The security, storage and maintenance of data and recordings.

(b) Accessing data and recordings.

(c) Logging or auditing access.

(d) Transferring, downloading, tagging or marking events.

423.10 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the established records retention schedule and as required by any applicable federal, state and local law (Utah Code 77-7a-107).

423.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

423.11 PUBLIC ACCESS

The Records Supervisor should ensure that this policy is available to the public in written format as well as published to the department website (Utah Code 77-7a-105).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Bicycle Patrol Unit

424.1 PURPOSE AND SCOPE

The South Salt Lake Police Department has established the Bicycle Patrol Unit (BPU) for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas. The quiet operation of the bicycles also can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

424.2 POLICY

Patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control or special events. The use of the patrol bicycle will emphasize officers mobility and visibility to the community.

Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the Bicycle Patrol Unit supervisor or the Watch Commander.

424.3 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, and meet the standards set forth in Policy 1028.2 and 1028.2.1 shall submit an assignment request form to their appropriate Division Commander. A copy will be forwarded to the BPU supervisor. Qualified applicants will then be invited to an oral interview. The oral board will consist of the BPU supervisor and a second person to be selected by the BPU supervisor. Interested personnel shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance.

(b) Special skills or training as it pertains to the assignment.

(c) Good physical condition.

(d) Willingness to perform duties using the bicycle as a mode of transportation.

424.3.1 BICYCLE PATROL UNIT SUPERVISOR

The Bicycle Patrol Unit supervisor will be selected from the rank of sergeant by the Division Commanders or designee.

The Bicycle Patrol Unit supervisor shall have responsibility for the following:

(a) Organizing bicycle patrol training.

(b) Inspecting and maintaining inventory of patrol bicycles and program equipment.

(c) Scheduling maintenance and repairs.

(d) Evaluating performance of bicycle officers.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(e) Coordinating activities with the Patrol Division.

(f) Other activities as required to maintain the efficient operation of the Bicycle Patrol Unit.

424.3.2 SCHEDULING

The bike patrol program will run from May 1st through September 30th, weather permitting. Scheduling will be governed and authorized by the team leader on a monthly basis. The schedule will be posted and shifts will be available on a sign up basis. Officers will be encouraged, but not required to ride their bikes while on duty for regular patrol duties. Riding during the shift will be based on shift coverage and with the approval of the shift sergeant.

424.3.3 PERFORMANCE

(a) Performance and pro-activity are a must for the bike patrol unit.

1. At all times there will be a standard of minimum activity established.
2. This standard may change from year to year based on the needs of the bike patrol unit, the patrol division as well as the agency as a whole.
3. The standard(s) for the year will be addressed and outlined in the annual training and meetings.

(b) Any Bike Patrol officer who does not ride the required number of hours per month, will be removed from the bike patrol unit.

1. All members of the Bike Unit will be required to meet the performance standards established by the unit supervisor.
2. Special assignments as described in Section 454.7.1 do not count toward time required to ride.

424.4 TRAINING

(a) All bike patrol officers are required to receive training annually. In addition, all bike patrol officers will be required to attend, and successfully complete a department or P.O.S.T. sponsored Basic Bike Patrol training class.

1. Annual training will consist of at a minimum:
   (a) Physical fitness.
   (b) Bike Safety.
   (c) Community relations.
   (d) Maintenance.

(b) Any officer in good standing with the department that has completed a bike patrol training class is authorized to participate in the bike patrol program.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Bicycle patrol officers will be required to qualify with their duty firearm while wearing bicycle safety equipment including the helmet and riding gloves.

424.5 UNIFORMS AND EQUIPMENT

Officers shall wear the Department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes Department-approved helmet, riding gloves, protective eyewear and approved footwear.

The bicycle patrol unit uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt with Department badge and patches and department-approved bicycle patrol pants or shorts.

Optional equipment includes a radio head set and microphone. In colder weather a jacket may be worn. Turtleneck shirts or sweaters are permitted when worn under the uniform shirt.

Bicycle patrol officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

424.6 CARE AND USE OF PATROL BICYCLES

(a) Officers will be assigned a specially marked and equipped patrol bicycle, attached gear bag, three batteries and a charger.

(b) Bicycles utilized for uniformed bicycle patrol shall be primarily black or white with a Police decal affixed to each side of the crossbar or the bike's saddlebag. Every such bicycle shall be equipped with front and rear reflectors, front lights and a siren/horn satisfying the requirements of Utah Code 41-6a-1114.

(c) Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls, including report writing, vehicle storage and citations.

(d) Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to ensure proper working order of the equipment. Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

(e) If a needed repair is beyond the ability of the bicycle officer, a repair work order will be completed and forwarded to the program supervisor for repair by an approved technician.

(f) Each bicycle will have scheduled maintenance twice yearly to be performed by a Department-approved repair shop/technician.

(g) At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(h) Electric patrol bicycle batteries shall be rotated on the assigned charger at the end of each tour of duty. During prolonged periods of non-use, each officer assigned an electric bicycle shall periodically rotate the batteries on the respective charges to increase battery life.

(i) Officers shall not modify the patrol bicycle, remove, modify or add components except with the expressed approval of the bicycle supervisor or in the event of an emergency.

(j) Bicycles shall be properly secured when not in the officer's immediate possession.

424.7 OFFICER RESPONSIBILITY

Officers must operate the bicycle in compliance with the Utah Code under normal operation. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.

Officers are exempt from the rules of the road under the following conditions:

(a) In response to an emergency call.

(b) While engaged in rescue operations.

(c) In the immediate pursuit of an actual or suspected violator of the law.

424.7.1 ACTIVITIES

(a) In addition to the bike patrol pro-activity standards, bike patrol officers will be required to attend many of the local celebrations and activities. Officers involved in other specialty units may be excused at the discretion of the team leader and sergeant. These activities include but are not limited to:

1. Fourth of July celebration and fireworks.
2. Bike decorating.
3. Bike Rodeos.
4. Special Olympics Torch Run.
5. National Night Out Against Crime.
6. Community Night Out.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Foot Pursuits

425.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

425.2 POLICY

It is the policy of the department that officers, when deciding to initiate or continue a foot pursuit, must continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

425.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion of the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.

(d) Thermal imaging or other sensing technology.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(e) Air support.

(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

425.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with Dispatch or with backup officers.

(h) The suspect enters a building, structure, confined space, wooded or otherwise isolated area and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the pursuit and coordinate containment, pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm or other essential equipment.

(l) The officer or a third party is injured during the pursuit, requiring immediate assistance and there are no other emergency personnel able to render assistance.

(m) The suspect’s location is no longer known.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time and it reasonably appears that there is no immediate threat to department personnel or the public if the suspect is not immediately apprehended.

(o) The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness, or other conditions.

425.5 RESPONSIBILITIES IN FOOT PURSUITS

425.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances any officer unable to promptly and effectively broadcast this information should terminate the pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify communications with his/her location, the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect) and direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

425.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit all other officers should minimize non-essential radio traffic in order to permit the involved officers maximum access to the radio frequency.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

425.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information necessary to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit at any time he/she concludes that the danger to pursuing officers or the public outweighs the objective of immediate apprehension of the suspect.

Upon the apprehension of the suspect the supervisor shall promptly proceed to the termination point to direct the post-pursuit activity.

425.5.4 DISPATCH RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved officers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the foot pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Watch Commander as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

425.6 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at minimum:

(a) Date and time of the foot pursuit.

(b) Initial reason and circumstances surrounding the foot pursuit.

(c) Course and approximate distance of the foot pursuit.

(d) Alleged offenses.

(e) Involved vehicles and officers.

(f) Whether a suspect was apprehended as well as the means and methods used.

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

In any case in which a suspect is not apprehended and there is insufficient information to warrant further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Burglary/Intrusion Alarm Response

426.1 PURPOSE AND SCOPE

While burglary/intrusion alarms are often false, it is still incumbent on officers to respond. However, due to the low frequency of these types of alarms being legitimate, the response priority should be low.

The general exception to this rule is when there is additional information related to the alarm that would increases its response priority e.g. independent witnesses reporting a burglary/intrusion, a security patrol that reports suspicious activity or confirms a burglary/intrusion.

In these and similar types of situations the response priority would be elevated based on the specific information provided. Regardless of a burglary/intrusion alarms low priority, all alarms should be responded to and investigated as call volume allows.

426.1.1 PROCEDURES

(a) Regardless whether a responsible party or security is responding to an alarm, once VECC has been notified of an alarm Dispatch (VECC) will place the call on the call screen as a priority 3 for the next available officer.

(b) If, prior to the alarm being dispatched or when the alarm is initially reported, it is determined that a responsible party or security officer has responded and determined there is a problem, the call priority will be raised based on the circumstances reported.

(c) Once an officer(s) has arrived on scene, made a visual inspection of the location, and determined the alarm appears to be false, the officer may clear the call.

1. If a responsible party is also responding the officer may wait for the responsible party to arrive or, with the supervisors permission may clear the alarm.
2. Officers will, if requested, escort the responsible party when "clearing" the location.
3. It will be the on-duty supervisor's responsibility, based on current call volume and staffing levels, to determine how long the officers may wait for a responsible party to arrive.

(d) Issues regarding alarm users or alarm central stations will be directed to the on duty patrol sergeant. In the event that the problem/issue cannot be resolved, the issue will be forwarded up the chain of command.

(e) Excessive false alarms

1. In the event a sergeant or officer becomes aware of an excessive alarm (more than three in a one-month period) at a location, further steps should be taken:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) It will be the respective sergeant's responsibility to research the number of false alarms at a location, as well as the reason(s) identified for the false alarms.

(b) If the location is a business, the information should be forwarded to "Business Watch" Crime Prevention Officer for follow-up with that business.

(c) If the location is residential, the information will be forwarded to the "Neighborhood Watch" Crime Prevention Officer for follow up.

(f) Reporting

(a) Reports related to alarms where a criminal act has occurred must be submitted in accordance with South Salt Lake Police Department Policy, GO1304.

(b) When completing a report where officers have been requested at the scene subsequent to burglar/intrusion alarm activation and a crime has occurred, officers are required to enter "ALARM" in the circumstance code of the report so accurate statistical data can be gathered.

(c) Officers who respond on robbery, duress or panic alarms that are determined to be false are required to provide the following information to the dispatch notes: the name of the person activating the alarm and a brief statement of the circumstance surrounding the false activation.

(d) Officers who respond to a robbery, duress or panic alarm where it is determined that a criminal act has occurred will add "ALARM" to the circumstance code of the report so accurate statistical data can be gathered.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Juvenile Offenders, Contact, Interviews, Interrogation

427.1 PURPOSE AND SCOPE

Contacts with juveniles, in both criminal and non-criminal situations, make up a significant portion of the contacts between the police department and public. Because of this, responsibility for juvenile operations cannot be relegated to a single unit or small group of persons within the police department. Each patrol officer and investigator is accountable for the proper handling of issues related to juveniles within the framework of UCA 62A-4a-201, UCA 62A-4a-202.1 and UCA 78-3a-113.

427.1.1 SCHOOL BASED PROGRAMS

The South Salt Lake City Police Department is committed to the development and maintenance of program to prevent and control juvenile delinquency; such programs include but are not limited to:

(a) Drug Abuse Resistance Education (DARE).

(b) School Resource Officers.

(c) GREAT (Gang Resistance Education and Training).

427.1.2 JUVENILE OFFENDER CONTACT

(a) When dealing with juvenile offenders, officers of this department will use the least coercive among reasonable alternatives, consistent with preserving order, public safety, and individual liberty. The usual alternatives are:

1. Release on summons for violations of non-felony state traffic laws, fish and game laws, parks and recreation laws or regulations, or municipal ordinances, the penalty for which does include incarceration.

2. Outright release, normally including a verbal warning and may include meeting with parents or guardians, without further action.

3. Temporary custody pursuant to UCA 78-3a-113, with the release to the care of parent or other responsible adult.

4. Release on Summons/Citation.

   (a) Juveniles who are charged with traffic, violations or other misdemeanor infractions will normally be released on issuance of a citation in lieu of custodial arrest in accordance with UCA 78-3a-503

5. Arrest for DUI and reckless driving will normally coincide with booking. When evidence gathering is complete and the threat of continuing jeopardy is removed, juveniles may be released on citation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(a) Parents or guardians are to be notified and present if practical, in these circumstances.

(b) In all cases, the arresting officer will notify parents/guardians as soon as possible.

(b) When a juvenile fails to sign the traffic infraction, he/she shall be handled in accordance with department policy relating to failure to sign.

427.1.3 JUVENILES IN CUSTODY

(a) The South Salt Lake City Police Department, in addition to handling juvenile offenders, handles juveniles in crisis (non-criminal). It is the policy of the department to handle these individuals in a manner that establishes trust between the individual and the system, with the primary goal being the protection of the juvenile. Juveniles in crisis will be handled according to the appropriate state statutes and juvenile court rules when taken into custody.

(b) Status Offender - Cases are governed by UCA 78-3a-117.

1. The South Salt Lake City Police Department will, on notification of a runaway, complete a full report.

(a) A copy of the completed approved case will be routed to the investigations supervisor, who will assign the case to an officer if the runaway is still at large.

(b) A follow-up investigation will be conducted on each runaway case in logical progression and as soon as practical.

2. "Child At Risk" cases are also governed by UCA 78-3A-113.

(a) The South Salt Lake City Police Department will investigate all cases of child abuse or neglect occurring within the city limits.

(b) The South Salt Lake City Police Department has a duty by law to notify the Utah State Division of Family Service of all cases of child abuse and / or neglect. This notification shall be made as soon as practical.

(c) In accordance with Utah State statute, the reporting officer will, when he/she believes a child(ren) are in continuing jeopardy, immediately involve the Division of Family Services before any child is taken into protective custody.

(d) It is the responsibility of the Division of Family Services to facilitate the placement of the child or children into shelter care.

(e) UCA 78-3a-113 has very specific requirements and prohibitions for the removal of children from the custody or parents or guardians.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(f) Division of Family Services workers should be actively involved in the removal of any child from their parents or guardian.

(g) All reported incidents require a written report.

1. A copy of each case will be routed to the investigations section that will coordinate or complete follow-up if necessary.

2. It is the responsibility of the investigator assigned the case to ensure that proper notification has been made to the Utah State Division of Family Services.

3. Mental illness

(a) South Salt Lake City police officers occasionally deal with youths who, without being involved in criminal conduct, are a danger to themselves or others due to their mental state.

(b) The department's purpose is to assist in providing immediate professional outreach resources to these individuals.

(c) In cases where outreach resources are unavailable and the juvenile is suicidal, officers shall take the juvenile into custody in accordance with UCA 78-3a-113.

427.1.4 TAKING JUVENILES INTO CUSTODY

(a) The following procedures will be adhered to when taking juveniles into custody (except on school grounds):

1. When arresting a juvenile, the arresting officer should (when practical) immediately advise the juvenile of the offense committed.

2. Prior to conducting an interview, the juvenile should be advised of his/her constitutional rights to include the potential of adult prosecution if the juvenile court declines jurisdiction.

(a) If the juvenile is under 14 years of age, his/her parent/guardian must also be advised of Miranda.

3. When available, or as soon as possible after the arrest, the parents/guardian will be notified of the arrest by the arresting officer, or the next shift supervisor, if required.

4. Use of detention rooms for juveniles being detained, refer to South Salt Lake Police Department Policy and Procedure.

427.1.5 INTERVIEW / INTERROGATIONS OF JUVENILES

(a) Interrogations of juveniles shall be conducted as follows:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Juvenile Offenders, Contact, Interviews, Interrogation

1. A juvenile under the age of 14 shall have parental, guardian, or attorney contact prior to the interview.
   (a) A minor under 14 years of age may not waive such rights outside of the presence of the minor's parent, guardian or custodian.
2. A juvenile 14 years of age or older, is presumed capable of knowingly and voluntarily waiving their rights without the benefit of a parent, guardian, or legal custodian present during questioning. Utah Rules of Juvenile Procedure 27A (2).
   (a) A juvenile 14 years of age and older is presumed capable of intelligently comprehending and waiving the minor's right to counsel, and may do so where the court finds such waiver to be knowing and voluntary, whether the minor's parent, guardian or custodian is present.
3. Not more than three officers will be directly involved in an interrogation at any time.
   (a) The mere presence of three or more officers in a field situation is not prohibited, but when practical, the number of officers should not exceed the number necessary to control the situation at hand.
4. Interrogations should not last longer than is necessary to gain adequate information on the matter of concern.
5. In no case, should an interrogation last longer than three hours without supervisory approval.
6. In such a case, the supervisor should assess the matter with the following factors considered before permitting continuance:
   (a) Age of juvenile.
   (b) Location of interview.
   (c) Maturity level of juvenile.
   (d) Gravity of offense.
   (e) Juvenile should be allowed breaks for personal necessities.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Automated License Plate Readers (ALPRs)

428.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of the automated license plate reader (ALPR) technology (Utah Code 41-6a-2003).

428.2 ADMINISTRATION

The ALPR technology, also known as license plate recognition (LPR), allows for the automated detection of license plates. It is used by the South Salt Lake Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Administration Division Commander. The Administration Division Commander will assign personnel under the Administration Division Commander's command to administer the day-to-day operation of the ALPR equipment and data.

428.2.1 SPECIAL USE PERMITS

The Administration Division Commander or the authorized designee shall obtain required special use permits before installation of stationary ALPR equipment when applicable (Utah Code 41-6a-2003; Utah Code 72-1-212).

428.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. [Department/Office] personnel shall not use or allow others to use the equipment or database records for any unauthorized purpose.

(a) An ALPR shall only be used for official and legitimate law enforcement business (Utah Code 41-6a-2003).

(b) An ALPR may be used in conjunction with any routine patrol operation or official investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings, and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this [department/office] shall operate ALPR equipment or access ALPR data without first completing [department/office]-approved training.

(e) If practicable, the officer should verify an ALPR response through the appropriate law enforcement database before taking enforcement action that is based solely upon an ALPR alert.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(f) No ALPR operator may access confidential [department/office], state, or federal data unless otherwise authorized to do so.

428.3.1 LIMITATIONS ON USE

ALPR data shall only be used for the following official law enforcement business (Utah Code 41-6a-2003):

(a) As part of an active criminal investigation

(b) To apprehend an individual with an outstanding warrant

(c) To locate a missing or endangered person

(d) To locate a stolen vehicle

428.4 DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the South Salt Lake Police Department and because such data may contain confidential information, it is not open to public review. ALPR information gathered and retained by this [department/office] may be used and shared with prosecutors or others only as permitted by law (Utah Code 41-6a-2004).

The Administration Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with [department/office] procedures.

The Administration Division Commander or the authorized designee shall take steps to have all ALPR data that is not reasonably related to official law enforcement business purged in an unrecoverable manner as soon as practicable. In no event shall this data be maintained longer than nine months unless it is subject to a warrant, preservation request, or disclosure order (Utah Code 41-6a-2004). Data that will not be purged should be downloaded from the server onto portable media and booked into evidence.

428.4.1 NON-GOVERNMENTAL AGENCY ALPR

ALPR data captured by a non-governmental agency device may only be obtained pursuant to a warrant or a court order (Utah Code 41-6a-2005).

428.5 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The South Salt Lake Police Department will observe the following safeguards regarding access to and use of stored data:

(a) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or [department/office]-related civil or administrative action.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) The number of ALPR data searches conducted by members as well as the crime type and incident numbers associated with each search shall be recorded and preserved for at least five years (Utah Code 41-6a-2005).

(d) ALPR system audits should be conducted on a regular basis.

428.6 POLICY

The policy of the South Salt Lake Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this [department/office]. Because such data may contain confidential information, it is not open to public review.

428.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

(a) The agency makes a written request for the ALPR data that includes:

1. The name of the agency.
2. The name of the person requesting.
3. The intended purpose of obtaining the information.

(b) The request is reviewed by the Administration Division Commander or the authorized designee and approved before the request is fulfilled.

(c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

428.8 PUBLIC ACCESS

This policy and any special use permits obtained for stationary ALPRs shall be published on the City website or on the Utah Public Notice Website if the [Department/Office] does not have access to a City website (Utah Code 41-6a-2003; Utah Code 72-1-212).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Unusual Occurrence and Planning and Review

429.1 TABLE OF CONTENTS

Unusual Occurrence Planning Functions included in this policy:

- Policy
- Mobile Incident Command Center
- Emergency Operations Plan Review
- Agency Mobilization Plan
- Stand-by Notification Procedures
- Agency Mobilization Plan Provisions
- Special Events Operations

429.1.1 POLICY

The South Salt Lake City Fire Department is responsible for overall emergency services planning for South Salt Lake City. The Fire Chief has appointed a team to develop and maintain the plan.

Within the police department, the Chief of Police or his/her designee is responsible for the maintenance of the law enforcement aspects of the plan, and to ensure that unusual occurrence planning unique to the police department, is developed and maintained.

429.1.2 MOBILE INCIDENT COMMAND CENTER (M.I.C.C.)

(a) The following sections establish procedures for the deployment and maintenance of the South Salt Lake City Mobile Incident Command Center.

(b) Definitions

1. The Mobile Incident Command Center will be referred to as the M.I.C.C.
2. M.I.C.C. Deployment Team refers to a group of trained individuals from police and fire that are trained in the deployment and operations of the M.I.C.C.

(c) Maintenance and Care Procedures

1. Regular maintenance and inspection of the M.I.C.C. will fall under the responsibility of the South Salt Lake City Fleet Department.
2. Care and routine cleaning of the M.I.C.C. is a joint responsibility of the police and fire department. Assigned members from each department will be assigned to the M.I.C.C.
3. Police and fire will ensure that the M.I.C.C. is cleaned and fueled after each deployment.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

4. Equipment repairs or alterations to the M.I.C.C. will be approved by the Chief of Police, Chief of Fire, or their designees.

(d) Deployment

1. Police Operations.
2. Fire Operations.
3. City Events.
4. Any incident approved by the Mayor, Police Chief, Fire Chief or designees.

(e) Deployment Authorization

1. Police Operational Needs
   (a) Deployment of the M.I.C.C. will be approved by a Commander or above.
2. Fire Operational Needs
   (a) Deployment of the M.I.C.C. will be approved by a Battalion Chief or above.
3. The South Salt Lake City Mayor or designee may approve the deployment of the M.I.C.C. as needed.

(f) M.I.C.C. Deployment Team

(a) Only trained members of the M.I.C.C. Team are authorized to mobilize the M.I.C.C. with authorized approval for deployment.

(b) All members of the M.I.C.C. Team will receive training in the operations, maneuvering, care and safety of the M.I.C.C.

(c) M.I.C.C. Team members will be on-call for after hour deployment. On-call compensation will be provided to each team member.

(g) Operating Procedures

(a) M.I.C.C. Team members will wear a high visibility vest when operating in or around traffic.

(b) Team members will have knowledge of the overall height clearance of the M.I.C.C. and shall be familiar with all possible route obstructions prior to mobilization. Height familiarization of low hanging utility lines and bridges shall always be a priority. Under no circumstance should the M.I.C.C. be parked directly under a bridge or utility lines.

(c) Approved high visibility traffic cones will be placed at all four corners of the M.I.C.C. whenever stationary during a mobilization.

(d) Team members will chock a minimum of two (2) tires of the M.I.C.C. when in a stationary position during mobilization, or extended periods of parking.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(e) Team members will position the M.I.C.C. for curb side access whenever possible.

(f) Team members should position the M.I.C.C. in a location of maximum visibility during mobilization. The M.I.C.C. should be easily recognized and located during incidents. The M.I.C.C. should not be placed in a position that would restrict the movement of additional apparatus to the scene.

(g) Team members will not attempt to maneuver or back the M.I.C.C. without a minimum of two spotters. Spotters shall be placed at the right front of the vehicle and to the left rear of the vehicle whenever backing the M.I.C.C.

(h) Confidentiality

(a) M.I.C.C. Team Members are prohibited from divulging information gleaned from any incident or deployment operations of the M.I.C.C.

429.1.3 EMERGENCY OPERATIONS PLAN REVIEW

The division commanders should review the effectiveness and viability of the current emergency operations plan, on an as-needed basis. Such a review may entail a mock situation occurrence, for purposes of evaluating, improving or updating the plans. Copies of the emergency operations plan are available to any department employee via the computer network and as designated by the Chief of Police.

429.1.4 AGENCY MOBILIZATION PLAN

(a) Normally, an incident requiring the mobilization of all Department personnel, or a majority of them, can be planned ahead of time.

1. If an incident or event is one for which plans have already been developed and have taken into account the provisions listed, the Department's mobilization plan may not need to be activated or implemented.

2. However, there are some instances that happen spontaneously and escalate rapidly, or are massive and complex in nature, which may require the implementation of the Department's "Mobilization Plan".

(b) If a situation or event occurs that immediately requires additional personnel to respond back to the City, the on-duty Sergeant or Watch Commander will contact the Division Commanders without delay to advise him/her of the situation.

1. The Division Commanders will notify the Chief of Police or his/her designee as soon as practical.

2. The Chief of Police will determine if notification of the Mayor and/or the other members on the City's Disaster Notification List is appropriate.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(c) If the Chief of Police orders the implementation of the mobilization plan, it will be accomplished systematically, and at the following alert stages:

1. Level I:

    (a) Level I consists of placing Department members on stand-by.

    (b) The Division Commanders or his/her designee will notify all other appropriate personnel of the situation, and that they officially on "stand-by".

        1. The Division Commanders or his/her designee will notify personnel under his/her command of the "stand-by".

        2. The Department's mobilization plan will also address Communications:

            (a) All participating officers will have access to communications, either by portable transceiver or mobile transceiver, or both.

            (b) When personnel are place on "stand-by" they will be advised of the radio channel being used for the incident/event.

2. Level II:

    (a) Level II consists of certain members of the Department responding and staging.

        1. At this level, all Patrol Division personnel and the Division Commanders will be notified to respond to the station or designated staging area, as directed by the Chief of Police.

    (b) The Chief of Police or his/her designee will:

        1. Oversee all Department activities.

        2. Assume command of all Department personnel.

        3. Assume command of the scene, pursuant to the provisions of the Memorandum of Understanding.

    (c) The Division Commanders will:

        1. Brief personnel under his/her command of the situation.

        2. Ensure that personnel under his/her command are suitably and appropriately equipped and attired for the situation.

        3. Prepare to deploy his/her personnel as directed by the Chief of Police.

    (d) The Division Commanders, unless otherwise directed by the Chief of Police, will assume command of the staging area.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

3. Level III
    (a) Level III consists of all other members of the Department being notified to respond to the staging area for briefing by the Division Commanders.

429.1.5 STANDBY NOTIFICATION PROCEDURES

(a) When officers are placed on stand-by, they will be:
    1. Called at home (if they are not on-duty). If no answer,
    2. Called on their cellular phones. If no response,
    3. VECC will be requested to try the officer on all radio channels.
    4. If radio communications are inoperable, the incident commander or his/her designee will try to personally contact the officer.
    5. All officers placed on "stand-by" will check their sources of communication (portable and mobile) immediately to ensure efficient operation.

(b) Primary and Alternate Assembly Areas:
    1. When officers are notified they are on "stand-by", they will also be advised of the primary staging area and any alternate staging area as well as the most appropriate and tactically sound way to approach the staging area.
    2. Officers responding to the designated staging area will be advised of and provided with the anticipated equipment needed, by the respective Division Commander or his/her designee.
    3. The creation and activation of special task forces to accomplish specific tasks or assignments will be done at the direction of the Chief of Police.
        (a) Personnel assigned to a task force will be deployed based upon criteria include, but not limited to:
            1. The officer's level of expertise, education, and/or training in a given area.
            2. Demonstrated proficiency with the equipment that the task force will utilize.
            3. The availability of the officer.
    4. Aside from the duties and responsibilities to be performed by the Chief of Police, Division Commanders, the Chief of Police will designate key personnel, with respect to such positions as a media liaison representative, and any other position the Chief of Police deems necessary.
    5. Transportation - in the interest of time, the Chief of Police or Division Commander(s) or Patrol Watch Commander, may authorize personnel who are

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

already on-duty to pick-up employees who live near the City and who have been notified to respond to the staging area.

6. Management Control Measures - The Chief of Police or his/her designee will be responsible for all Department activities and personnel.

   (a) Sergeants, Watch Commanders, Division Commanders, and the Chief of Police will be updated by those they supervise to ensure that tasks assigned have been performed.

   (b) The Chief of Police will ensure that the City Mayor and/or other elected officials are notified, if necessary.

(c) Rehearsals of the mobilization plan will be as directed by the Chief of Police or his/her designee.

   1. For authenticity, such rehearsals may involve Fire/Rescue, other City Offices, etc.

429.1.6 AGENCY MOBILIZATION PLAN PROVISIONS

(a) The alert stages for the mobilization plan are identified in 463.1.4 above.

(b) The procedures for notification of personnel during any emergency operation are identified in 463.1.5.

(c) Primary and alternate assembly areas:

   1. The selection of an assembly area or incident command post will be the responsibility of the shift supervisor responding to the scene. Considerations should include:

      (a) Adequate size, to include parking for multiple support units, shelter for evacuees, etc.

      (b) Availability of telephone communications.

      (c) Security considerations - is the area safe, but reasonable distance from the scene?

         1. The possibilities for incident command post sites include schools, churches, and office building.

         2. The size of the operation will dictate, in addition to the aforementioned tactical considerations, the size of an incident command post/assembly area.

(d) Equipment specific to each emergency operation may be available, distributed, or already in the control of officers.

(e) SWAT

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1. The SWAT team will be pre-notified and should be called out on the following types of incidents, unless special circumstances dictate otherwise:
   (a) Barricaded suspects.
   (b) Hostage situations.
   (c) High-risk search warrants.
   (d) Other known high-risk situations.
   (e) Other incidents deemed necessary by the Chief of Police.
2. The SWAT team will be subject to call-out regarding mutual aid requests made by outside agencies. The SWAT team call-out protocol is as follows:
   (a) The SWAT Commander will approve all SWAT team call-outs.
   (b) The SWAT Commander will brief the Chief of Police or his/her designee as soon as practical after approving the call-out.
   (c) The incident commander will contact the tactical commander and/or the SWAT team leader.
   (d) The incident commander may confer with the Chief of Police and/or his/her designee if necessary.

(f) The SWAT team leader or designee will be responsible for mobilizing the tactical team members.

(g) Additional Policies and Procedures governing the use of SWAT is contained in Chapter 4. Police 408, SWAT.

(a) Key Personnel Designations - The highest-ranking officer/supervisor at an incident will be considered the incident commander until the arrival of the on-call commander, who may then take the position of incident commander.

1. The incident commander will work closely with the hostage negotiator and/or SWAT team leader to coordinate a resolution to the incident.
2. The incident commander will be responsible for the coordination of all other personnel, agencies, departments, etc. who may be called out to the incident.
3. The number of officers involved as well as the anticipated number of evacuees, will generally dictate transportation requirements.
   (a) While there is generally sufficient transportation available to handle our own units, it may be necessary to secure the use of the parks department's or public works' vehicles.
   (b) Mass evacuations may involve school buses or public transportation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) Management Control Measures - The designated "Civil Defense Liaison Officer" for South Salt Lake City is the South Salt Lake City Fire Chief.

(a) The Deputy Chief of Police will coordinate with the Fire Chief at least annually to evaluate and implement any modifications to the department civil disorder/ disaster plan, to ensure that civil defense resources will be effectively utilized.

(c) Rehearsals - The department may use an emergency operation incident rehearsal to educate employees on the proper procedures and protocol for major incidents.

429.1.7 SPECIAL EVENT OPERATIONS

(a) The Division Commander, will at his/her discretion, designate a specific supervisor to oversee the handling and coordination of any special event.

1. The supervisor will coordinate any requests of South Salt Lake City or outside agency assistance.

2. The supervisor coordinating the event will provide the Division Commanders with:

(a) Written estimate of traffic, including a contingency plan for traffic diversion and control.

(b) Written estimate of crowd size and control plan.

(c) Written estimate of crime problems expected at any given event.

(d) Written list of logistical requirements.

3. The supervisor will provide the Division Commanders with an estimate of the kind of resources needed to handle the event, including:

(a) The staffing needs, including any special operations personnel (sworn and non-sworn).

(b) All equipment needs (barricades, street cones, vehicles, etc.)

(c) All communication needs (between several agencies or departments, etc.)

(d) The need for centralized controls (command post other than the police department.)

(e) The estimated need for aid and medical services (to be coordinated with the fire department.)

(f) Liaison needs or problems (coordination with other departments or agencies.)

(g) A general deployment plan

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

4. The supervisor will be responsible for the operational supervision of such events when assigned and will generally be on-site to supervise those officers assigned for such events.
5. The Supervisor will be required to submit an after-event report to the affected Division Commander for debriefing and/or critique.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Homeless Persons

430.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The South Salt Lake Police Department recognizes that members of the homeless community are often in need of special protection and services. The South Salt Lake Police Department will address these needs in balance with the overall missions of this department. Therefore, officers will consider the following when serving the homeless community.

430.1.1 POLICY

It is the policy of the South Salt Lake Police Department to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

430.2 HOMELESS COMMUNITY LIAISON

The Chief of Police will designate a member of this department to act as the Homeless Liaison Officer. The responsibilities of the Homeless Liaison Officer include the following:

(a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.

(b) Meet with Social Services and representatives of other organizations that render assistance to the homeless.

(c) Maintain a list of those areas within and near this jurisdiction that are used as frequent homeless encampments.

(d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include the following:

1. Proper posting of notices of trespass and clean-up operations.
2. Proper retention of property after clean-up, to include procedures for owners to reclaim their property in accordance with the Property and Evidence Policy and other established procedures.

(e) Be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.

(f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

430.3 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

430.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

(a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.

(b) Document places the homeless person may frequent.

(c) Provide homeless victims with victim/witness resources when appropriate.

(d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.

(e) Consider whether the person may be a dependent adult or elder and if so proceed in accordance with the Adult Abuse Policy.

(f) Arrange for transportation for investigation related matters, such as medical exams and court appearances.

(g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.

430.4 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested, or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the department Homeless Liaison Officer. When practicable, requests by the public for clean-up operations of a homeless encampment should be referred to the Homeless Liaison Officer.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the department Homeless Liaison Officer if such property appears to involve a trespass, blight to the community or is the subject of a complaint. It will be the responsibility of the Homeless Liaison Officer to address the matter in a timely fashion.

430.5 MENTAL ILLNESSES AND MENTAL IMPAIRMENTS

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention (see the Civil Commitments Policy).

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

430.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Legal Process Service and Civil Standby's

431.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure sufficiency of information, accuracy, timeliness, accessibility, and fiscal responsibility in the delivery of legal process services not functional responsibility. Responsibilities shall be shared throughout the police department, and all affected Federal, State, and City criminal justice components.

431.1.1 LEGAL PROCESS SERVICE

(a) Members of the South Salt Lake Police Department shall (when applicable) comply with the following guidelines:

1. Records - Ensure that information regarding each item of legal process, civil and/or criminal, is recorded, and included the following elements:
    - (a) Date and Time Received.
    - (b) Type of legal Process, civil or criminal.
    - (c) Nature of Document.
    - (d) Source of document.
    - (e) Name of plaintiff/complaint or name of defendant/respondent.
    - (f) Officer assigned for service.
    - (g) Date of assignment.
    - (h) Court docket number.
    - (i) Date service is due.
2. A record on the execution of attempted service of legal process documents is maintained and includes:
    - (a) Date and time service was executed/attempted.
    - (b) Name of Officer(s) executing/attempting service.
    - (c) Name of person on whom legal process was served/executed.
    - (d) Method of service/reason for non-service.
    - (e) Address of service/attempt.

431.1.2 SERVICE OF CIVIL PROCESS - PROTECTIVE ORDER SERVICE

The South Salt Lake City Police Department officers may serve Ex Parte Protective Orders and Non-expiring Protective Orders in emergency cases. The person being served must be named as a defendant in the order.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

431.1.3 SERVICE OF CIVIL PROCESS - PROCEDURES

(a) The officer may take the victim/plaintiff's service-stamped copy of the Ex Parte Protective Order, Summons and Complaint, or Non-Expiring Protective Order and serve it on the defendant, after identifying the defendant.

1. The defendant must receive a copy of all documents, except the Proof of Service.
2. Before giving the Ex Parte Protective Order, Summons and Complaint, or Non-expiring Protective Order to the defendant, the officer must complete the service-stamped information requested on the top right-hand corner of the document.
3. The officer should also provide the requested service-stamped information on the copy left with the victim, along with one of his/her business cards.
    (a) If the defendant violates the Order before the Salt Lake County Sheriff's Office or Third District Court receives the Proof of Service, the responding officer will be able to confirm that the Order has been served.

(b) The officer must then complete a Proof of Service form, including the Court heading and case number, names of the defendant and plaintiff.

(a) The officer should mark the documents "served", and notify the VECC dispatcher of the service in order to alert any officers who may respond to the same location at a later time.

(b) The officer should retain a copy of the Ex Parte Protective Order, Summons and Complaint, or Non-expiring Protective Order, and the Proof of Service.

(c) The officer will then either FAX the information, or give the information and paperwork to his/her supervisor, to be routed to the day shift supervisor or the Records Department.

(c) A copy of the Proof of Service form should be faxed as soon as possible to the Salt Lake County Sheriff's Office Civil Division at (801) 535-5805.

(a) A blank Proof of Service may have been attached to the copy of the Order for the officer's use.

(d) A copy of the Order and Proof of Service will be held by the Records Department for verification of entry and storage.

(a) The original Proof of Service will then be sent to the Salt Lake County Sheriff's Office, Court Service Division, or as directed on documents.

431.1.4 CIVIL MATTERS - CIVIL STANDBY'S

The role of any police officer in a civil problem or dispute is a non-biased "Keep the Peace" posture. Any action on behalf of one party over the other needs to be at the direction of the court and after consulting the City or District Attorney's Office.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Officers are to "keep the peace", allowing both parties to resolve the issue. If that is not possible, both parties are to be separated. The possession of the property should remain status quo, and the parties advised to resolve the issue in the civil courts.

(b) Seizure of property and property ownership is the ultimate responsibility of the Civil Courts.

(c) Civil Court Orders or documents directed to any peace officer:

1. It is easy to misunderstand these documents and their validity or status.
2. It is our policy not to have officer's effect or serve process without direction from the City Attorney's Office.
3. The primary responsibility for service of civil process is with the Salt Lake County Sheriff's Office or Constables Office pursuant to UCA 17-22-2.

(d) Officers will follow all statutory and case law guidelines when executing criminal and civil processes.

(e) Officers of this department should not execute civil process except as defined by law in specific limited areas, such as emergency protective orders.

431.1.5 CRIMINAL PROCESS - WARRANTS

(a) South Salt Lake City Police Department officers may execute any criminal warrant (including the seizure of property) that is valid, but may only serve civil protective orders in emergency cases.

(b) An officer may choose not to arrest at time of an incident, and have the City or District Attorney make a decision on having the court issue a summons, if charges are filed.

(c) When serving warrants outside South Salt Lake City's Police jurisdiction, the officer should first notify the appropriate jurisdiction of intended action.

1. If necessary, the officer should if needed request assistance from the appropriate agency, and in all cases, will notify them of anticipated difficulty.

(d) The department will attempt to execute arrest warrants issued pursuant to traffic and criminal investigations conducted by the department and all other valid arrest warrants brought to its attention.

431.1.6 PROPERTY OBTAINED VIA LEGAL PROCESS

(a) No property is obtained by this department, except by a valid search warrant process or by written permission by one having authority through the proper on-view seizure process, or other legally recognized procedure.

(b) Items seized by search warrant are processed per current case law, department policy, and court rulings.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. All property is to be listed by full description and serial numbers, if applicable.
2. All monies are accounted for by denominations and, if necessary, serial numbers.
    (a) The monies may be returned to the defendant, by receipt process if so ordered, or awarded to the city.
3. All items are noted on department evidence forms and processed per policy.

(c) Real property obtained by seizure may, after an appeal criterion is followed, be utilized or disposed of according to legal authority.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Removal of Patrons from Inn's or Motels

432.1 PURPOSE AND SCOPE

This policy is to address calls for service from innkeepers seeking to remove tenants who have breached their contract. While the law provides Rights to innkeepers, it does not provide a method for removing persons.

432.1.1 INN KEEPERS / MANAGER RESPONSIBILITIES

These incidents should be treated as civil matters until the officer determines:

1. The complainant is an employee of the establishment acting within the scope of his/her duties

2. There is a contract, or lack of dispute of fact regarding termination of tenancy

3. A good faith effort has been made by the complainant to resolve the matter civilly

432.1.2 POLICY

1. The officer engages in a Keep the Peace, ensuring no laws are broken as the innkeeper ejects the guest. If a guest or innkeeper escalates the situation into one involving assault or criminal mischief, the officer will take appropriate action. The officer should document the complaint and inform the guest of the innkeeper's right to eject him/her.

2. The officer will advise the tenant of his/her need to quit the premises or be subject to arrest for trespass. The officer may make a physical arrest; remove the tenant from the premises, then release on citation.

3. In determining a course of action an officer may consider factors, such as the age or health of the guest(s) to be ejected and if weather conditions will threaten the life or safety of the guest(s).

432.1.3 INNKEEPER'S RIGHTS -- LIABILITY -- PROHIBITION ON DISCRIMINATION. U.C.A. 29-2-103.

(1) An innkeeper may:

(a) refuse or deny accommodations, facilities, or privileges of a lodging establishment to any person who is:

(i) unwilling or unable to pay for the accommodations and services of the lodging establishment;

(ii) visibly intoxicated;

(iii) creating a public nuisance;

(iv) in the reasonable belief of the innkeeper, seeking accommodations for any unlawful purpose, including:

(A) the unlawful possession or use of controlled substances in violation of federal or state law; or

(B) use of the premises for the consumption of alcoholic beverages by any person under 21 years of age in violation of federal or state law; or

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(v) in the reasonable belief of the innkeeper, bringing in property that may be dangerous to other persons, including firearms or explosives;

(b) require a prospective guest prior to check-in to demonstrate the guest's ability to pay either in cash, by credit card, or with a validated check;

(c) require a parent or legal guardian of a minor to:

(i) promise in writing to pay all guest room costs, taxes, and charges incurred by the minor at a lodging establishment and any damages to the lodging establishment and its furnishings caused by the minor while a guest at the lodging establishment;

(ii) provide an innkeeper with a valid credit card number to cover potential charges and any potential damages to the lodging establishment and its furnishings caused by the minor; or

(iii) if a valid credit card is not an option, provide an innkeeper with:

(A) an advance cash payment to cover the guest room costs and taxes for the anticipated stay of the minor; and

(B) a deposit, not to exceed $500, towards the payment of any charges by the minor or any damages to the lodging establishment or its furnishings, which deposit shall be refunded to the extent not used to cover any damages as determined by the innkeeper following room inspection at check-out;

(d) require a guest to produce a valid driver's license, or other identification satisfactory to the innkeeper, containing a photograph and the name and address of the guest;

(e) if the guest is a minor, require a parent or guardian of the guest to register and produce the same identification required in Subsection (1)(d);

(f) limit the number of persons who may occupy a guest room in the lodging establishment;

(g) eject a person from a lodging establishment for any of the following reasons:

(i) nonpayment of the lodging establishment's charges for accommodations or services;

(ii) visible intoxication of the guest;

(iii) disorderly conduct of the guest resulting in a public nuisance; or

(iv) the innkeeper reasonably believes that the person has violated:

(A) this chapter or any federal, state, or local law or regulation relating to the lodging establishment; or

(B) any rule of the lodging establishment posted in a conspicuous place and manner in the lodging establishment.

(2) An innkeeper may not refuse or deny use of or eject a person from a lodging establishment's facilities or privileges based upon the person's race, creed, color, national origin, gender, disability, or marital status

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Civil Disputes

433.1 PURPOSE AND SCOPE

This policy provides members of the South Salt Lake Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Utah law.

433.2 POLICY

The South Salt Lake Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

433.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

433.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

433.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

433.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

433.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

433.6.1 LONG-TERM GUEST ISSUES

For disputes related to a long-term guest, as defined by Utah Code 76-6-206.4, who has received notice to vacate a residence by the primary occupant or other person with apparent authority to act for the primary occupant, officers must provide the guest with a reasonable time to collect personal belongings prior to escorting the individual from the residence (Utah Code 76-6-206.4).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Public Recording of Law Enforcement Activity

434.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

434.2 POLICY

The South Salt Lake Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

434.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the officers.
4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officer, him/herself or others.

(d) Recording the actions of an officer does not by itself constitute a crime of interference, willful resistance, disorderly conduct or obstruction of justice (Utah Code 76-8-305).

434.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

434.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

434.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

  1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

  1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

  2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Crisis Intervention Incidents

435.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

435.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

435.2 POLICY

The South Salt Lake Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

435.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness

(b) Threats of or attempted suicide

(c) Loss of memory

(d) Incoherence, disorientation or slow response

(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas

(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt

(g) Social withdrawal

(h) Manic or impulsive behavior, extreme agitation, lack of control

(i) Lack of fear

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

435.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police should designate an appropriate Division Commander to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

435.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

(e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

(k) If circumstances reasonably permit, consider and employ alternatives to force.

435.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

435.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.

(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

435.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Division Commander.

(f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

435.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

435.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Civil Commitments Policy.

435.10 NON-SWORN INTERACTION WITH PEOPLE IN CRISIS

Non-sworn members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person’s behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

435.11 EVALUATION

The Division Commander designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

435.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Medical Aid and Response

436.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

436.2 POLICY

It is the policy of the South Salt Lake Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

436.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Dispatch and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Dispatch with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex, and age, if known.
4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

436.4 TRANSPORTING ILL AND INJURED PERSONS

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries, or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes, or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

436.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with temporary custody pursuant to a civil commitment in accordance with the Civil Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

436.6 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

436.7 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

436.8 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The Patrol Division Commander should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

436.9 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member should use an AED only after the member has received appropriate training (Utah Code 26B-4-302).

436.9.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Coordinator who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact Dispatch as soon as possible and request response by EMS.

436.9.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

436.9.3 AED TRAINING AND MAINTENANCE

The Training Coordinator should ensure appropriate training, that includes training in CPR and AED use, is provided to members authorized to use an AED (Utah Code 26B-4-307).

The Training Coordinator is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule.

436.10 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Members may administer opioid overdose medication in accordance with protocol specified by the health care provider who prescribed the overdose medication for use by the member. With approval of the on-duty supervisor, members may also provide the opioid overdose medication to a person who is experiencing an opiate-related drug overdose event or to a family member, friend, or other individual who is in a position to assist such individual (Utah Code 26B-4-509).

436.10.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Coordinator.

Any member who administers an opioid overdose medication should contact Dispatch as soon as possible and request response by EMS.

436.10.2 OPIOID OVERDOSE MEDICATION REPORTING
Any member administering opioid overdose medication should detail its use in an appropriate report.

The Training Coordinator will ensure that the Records Supervisor is provided enough information to meet applicable state reporting requirements.

436.10.3 OPIOID OVERDOSE MEDICATION TRAINING
The Training Coordinator should ensure training is provided to members authorized to administer opioid overdose medication. The training should include the written instructions provided by the dispensing health care provider on (Utah Code 26B-4-509):

(a) How to recognize an opiate-related drug overdose event.

(b) How to administer an opiate antagonist.

(c) How to ensure that an individual to whom the medication has been administered receives additional medical care and a medical evaluation, as soon as possible.

436.11 ADMINISTRATION OF EPINEPHRINE
The Patrol Division Commander may authorize the acquisition and storage of epinephrine auto-injectors for use at the [Department/Office] as provided by Utah Code 26B-4-409. The Patrol Division Commander or designee will oversee the proper storage and use of epinephrine auto-injectors. Members who have received required training may administer an epinephrine auto-injector for a person experiencing anaphylaxis.

436.11.1 EPINEPHRINE USER RESPONSIBILITIES
Any member who administers an epinephrine auto-injector shall contact Dispatch as soon as possible and request response by EMS (Utah Code 26B-4-409).

436.11.2 EPINEPHRINE REPORTING
Any member administering an epinephrine auto-injector should detail its use in an appropriate report.

436.11.3 EPINEPHRINE TRAINING
The Training Coordinator shall ensure training approved by the Utah Department of Health and Human Services is provided to members authorized to administer an epinephrine auto-injector. The training should be repeated annually unless a waiver is approved by the Department of Health and Human Services and shall include (Utah Code 26B-4-407; UAC R426-5-2700):

(a) Recognizing the symptoms of anaphylaxis.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) Appropriate administration of an epinephrine auto-injector.

(c) Proper storage and disposal of an epinephrine auto-injector.

436.12 FIRST AID TRAINING

Subject to available resources, the Training Coordinator should ensure officers receive periodic first aid training appropriate for their position.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

First Amendment Assemblies

437.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

437.2 POLICY

The South Salt Lake Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

437.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

437.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

437.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Dispatch, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

437.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

437.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

437.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) Liaison with demonstration leaders and external agencies.

(h) Liaison with City government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(t) Parameters for the use of body-worn cameras and other portable recording devices.

437.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

437.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, the Incident Commander or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area, and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

437.7 USE OF FORCE

Use of force is governed by current [department/office] policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this [department/office] shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

437.8 ARRESTS

The South Salt Lake Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

437.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

437.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

437.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

(a) Operational plan

(b) Any incident logs

(c) Any assignment logs

(d) Vehicle, fuel, equipment and supply records

(e) Incident, arrest, use of force, injury and property damage reports

(f) Photographs, audio/video recordings, Dispatch records/tapes

(g) Media accounts (print and broadcast media)

437.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

(a) Date, time and description of the event

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests)

(c) Problems identified

(d) Significant events

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

437.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Chapter 5 - Traffic Operations

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The enforcement of traffic laws and municipal ordinances is a basic responsibility of the Police Department. The primary objective of this function is to achieve voluntary compliance with the laws by all motorists and pedestrians. Enforcement actions are to be taken in proportion to the severity of the violation and commensurate with existing statutory requirements. The department will not use quantitative enforcement activities, such as ticket quotas.

(a) Officers of the department shall take appropriate enforcement action for each violation of the law witnessed. Such action shall be accomplished in a business-like, firm, impartial, and courteous manner, using one of the four following methods:

1. Physical arrest.
2. Notice to appear, or citation.
3. Written warning (typically given with other traffic charges).
4. Verbal warning.

(b) Officers are to use individual discretion within the guidelines of this written directive to determine what enforcement action will be taken. The following guidelines will be used:

1. Physical arrest - Officers may effect the arrest of any person in violation of those traffic laws pertaining to driving under the influence of intoxicants or drugs, reckless driving and traffic offenses committed in the commission of other crimes.
2. Citation - The issuance of a citation is applicable in the majority of cases. The citation should be issued to all violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic including hazardous moving violations, parking violations, and operating unsafe and/or improperly equipped vehicles.
3. Written Warning - A written warning is an alternative by officers in response to a minor traffic infraction.
4. Verbal Warning - A verbal warning is appropriate when the violator commits an act that may be due to ignorance of a local ordinance which may be unique, or a violation of which the driver may not be aware.

500.2 TRAFFIC OFFICER DEPLOYMENT

(a) Special circumstances for the purpose of this directive are:

1. Nonresident violators.
   (a) Out-of-state violators will be treated the same as residents in traffic law enforcement.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) Officers should consider the possibility that nonresidents might have committed the violation due to unfamiliarity with the area and the laws.

(c) In the event physical custody is required of a nonresident violator, the arresting officer shall require a bond as directed by the court having jurisdiction and notify a supervisor of the arrest.

2. Juvenile violators.

(a) Juvenile violators age 15 years or under, may be referred to Juvenile Court for the offense committed and should be released to a parent or guardian.

(b) Juvenile's age 16 and older, upon apprehension, may be issued a citation and otherwise treated the same as an adult.

(c) Should the situation warrant the person might be taken into physical custody.

(d) If the juvenile age 16 or older has additional charges not traffic related all violations to include the traffic related offense should be handled through juvenile court.

(e) Accidents involving juveniles will be treated the same as with adults, relative to traffic law enforcement.

3. Violations committed by legislators.

(a) As a general rule, legislators are subject to the same laws and are required to comply with the traffic statutes as other citizens. However, the Utah Constitution provides that legislators are exempt when responding to, from, or during scheduled sessions of the legislature.

(b) Officers should ascertain if the traffic violation was committed in the furtherance of some legislative duty prior to taking any enforcement action.

4. Violations committed by diplomats or consular officials.

(a) These individuals are considered guests in our country by the government. As such, they are afforded immunity from prosecution under the general provisions of 22 United States Code 254(d).

(b) Moving traffic violations: When a consular official is stopped for a moving traffic violation, the officer should verify that the violator possesses the proper credentials, and may exercise discretion based on the nature of the violation, and either let him/her go with a warning of the danger of his/her actions or proceed with issuance of the appropriate citation. Mere issuance of a traffic citation does not constitute an arrest or detention in the sense referred to above.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(c) Driving while under the influence: The primary consideration in this type of incident should be to see that the consular official is not a danger to him/herself or the public. The circumstances determine the following alternatives:

1. Take the official to the station, motel, or to another location where he/she can recover sufficiently to enable him/her to drive safely.
2. Call a taxi for the official.
3. Issue the official a citation for driving under the influence, but do not arrest.

(d) The consular official should not be handcuffed, subjected to any sobriety tests, or restrained in any manner except for officer safety. Once the officer safety issues have been addressed, the consular official will be released.

(e) If the consular official is involved in a traffic accident that results in injury and/or fatality and is in violation of the law, the officer will complete the necessary police reports and issue the official an appropriate citation.

(f) At best, any enforcement action involving a diplomat or consular official is a sensitive situation.

1. The consular official should be treated with respect and courtesy.
2. It should be impressed upon the official that the officer's primary responsibility is to care for the official's safety and the safety of others.

(g) Family members of a consular official cannot claim immunity.

1. Special consideration should be given to the nature of this type of case.
2. If the relative is a juvenile, as in all juvenile cases, the subject should be released to the parent consular official.

(h) In the event that a consular official or members of his/her family or personal staff should become involved in any actions taken by a member of this department, it is required that the Chief of Police or his/her designee, will be immediately furnished with all pertinent information. Violations committed by military personnel.

5. Military Violators

(a) The provisions for the enforcement of traffic laws pertaining to military personnel are addressed in UCA 41-6-1 ET. Seq. and UCU 39-1-54.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) The general rule is that active duty military personnel driving clearly marked military vehicles are exempt from traffic law enforcement.

(a) The exception to this policy is military vehicles and drivers must yield to emergency equipment (police/fire) when said equipment is in operation.

(c) If a physical arrest is made, the arresting officer will notify his/her supervisor.

(d) The supervisor will notify the liaison officer of the nearest Armed Forces Investigative Headquarters Division.

(a) This does not apply to the issuance of a citation.

6. Medical personnel violators

(a) In the event an officer observes a traffic violation committed by a physician in route to an emergency, the following will apply:

1. Upon determining the driver is a physician, the officer will obtain the identity and intended destination of the physician.

2. In the event the emergency is urgent, the physician will not be detained.

3. In the event the traffic violation committed was of a serious nature, the officer will verify the nature of the emergency and physician's identity. The officer will release the physician and take enforcement action at a later time.

(b) If, in the officer's opinion, the violation was of a minor, non-hazardous nature, a verbal warning may suffice.

500.3 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas, and the number of arrests or citations issued by any officer shall not be used as the sole criterion for evaluating officer overall performance. The visibility and quality of an officer’s work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

500.3.2 CITATIONS

(a) When an officer charges a motorist with a traffic violation, the officer shall notify the violator of the specifics surrounding the issuance of the citation for the violation. The information shall include, but is not limited to:

1. The date, time, and location of the violation.
2. Location of the court appearance by the violator.
3. Any other information pertinent to the issuance of the citation.
4. It is important that the officer make a reasonable effort to explain the citation and the violator understands the explanation.

500.3.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses outlined in Utah Code Title 41. These physical arrest cases usually deal with, but are not limited to:

(a) Vehicular manslaughter.

(b) Felony and misdemeanor driving under the influence of alcohol/drugs.

(c) Felony or misdemeanor hit-and-run.

(d) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances.

500.4 SUSPENDED OR REVOKED DRIVER'S LICENSES

If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to Utah Code 53-3-227.

500.5 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.5.1 REQUIRED USE

Following are guidelines for handling a variety of traffic-related incidents:

(a) Speed law violations:

1. The intent of the posted speed limits within South Salt Lake City is to place the motorist in the most favorable position possible should a traffic hazard be encountered and to provide safety for residents and others on the streets. The

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

posted speed limit is considered to be a reasonable and prudent speed. In order to establish a conviction for speeding, an officer must establish one of the following:

(a) The motorist's speed was greater than what was reasonable and prudent under the conditions existing at the time of the violation.

(b) The motorist's speed exceeded the posted limit.

(b) Hazardous violations:

(a) Hazardous traffic law violations are defined as those violations of any law affecting the use or protection of streets or highways enacted primarily to regulate safe movement of vehicles and pedestrians. There are three types:

(a) Unsafe Behavior - An action or omission that is hazardous even when the vehicle, streets, and highways are in legal or ideal conditions.

(b) Unsafe Conditions - Causing or permitting an illegal and/or hazardous condition of a driver, pedestrian, street, or vehicle.

(c) It will be the practice to issue a citation or arrest as is applicable for hazardous moving violations and operating unsafe or improperly equipped vehicles.

(c) Driver's License Violations:

1. Officers may warn individuals for driving on an expired license, a resident driving on an out-of-state license, or driving without a license on the driver's person.

2. If a driver is on a suspended or revoked license, the driver should not be allowed to continue driving.

3. If, due to some explanation offered by the driver, the officer is not certain of the defendant's driving status, a citation should be issued, which will provide the officer with time to confirm the status of the license.

4. If an officer discovers the defendant was under denial, revocation, cancellation, or suspension, the summons should be amended to reflect the appropriate charge.

(d) Multiple Violations:

1. All multiple charges cited should be filed into a common court having jurisdiction over the matter.

(e) Equipment Violations:

1. Equipment violations may be resolved by citation, fix it ticket, written warning, or verbal warning. The officer must use his/her judgment as to the severity of the vehicle impairment.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. If the officer feels that the vehicle is unsafe to continue driving, he/she should ask the driver to leave the vehicle in a legal parking area and assist him/her in obtaining help with the vehicle or by providing transportation to a safe place.

(f) Other Non-Hazardous Violations:

1. Non-hazardous violations are minor traffic violations and may be resolved by citation, written or verbal warning, when appropriate.

(g) Violations by Commercial Carriers:

1. Commercial carriers will be treated the same as the general motoring public and uniform enforcement policies and procedures delineated in this directive are applicable to the commercial carrier.

(h) Enforcement of New Laws or Ordinances:

1. It will be the policy of the department to issue warnings for a period of thirty-days (30) after the date the law or ordinance becomes effective, unless advised by a supervisor or special order to take immediate enforcement action.

(i) DUI Enforcement:

1. Due to the damage and injury inflicted upon the motoring public by drunken drivers, it is the policy of the department to endorse strict enforcement of the applicable traffic laws prohibiting the operation of motor vehicle by drivers under the influence of drugs or alcohol.

   (a) Upon establishing probable cause, the officer observing the violation shall take enforcement action or cause enforcement action to be taken.

2. The only exceptions to this policy are:

   (a) Those situations described in "Special Enforcement Circumstances."

   (b) At the direction of the shift supervisor based upon emergency requests for service.

   (c) Situations in which the officer is engaged in activity more life threatening than the drinking/drugged driver.

(j) Pedestrian and bicycle safety:

(a) The enforcement of traffic laws pertaining to pedestrians and bicycles necessitates broad discretion from individual officers.

(b) Prior to any substantial increase in the enforcement effort directed toward pedestrian traffic, the department should conduct public information and education. This is particularly true in those areas where pedestrian laws have received minimal attention.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(k) Bicycle traffic:

(a) A bicycle is defined as a vehicle under Utah law. Besides the laws which are unique to bicycles, bicyclists are required to follow the same rules of the road as motor vehicles.

(b) In those areas where congestion and the frequency of traffic accident experience involving bicycles has been predominant, those laws pertaining to the proper operation of bicycles shall be strictly enforced.

(c) Officers should be less tolerant with adult offenders who should be aware of the hazards inherent in the unsafe operation of bicycles.

(d) Officers should be more lenient in the enforcement of the law and more instructive in their responses to youthful offenders, who may not be fully aware of their responsibility in the safe operation of bicycles.

(l) Off-Road Vehicles:

(a) The operation of off-road vehicles on city streets or private property without permission, constitutes an enforcement problem for the police department.

(b) Off-road vehicles may include, but not be limited to, dirt bikes, all-terrain vehicles, motorcycles, four-wheel drive vehicles, dune buggies, go-peds (motorized skateboards), and snowmobiles.

(c) Officers shall take the required enforcement action toward violators per appropriate city and Utah traffic statutes regarding rules of the road, licensing, and equipment.

(d) Officers shall pay particular attention to noise violations, trespass violations, and damage to property violations.

(e) Additional off-road violations are specifically addressed in Utah Traffic Code 41-22-10.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

High-visibility vests shall be maintained in the trunk of each patrol and investigation unit, in the side box of each police motorcycle and in the saddlebag or gear bag of each police bicycle. Each vest should be stored inside the resealable plastic bag provided to protect and maintain the vest in a serviceable condition. Before going into service each employee shall ensure a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Deputy Chief should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

The purposes of traffic collision investigations are many. First, to determine the causes, time and places of collision-causing violations so that appropriately directed enforcement action may be implemented. Second, to obtain data for traffic and highway engineering improvement. Third, to protect the rights of the individuals involved. Fourth, to obtain data that will improve traffic and driver education.

501.2 POLICY

All traffic collisions reported to the South Salt Lake City Police Department should be investigated and reported. The South Salt Lake City Police Department uses the State of Utah Traffic Collision Report, supplement collision report forms, and case report supplemental forms for additional narrative, unless a specific exception is noted in the sections below. The report shall be completed in accordance with the State of Utah Traffic Accident Manual.

(a) The department continuation/supplemental report may be used by the investigating officer in conjunction with a traffic collision report to record information for which the collision report itself provides insufficient space for additional narrative.

(b) The South Salt Lake City Police Department information exchange form should be used to facilitate an information exchange between the drivers involved in any motor vehicle collision.

1. The officer shall ensure the accuracy of the forms (name and driver's license) and facilitate the exchange.

(c) When available, traffic investigators should be called to handle any traffic collisions that occur on their assigned shifts.

(d) The shift supervisor will be notified of all collisions involving fatalities, serious injury, hazardous materials, and any unusual situations. The shift supervisor will make arrangements for any additional needed officers or specialized equipment.

(e) Private property collisions involving the following circumstances shall be investigated and reported in accordance with this policy:

1. Death.
2. Injury.
3. DUI driver.
4. Damage to city vehicle.
5. Property damage or loss to any participant equal to or greater than $1000.00.
6. Upon request of one of the participants involved in the crash.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

7. Damage only hit-and-run with pursuable leads or information.

(f) Private property collisions involving the following circumstances will not *require* an investigation, but a report will be taken if requested by involved parties:

1. Property damage less than $1000.00.
2. Minor damage where neither driver requests a report.
3. Damage only hit-and-run with no probable leads or information. (A DI-9 is not necessary, however, a case report must be completed unless the victim declines.)

501.3 TRAFFIC COLLISION REPORTING

(a) The basic procedures and responsibilities of an officer arriving at the accident scene are:

1. Arrive quickly and safely.
2. Select a proper parking position that allows for maximum protection of injured persons, damaged vehicles, traffic hazards, and protection of evidence.
3. Make immediate inquiry for injuries, provide emergency first-aid or medical attention, and arrange for any needed medical units or other necessary medical response.
4. Protect the injured, protect the collision scene and prevent the destruction of evidence.
5. Take precautions to prevent further accidents, check for hazards, provide for orderly diversion of traffic, and obtain any required help to handle the collision.
6. Protect personal property and vehicles from theft.

(a) The investigating officer at the scene of traffic collisions will ensure that the personal property of anyone involved who is <u>not able to care for their own property</u>, is safe.

1. If the person is capable (not injured) of caring for their personal property, it is their responsibility to do so.

(b) The officer will secure the property in a safe place until such time as the property can be released.

(c) Items brought to the police department for safekeeping will be entered into the departmental evidence and property storage system.

(d) Property left in vehicles that are inoperable and are towed form the collision scene shall be noted on the vehicle inventory report completed by the investigating officer.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

7. Determine if the collision is a hit-and-run. Locate and identify all involved drivers.
8. If the collision is a hit-and-run, obtain as much information as possible on driver and vehicle, and relay descriptions to VECC for broadcast.
9. Interview drivers and witnesses.
    (a) Question each separately and obtain identification from each, and written statements when possible.
    (b) Record in your notes all statements obtained.
    (c) Observe condition of each driver.
10. Examine physical conditions.
    (a) Check position of vehicles on the roadway, traffic control devices, and exterior damage to vehicles.
    (b) Check mechanical operation of the vehicles, e.g., brakes, tires.
    (c) Check for visual obstructions, conditions of roadway, and marks and/or material on roadway surface.
11. Collect evidence.
    (a) Take photographs and measurements.
    (b) Obtain proper photographs if required or warranted, measure and diagram all skid-marks, gouges, debris, vehicle positions, roadway and land widths, positioning of any signs, poles, or objects which may have contributed to the collision.
12. Return normal traffic flow as soon as practical.
13. Arrange for tow trucks sufficient to clear the roadway of damaged vehicles.

(b) After all urgent information is obtained and the collision scene has been stabilized, the officer should:

1. Determine whether proof of violation is sufficient to issue a citation or make an arrest.
2. If skids-marks are involved, determine if test skids are needed.
3. Supervise clean-up of the scene. If a hazard(s) exists, have proper agency notified to repair or remove.
4. Complete collision report forms.

(c) Chain of command at an collision scene:

1. The first officer arriving at an collision scene will be in charge and will take all necessary steps to provide emergency aid to and protect the injured, and protect

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

evidence. The first officer will remain in charge of the collision scene until relieved by an collisions investigator or supervisory personnel.

2. Upon assignment and arrival at the collision scene, the accident investigator or patrol officer will take charge of the investigation.
3. When no collision investigators are available, the assigned traffic enforcement officer will be in charge.
4. Should no traffic enforcement officers be available, the assigned patrol officer will assume collision scene responsibility.
5. The officer assigned any collision will be responsible for completion of the necessary report(s) and any follow-up investigation.

501.3.1 EVIDENCE COLLECTION

(a) At the scene:

1. Interview drivers and witnesses.
   (a) Each driver and all witnesses will be interviewed by the investigating officer.
   (b) Officers will obtain full names, addresses, dates of birth, and home and office phone numbers.
   (c) Officers will obtain and record as much detail as possible from each driver and witness on the appropriate traffic accident report forms.
2. Investigating officer(s) will examine each vehicle involved in the collision to determine the extent and location of the damage.
   (a) The information will be recorded in the appropriate section of the traffic collision report form.
3. Investigating officers will examine roadway to determine if damage to roadway, signs, signals, or other equipment resulted from the accident.
   (a) Officers will record information in the traffic accident report and will make notification to the appropriate agency to have condition repaired or removed.
4. Investigating officers, when indicated, should obtain measurements by use of department pedometer or a 100' tape measure.
   (a) Investigating officers will include position of vehicles on roadway, position of bodies, location and length of skid marks, width and lane divisions of roadway, signs of maximum engagement, roadway defects or gouges, location of obstructions, and any pertinent evidence located.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1. Investigating officer(s) will record this information in the collision notes and in the appropriate sections of the traffic collision report form.

5. Photographs, when needed, will be taken. Photos may include any or all of the following:
   (a) Vehicle damage, photograph all four sides of the vehicles.
   (b) Final resting positions of the vehicles.
   (c) Damage to vehicles, exterior and interior.
   (d) Debris or marks on roadway.
   (e) Paths of vehicles before and after collision.
   (f) View of driver approaching accident scene.
   (g) Investigating officers will note on the traffic report form that photos were taken, and will place photos into evidence per department policy.
6. Investigating officer(s) will check the collision scene for any items or markings that will assist in determining the cause of the collision or the identity of vehicle(s) and/or driver(s). Items to consider may include, but are not limited to:
   (a) Debris.
   (b) Vehicle parts.
   (c) Paint.
   (d) Things carried on a vehicle that were scattered in the collision.
   (e) Baggage, clothing, bottles, cans, or papers.
   (f) Fibers or hairs.
   (g) Tire tracks, footprints, and fingerprints.
7. The above items should be photographed when necessary, and exact resting places measured prior to being collected as evidence.
   (a) All of the above items should be collected, packaged, and placed into evidence per department policy.

501.3.2 PRELIMINARY INVESTIGATION

(a) Upon arrival at the scene of any traffic collision, the officer shall check for injuries and fatalities and render appropriate aid
   1. Where death is likely or evident, the officer shall notify the shift supervisor immediately.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

2. The shift supervisor shall notify the Major Accident Team (M.A.T.) and on-call commander.
3. The appropriate notification of the appropriate attorney's office will be made, including the District Attorney's investigator when necessary.
4. The investigating officer shall notify the medical examiner when necessary.

(b) The traffic collision shall be thoroughly investigated and the scene shall be secured in the same manner as a major crime scene.

1. Investigating officers are to be aware of the possibility of alcohol and/or drugs being a contributing factor to the collision.
   (a) Blood or breath samples shall be obtained when appropriate.
   (b) If probable cause exists, the obtaining of a blood sample does not have to be voluntary. The sample should be drawn in accordance to existing policy and statutes.
   (c) If probable cause does not exist, the officer shall request the driver(s) to submit to a voluntary chemical test.
2. Preliminary investigation:
   (a) Since collisions involving fatalities or serious bodily injury have the potential for criminal charges being filed, the investigation must be as complete and detailed as possible.
   (b) To enable the follow-up investigator to complete the investigation, it is important that the preliminary investigator complete as many of the following step as possible:
      1. Secure the area in the same manner as a major crime scene.
      2. If possible, notify the accident investigator prior to removal of vehicles.
      3. Identify and separate drivers, witnesses, and passengers.
      4. Obtain detailed statements indicating what they could testify to, if anything.
      5. Determine if the driver of any vehicle drove the vehicle in a reckless manner, or if the driver or operator was under the influence of an intoxicating liquor and/or drug, and such conduct was proximate cause of the death or serious bodily injury to any participant in the accident.
      6. Obtain detailed information from medical personnel as to the extent of injury or the probable cause of death.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

501.3.3 PROCEDURES FOR HANDLING COLLISIONS INVOLVING INJURY, FIRE HAZARD, AND HAZARDOUS MATERIALS

Traffic collisions are a common source of hazardous material incidents. Explosives, flammable and combustible liquids, flammable solids, oxidizing materials, corrosives, flammable and nonflammable compressed gases, poisons, and poison gases are shipped daily on both roadways and railways. Officers should be aware that the potential for investigating a collision involving a vehicle transporting a hazardous material is significant. Officers should be especially cautious when investigating any collision where known or suspected hazardous materials are involved.

(a) Upon arrival at any collision scene, the officer must be alert for hazardous materials. The material may be identified by use of the following sources:

1. Placards as required by the Department of Transportation (DOT).
2. Type and shape of the transporting vehicle.
3. Driver of the vehicle, if able to communicate.
4. Bills of lading.
5. Driver's logbook.
6. Labels on containers.
7. Unusual vapors, liquids, or smoke.

(b) If a recognized hazard exists:

1. If necessary, evacuate.
2. Choose the best route to approach. Stop upwind or uphill.
3. Avoid contact with the material or fumes.
4. Rescue the injured only if safe to do so.
5. If the DOT placard information is available, use the orange DOT Guide Book for recommended procedures. If the book is not available, call Chemtec at (800) 424-9300.
6. The officer shall notify VECC to contact the shift supervisor and the Haz-Mat unit. If possible, provide the dispatcher with:
   (a) The exact location.
   (b) Recommended approach routes.
   (c) DOT placard information.
   (d) If placard information is unavailable, spell the material letter by letter.
   (e) Provide complete Environmental Protection Agency (EPA) number, including the dots and dashes.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

7. The officer shall take appropriate action to stabilize the conditions by providing adequate protection by isolating the immediate area and limiting access to responding emergency vehicles.
8. The officer shall take care to eliminate the possibility of sparks from smoking, flares, electricity, radios, or by driving through the flammable substance.
9. The officer and/or shift supervisor (if on scene), shall relinquish command of the incident to the Fire Department commander until the material has been neutralized.
10. Police personnel shall assist with traffic control, crowd control, and evacuation if necessary.

(c) In the event that an officer responds to a traffic collision and identifies a potential fire hazard or a fire has already ignited, the officer will:

(a) Immediately request the fire department respond to the scene and request emergency medial services as required.

(b) If the hazard involves a flammable liquid or vapor, position the patrol vehicle away from the hazard.

(a) Do not drive the vehicle through any flammable liquid or vapor.

(b) Be cautious of utilizing radio equipment around escaping flammable vapors or gases.

(c) If safe to do so, remove all injured parties, drivers, passengers, witnesses, and bystanders away from the hazard to a location of safety.

(d) Arrange to divert traffic from the area of danger.

(e) Advise the shift supervisor of any relevant information.

(f) Upon arrival of the fire department, relinquish command to the on-scene fire department commander.

(d) Once the fire is extinguished and/or the hazard has been neutralized, the officer shall resume command of the scene and conduct the collision investigation within the provisions of this policy/procedure.

(e) Expenses incurred by the Department that are directly associated with the hazardous material incident, such as staffing, equipment or use of other resources, should be thoroughly documented for potential cost reimbursement charges by the hazardous material carrier.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

501.3.4 PROCEDURES FOR HANDLING COLLISIONS INVOLVING TRAINS

(a) In the event of a traffic accident involving a train, the following procedures are necessary in addition to the usual traffic investigation effort:

1. If hazardous materials may be involved, see policy 502.3.3.
2. Care for any injured person(s) if safe to do so.
3. Locate and identify the engineer and the conductor.
4. Advise VECC to notify a railroad detective or yard foreman to alert any oncoming rail traffic that is near enough to create additional hazard.
5. Record the engineer's name, train number, and engine number.
6. If probable cause exists, the officer may request the engineer and/or vehicle operator to submit to a blood alcohol test or other chemical test.
7. Take the necessary photographs.
8. Mark key points for measurements and diagrams.
9. Clear the track and right-of-way.
10. Conduct a thorough examination of the railroad crossing, including grade, visibility, and condition and operation of control signals. If necessary, notify railroad officials for technical inspections of the railroad tracks and crossing control(s).
11. Coordinate follow-up effort with railroad detectives and the conductor to determine the number of employees on the train, their assigned responsibilities, and their location and activity(s) at the time of the collision.

501.4 REPORTING SITUATIONS

(a) The collection of off-scene data associated with a traffic collision investigation will be the responsibility of the investigating officer on a case-by-case evaluation. It can include, but is not be limited to:

1. Medical records.
2. Physicians' reports.
3. Blood tests.
4. Driver physical handicaps.
5. Vehicle mechanical inspections.
6. Laboratory reports.

(b) Investigating officers will, when possible, obtain written and signed witness statements at collision scenes.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. Officers will, when witnesses have left the collision scene, seek to obtain written statements as soon as possible.
2. Written witness statements will be obtained by use of the department "Witness Statement" form.

(c) Collision reconstruction and skid-mark analysis will be conducted on a case-by-case basis by the accident investigation or traffic section officers trained in these tasks.

(d) Use of expert and technical assistance:

1. Traffic officers, collision investigators or other department officers will be utilized as much as possible according to their expertise and training.
2. At the discretion of the shift sergeant, on a case-by-case evaluation, experts from outside the department may be utilized. These experts can include, but will not be limited to:
   (a) Reconstruction experts.
   (b) Vehicle inspection teams.
   (c) Skid-mark analysis experts.
   (d) Traffic engineering.
   (e) State crime lab.
   (f) Photographers.

501.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

Traffic investigation reports shall be taken when any City-owned vehicle is involved in a traffic collision upon a roadway or highway or on private property wherein any damage or injury results. An outside police agency should be requested to handle the investigation of these collisions to remove any causation of conflict of interest or appearance of any impropriety.

Photographs of the collision scene and of all vehicle(s) damage shall be taken and documentation shall be made in the report detailing this.

501.4.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES

When an employee of the Department, either on- or off-duty, is involved in a traffic collision within the jurisdiction of the South Salt Lake Police Department resulting in a serious injury or fatality, the on-duty Sergeant or the Watch Commander may request an outside law enforcement agency for assistance.

The term "serious injury" is defined as any injury that may result in a fatality.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

501.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS
The on-duty Sergeant or Watch Commander may request assistance from an outside law enforcement agency for the investigation of any traffic collision involving any City official or employee where a serious injury or fatality has occurred.

501.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY
In compliance with Utah Code 41-6a-402, traffic collision reports shall be taken for traffic collisions occurring on private property when the accident results in injury to, or death of any person, or total property damage to the apparent extent of $1,500 or more. An incident report may be taken at the discretion of any supervisor.

501.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS
Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of the Department under any of the following circumstances:

(a) When there is a death or injury to any persons involved in the collision.

(b) When there is an identifiable violation of Utah Code.

(c) When a report is requested by any involved driver.

501.4.6 TRAFFIC COLLISIONS INVOLVING LIVESTOCK
An officer investigating a collision shall indicate in the report whether the accident occurred on a highway designated as a livestock highway, in accordance with Utah Code 72-3-112, when the collision resulted in the injury or death of livestock (Utah Code 41-6a-404).

An officer investigating such a collision shall make reasonable efforts as soon as practicable to (Utah Code 41-6a-408):

(a) Locate and inform the owner of the livestock of the incident.

(b) Make arrangements with the owner of the livestock to provide a copy of the collision report or advise the owner where a copy can be obtained.

501.4.7 TRAFFIC COLLISIONS INVOLVING SERIOUS INJURY OR DEATH
In compliance with Utah Code 41-6a-202, an officer who issues a citation to a person for a moving traffic violation which results in a collision causing serious bodily injury or death shall note that fact on the citation.

501.5 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION
In the event of a traffic collision that results in serious injury or death, the on-duty Sergeant or Watch Commander shall notify the supervisor of the Major Accident Team to relate the circumstances of the traffic collision and seek assistance from the Major Accident Team.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Vehicle Towing and Release

502.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the South Salt Lake Police Department.

502.2 RESPONSIBILITIES

The responsibilities of those employees storing or impounding a vehicle are as follows.

502.2.1 COMPLETION OF NOTICE OF IMPOUND

[Department/Office] members requesting storage of a vehicle shall complete a Vehicle Impound Report Form, including a description of property within the vehicle. A copy is to be given to the tow truck operator and the original is to be submitted to the Records Section as soon as practical after the vehicle is stored.

Records Section personnel shall promptly enter pertinent data from the completed Vehicle Impound Report Form into the Motor Vehicle Division computer and return the form to the Watch Commander for approval.

Approved Vehicle Impound Reports shall be promptly placed into the auto-file so that they are immediately available for release or for information should inquiries be made.

The [Department/Office] shall forward a Vehicle Impound Report Form, containing all required information, to the Motor Vehicle Division before noon of the next business day after the date of the removal (Utah Code 41-6a-1406(4)).

502.2.2 REMOVAL OF VEHICLE DISABLED IN A TRAFFIC COLLISION

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer should provide the driver the opportunity to select a towing company and relay the request to the dispatcher. If the driver has no preference as to which towing company to use, a towing company will be selected from the rotational list maintained in Dispatch.

An officer may, without the consent of the owner, remove a vehicle that has been involved in an accident (or remove property from within the vehicle) if the vehicle is blocking a roadway or is otherwise endangering public safety (Utah Code § 41-6a-401.9). If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer should summon an approved towing and storage provider, complete the Notice of Impound Form and store the vehicle.

502.2.3 DRIVING A NON-CITY VEHICLE

Vehicles which have been towed by or at the direction of the Department should not be driven by police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant, or to comply with posted signs.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

502.2.4 DISPATCHER'S RESPONSIBILITIES
Upon receiving a request for towing, the dispatcher shall promptly telephone the specified authorized towing service. The officer shall be advised when the request has been made and the towing service has been dispatched.

When there is no preferred company requested, the dispatcher shall call the next firm in rotation from the list of approved towing companies and shall make appropriate entries on that form to ensure the following firm is called on the next request.

502.2.5 IMPOUND FOR LACK OF PROOF OF SECURITY
If the operator of a vehicle involved in a collision cannot provide proof of security as required by Utah Code 41-12a-301, the vehicle shall be impounded after the officer confirms that the security is not in effect through query of the Uninsured Motorist Identification Database (Utah Code 41-1a-1101).

502.3 TOWING SERVICES
The City of South Salt Lake periodically selects a firm to act as the official tow service and awards a contract to that firm. This firm will be used in the following situations:

(a) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.

(b) When a vehicle is being held as evidence in connection with an investigation.

(c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or abandoned vehicles, and the removal from the streets of vehicles obstructing traffic in violation of state or local regulations.

Nothing in this policy shall require the Department to tow a vehicle.

502.4 STORAGE AT ARREST SCENES
Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this department to provide reasonable safekeeping by storing the arrestee’s vehicle subject to the exceptions described below. However, the vehicle shall be stored whenever it is needed for the furtherance of an investigation or prosecution of the case or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored, for example, the vehicle would present a traffic hazard if not removed or due to a high crime area the vehicle would be in jeopardy of theft or damage if left at the scene.

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- Whenever the licensed owner of the vehicle is present, willing and able to take control of any vehicle not involved in criminal activity.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene.

In such cases, the handling employee shall note in the report that the owner was informed that the Department will not be responsible for theft or damages.

502.5 VEHICLE INVENTORY

All property in a stored or impounded vehicle shall be inventoried and listed on the Vehicle Impound Report Form. This includes the trunk and any compartments or containers, even if closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while in police custody, to provide for the safety of officers, and to protect the Department against fraudulent claims of lost, stolen or damaged property.

502.6 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, officers should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g. cash, jewelry, cell phone, prescriptions) which are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, search personnel shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Impaired Driving

503.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

503.2 POLICY

The South Salt Lake Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Utah's impaired driving laws.

503.3 FIELD TESTS

The Traffic Sergeant should identify standardized FSTs and any approved alternate tests for officers to use when investigating violations of DUI laws.

503.4 CHEMICAL TESTS

A person implies consent under Utah law to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Utah Code 41-6a-520):

(a) The officer has reasonable grounds to believe that the person was operating or in actual physical control of a motor vehicle while:

1. Having a prohibited blood or breath alcohol content level as defined by Utah Code 41-6a-502 (DUI) or Utah Code 41-6a-530 (Alcohol Restricted Drivers).
2. Under the influence of alcohol, any drug or combination of alcohol and any drug.
3. Having any measurable controlled substance or metabolite of a controlled substance in the person's body.

(b) The officer has stopped a person under the age of 21 and has reasonable grounds to believe that the person was operating or in actual physical control of a vehicle or motorboat with a measurable blood, breath or urine alcohol concentration in the person's body (Utah Code 53-3-231).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

503.4.1 BREATH SAMPLES

The Traffic Sergeant should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Traffic Sergeant.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

503.4.2 BLOOD SAMPLES
Only persons authorized by law to draw blood shall collect blood samples (Utah Code 41-6a-523; Utah Code 77-23-213). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

Officers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored, and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

503.4.3 URINE SAMPLES
If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the person giving the sample. The arrestee tested should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

503.4.4 STATUTORY NOTIFICATIONS
An officer requesting that a person submit to a chemical test shall provide the person with a mandatory warning pursuant to Utah Code 41-6a-520.

503.5 REFUSALS
When an arrestee refuses to provide a chemical sample, officers should:

(a) Advise the arrestee of the requirement to provide a sample (Utah Code 41-6a-520).

(b) Audio- and/or video-record the admonishment and the response when it is practicable.

(c) Document the refusal in the appropriate report.

503.5.1 STATUTORY NOTIFICATIONS UPON REFUSAL
Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of the Driver License Division’s (DLD) intention to revoke the person's driving privilege or license upon the person (Utah Code 41-6a-520).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

503.5.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist (Utah Code 77-23-213):

(a) A search warrant has been obtained.

(b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from an accident investigation or medical treatment of the person.

503.5.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the individual to submit to such a sample without physical resistance. This dialogue should be recorded on audio and/or video when practicable.

(d) Ensure that the blood sample is taken in a medically approved manner.

(e) Ensure that the forced blood draw is recorded on audio and/or video when practicable.

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances.

1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

503.6 ARREST AND INVESTIGATION

503.6.1 ARREST AUTHORITY

An officer may make a warrantless arrest of a person that the officer has probable cause to believe has violated the DUI laws of this state, whether or not the offense occurred in the officer's presence (Utah Code 41-6a-508).

503.6.2 OFFICER RESPONSIBILITIES

An officer serving a person with a notice of the DLD intention to revoke the person's driving privilege or license shall also (Utah Code 41-6a-520):

(a) Provide the person with basic information regarding how to obtain a hearing before DLD.

(b) Forward a report to DLD within 10 days of giving the notice to the person that the officer had reasonable grounds to believe the arrested person was DUI and that the person refused to submit to a chemical test as required by law.

503.6.3 VEHICLE IMPOUNDMENT

An officer who arrests a person for DUI shall seize and impound the vehicle the person was driving at the time of the arrest. If operable, the vehicle may be released to the registered owner of the vehicle if the person is present, makes the request prior to impoundment, and is able to present proof of ownership, a valid driver license and demonstrate that the person would not be in violation of the DUI laws of this state if permitted to operate the vehicle (Utah Code 41-6a-527).

503.6.4 SELECTION OF CHEMICAL TEST

The investigating officer shall determine which chemical test or tests to administer to a person and how many tests will be administered. In the event that an officer requests that the person submit to more than one test, refusal by the person to take one or more of the requested tests, even if the person has already submitted to one test, is nonetheless considered a refusal under state DUI laws (Utah Code 41-6a-520).

503.6.5 ADDITIONAL TESTING

A person may have qualified medical personnel administer an additional test, at the person's own expense. The additional test shall be administered subsequently to that which is administered at the direction of the officer (Utah Code 41-6a-520).

503.7 REPORTING

The Traffic Sergeant shall ensure that the Department complies with all reporting requirements pursuant to Utah Code 53-10-206.

503.8 RECORDS SECTION RESPONSIBILITIES

The Records Supervisor will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

503.9 ADMINISTRATIVE HEARINGS

The Records Supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to DLD.

Any officer who receives notice of required attendance to an administrative license suspension hearing should promptly notify the prosecuting attorney.

An officer called to testify at an administrative hearing should document the hearing date and DLD file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

503.10 TRAINING

The Traffic Sergeant/Supervisorshould ensure that officers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Traffic Sergeant/Supervisorshall also ensure that each officer receives training on the current standard field sobriety testing guidelines established by National Highway Traffic Safety Administration (Utah Code 41-6a-515.6).

The Traffic Sergeant/Supervisor should confer with the prosecuting attorney’s office and update training topics as needed.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Traffic Citations

504.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the procedure for dismissal, correction and voiding of traffic citations.

504.2 RESPONSIBILITIES

The Traffic Sergeant shall be responsible for the development and design of all Department traffic citations in compliance with state law and the Judicial Council.

The Records Section shall be responsible for the supply and accounting of all traffic citations issued to employees of the Department.

504.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of the Department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued (Utah Code 77-7-26). Any request from a recipient to dismiss a citation shall be referred to the Watch Commander directly supervising the issuing officer. Upon a review of the circumstances involving the issuance of the traffic citation, the Watch Commander may request the affected Division Commander to recommend dismissal of the traffic citation. If approved, the citation will be forwarded to the appropriate court with a request for dismissal. All recipients of traffic citations whose request for the dismissal of a traffic citation has been denied shall be referred to the appropriate court.

Should an officer determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate the officer may request the court to dismiss the citation. Upon dismissal of the traffic citation by the court, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required. The citation dismissal shall then be forwarded to the officers assigned Division Commander for review.

504.4 VOIDING TRAFFIC CITATIONS

Voiding a traffic citation may occur when a traffic citation has not been completed or where it is completed but not issued. All copies of the citation shall be presented to a supervisor to approve the voiding of the citation. The citation and copies shall then be forwarded to the Records Division.

504.5 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a letter requesting a specific correction to his/her immediate supervisor. The citation and letter shall then be forwarded to the South Salt Lake City Attorneys Office.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

504.6 DISPOSITION OF TRAFFIC CITATIONS

The court and file copies of all traffic citations issued by members of the Department shall be forwarded to the employee's immediate supervisor for review. The citation copies shall then be filed with the Records Section.

Upon separation from employment with the department, all employees issued traffic citations books shall return any unused citations to their direct supervisor

504.7 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing the juvenile a citation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Disabled Vehicles

505.1 PURPOSE AND SCOPE

All law enforcement agencies having responsibility for traffic enforcement should develop and adopt a written policy to provide assistance to motorists in disabled vehicles within the Department's primary jurisdiction.

505.2 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another officer to respond for assistance as soon as practical.

An officer may remove a vehicle that has been involved in a collision (or property from within the vehicle) without the consent of the owner if it is blocking a roadway or is otherwise endangering public safety (Utah Code 41-6a-401.9).

505.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by Department personnel will be contingent on the time of day, the location, the availability of Department resources and the vulnerability of the disabled motorist.

505.3.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

505.3.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

505.3.3 RELOCATION OF MOTORIST

The relocation of a motorist with a disabled vehicle should only occur with the person’s consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

505.4 PUBLIC ACCESS TO THIS POLICY

This policy is available upon request.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Abandoned Vehicles

506.1 PURPOSE AND SCOPE

This policy provides procedures for the removal, recording and storage of abandoned vehicles that are left unattended on a highway for a period in excess of 48 hours or on public or private property for a period in excess of seven days under the authority of Utah Code 41-6a-1408.

506.2 REMOVAL OF VEHICLES

Vehicles in violation of Utah Code 41-6a-1408 and by order of an officer of the Department shall be removed, at the owner's expense, by a tow truck motor carrier that meets the standards as described in Utah Code 72-9-601 et seq.

506.2.1 RECORDING OF VEHICLES IMPOUNDED

A Vehicle Impound Report Form shall be completed and sent to the Motor Vehicle Division before noon of the next business day after the date of the removal. A copy of this form shall also be forwarded to the Records Section. In accordance with Utah Code 41-6a-1406, the form shall include:

- The operator's name, if known.
- A description of the vehicle.
- The vehicle identification number.
- The license number, or other identification number issued by a state agency.
- The date, time, and place of impoundment.
- The reason for removal or impoundment.
- The name of the tow truck motor carrier who removed the vehicle.
- The location where the vehicle is stored.

506.2.2 VEHICLE STORAGE

Any vehicle in violation shall be stored at a state impound yard by the authorized tow truck motor carrier and a Vehicle Impound Report Form shall be completed by the officer authorizing the storage of the vehicle and the tow truck motor carrier (Utah Code 41-6a-1406).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Motorcycle Officer Program

507.1 PURPOSE AND SCOPE

It is the policy of this department to prepare police officers with the additional skill required in the operation of a two wheel motorcycle while performing enforcement duty or motorcycle instruction, and to select officers by established standards and training.

Under no circumstances will anyone operate a department motorcycle without a DOT- and department-approved safety helmet properly secured to the officer's head.

507.1.1 ASSIGNMENTS

A three (3) year commitment will be required in the Motor Division, with a five (5) year maximum.

(a) Motor Officer categories and criteria defined:

1. Level 1 Motor Officer (Primary Assignment).

    (a) Police officer currently assigned to the Motor Unit.

    (b) Police officer currently certified by this department as a police motorcycle rider.

    (c) Police officer who has maintained a police motorcycle ride certification through standards and training as designated by the South Salt Lake Police Department.

2. Level 2 Motor Officer (Alternate Assignment).

    (a) Police officer chosen by Department administration to fill a temporary position in the Motor Unit. If and when that position becomes permanent, and all other required criteria is met, the officer will be upgraded to Level 1.

    (b) Police officer who maintains a valid Utah Motorcycle Operators License.

(b) Training and Certification:

(a) Level 1 officers may retain the Level 1 status for a period of six months if one of the following conditions restrict the officer from regular Motor operation:

    (a) Injury and/or mental or physical illness.

    (b) Temporary administrative transfer from the Motor Unit or motor operation.

    (c) Leave of absence, vehicle shortage, extensive training, or other reason as designated by the Chief of Police or his/her designee.

(b) Absence Certification Requirements:

    (a) Level 1 and 2 officers may be required to participate in regular motor training depending on the absence circumstances.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) If absence of regular motor operation and training is one year or greater, the officer will be required to successfully complete a re-certification program of training as designated by the South Salt Lake City Police Department.

(a) If the absence is greater than one year, the reasons and conditions of absence will be reviewed by the Motor Sergeant and the Department administration.

(b) If necessary, the Traffic Unit Commander may authorize that the officer be transferred from the Motor Unit if such transfer is found to be in the best interests of the Department.

(c) The officer will be provided with information as it relates to the administration review and reasons for transfer, and may exercise his or her rights to a hearing, etc.

(c) If absence of regular motor operation and training is eighteen months or greater, the officer will be required to successfully complete the initial certification training as designated by the South Salt Lake City Police Department.

(c) Assignments:

(a) Due to the special skills and hazards involved in motorcycle operation, officers assigned to motorcycle duty shall not normally be assigned to duties other than traffic enforcement, traffic accident prevention and investigation, escort duty, parade duty, and training.

(a) An exception may be made in order to assist in other police related duties as assigned and authorized by the Department.

(b) The officer shall operate the motorcycle throughout his/her assigned shift. The officer may operate a police automobile as an *exception* for any of the following reasons:

(a) Inclement weather such as dense fog, rain, snow, or on snow or ice covered road surfaces.

(b) Mental or physical condition of the officer.

(c) Motorcycle inoperative.

(d) Special assignment.

(e) Obvious emergency.

(c) Assignment Criteria:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) The assignment of motorcycle duty shall be restricted to the officers and Sergeant of the Motor Unit.

(b) In addition, officers assigned to motorcycle duty must be certified as a Level 1 or 2 riders.

(c) Motorcycles should not be used for a long-term pursuit. Use discretion at all times and pursue at Sergeant's discretion.

(d) Motorcycles should not be used for specific duties such as warrant service, road blocks, or other tasks that do not require the special application of a motorcycle, and that expose the motor officer to more than reasonable risk.

507.1.2 SELECTION AND TRAINING

(a) Selection of Officers:

1. Police officers requesting the position of motorcycle operator within the Motor Unit must submit a letter of interest through the chain of command including the Motor Sergeant.

2. Notification of the next certification-training program will be sent to the officer.

3. The officer must obtain a valid Utah Motorcycle Operators License prior to any motorcycle training.

4. The officer is required to attend and successfully complete the initial certification program as designated by the South Salt Lake Police Department.

5. Upon successful completion of the training program, the officer will be considered a Level 2 Motor Officer.

6. The Traffic Unit Commander in cooperation with the Motor Sergeant will select Level 1 officers from the Level 2 certified officers. Once the officer is selected and transferred to the Motor Unit, the certification status will be upgraded to Level 1.

7. Level 1 riders transferred to the Motor Division will be placed on a six (6) month probation.

8. Selected officers are expected to comply with all orders, commands, signals and gestures of the Motor Training Instructor.

   (a) Failure to comply may result in elimination from the motorcycle training program.

(b) Transfer or Rejection of Officers through Training:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(a) When an officer fails to successfully complete the motorcycle certification program, an evaluation and reason for non-certification will be presented to the Motor Sergeant by the Motor Training Officer.

(b) The officer will not be allowed to operate a motorcycle in any capacity other than supervised training until he/she successfully completes the certification program.

(c) Certified officers (Level 1 and 2) must successfully complete a re-certification once a year.

(a) If a Level 1 or 2 officers fails to complete a re-certification, he/she must successfully complete the re-certification training within 45 days.

(b) The training officer will re-schedule a re-certification within the 45-day period.

(c) If the Level 1 or 2 officers fails to complete the second re-certification training, that officer will be relieved of motorcycle duty and transferred our of the Motor Unit.

(c) Motorcycle Enforcement Training:

1. Officers are required to pass the Utah Highway Patrol Basic Police Motorcycle Skills Course before being placed as a Level 1 or Level 2 rider.

2. The records of motorcycle training for each officer in the Motor Unit shall be kept and updated by the Motor Training Instructor and Motor Sergeant.

3. The training records shall be open for review by the officer, administrative officers, and the Motor Training Instructor.

4. Motor Training Instructors shall conduct the initial certification and re-certification of police officers. Only Motor Training Instructors are responsible for trainee evaluations during and following the training program.

(d) Motorcycle Enforcement Instructors:

1. Officers must obtain a current motorcycle instructor certificate, or other qualified instructor certificate recognized by the Chief of Police and P.O.S.T. to be considered a Motorcycle-Training Instructor by this department.

2. The department Motor Training Instructor(s) will be designated by the Motor Unit Sergeant and the Traffic Unit Commander.

3. Only officers with 2 years or more at Level 1 status can be considered eligible for instructor.

(a) The Motor Training Instructor may select "Training Assistants" from Level 1 officers.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

4. Motor Training Instructor must demonstrate the ability to train, counsel, and objectively evaluate a trainee.
5. Motor Training Instructor must maintain a positive attitude and demonstrate the desire and ability to meet departmental objectives.
6. Motor Training Instructor are responsible for:
    (a) Ensuring the safety of the trainee.
    (b) Fulfilling the purposes of the program.
    (c) Providing constructive criticism and necessary counseling for the trainees.
    (d) Emphasizing the development and maintenance of riding skills and safety consciousness.
    (e) Informing supervisors of any potential safety risk surrounding any motorcycle officer or trainee.
    (f) Developing officers who are effective in their motorcycle patrol and enforcement techniques.
    (g) Introducing the trainee to a variety of riding conditions commensurate with the trainee's progressive ability.
    (h) Eliminating riders who fail to develop the proper skills and outlook necessary to safely perform the duties of an enforcement rider.
7. The designated Motor Training Instructor must maintain an updated training file on every officer involved in the program. The file will include the following:
    (a) Time spent on each area of instruction and practical application.
    (b) Any areas of proficiency deficits and a plan for improvement.
    (c) Any reports of collisions or neglect/misuse of equipment.
    (d) Officer attitude and recommendations as it relates to training or riding ability.
8. The Motor Training Instructor shall present a written lesson plan for each phase of initial certification and re-certification to the Motor Sergeant and the department Training Supervisor no later than 14 days prior to the scheduled training day(s).
    (a) The lesson plan may also be subject to review by the department administration, or any agent of the City, as designated by the Chief of Police.
    (b) The Chief of Police may reject all or any part of the lesson plan if found to be without merit or presents a risk of liability to the City or its agents.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) The lesson plan for each phase of training shall be retained by the Motor Training Instructor for a minimum of three (3) years.

507.1.3 MOTORCYCLE COLLISIONS INVOLVING DEPARTMENT-ISSUED EQUIPMENT

A motorcycle collision, not related to supervised training, as it applies to policy shall include but not be limited to the following criteria:

(a) The motorcycle sustains damage due to a collision of any kind.

(b) The motorcycle rider or anyone is injured, however slight, by the operation or malfunction of a department motorcycle.

(c) The motorcycle collision shall be reported in accordance with the standard departmental vehicle collision report criteria (Policy 502).

(d) Any collision or damage to the motorcycle, including incidents related to training, shall be reported in writing to the Motor Sergeant.

1. The written report shall be placed in the motor training file and in the file of the officer involved.

507.1.4 EQUIPMENT AND MAINTENANCE

Equipment installed at the direction of or by the motorcycle manufacturer is standard. Minor changes, alterations or addition of equipment may be permitted at the discretion of Motor Sergeant, in cooperation with the Motor Training Instructor and a qualified police motorcycle service agent or representative, and adhere to the following:

(a) Any change, alteration, or addition of equipment shall be consistent on all motorcycles in the Motor Unit.

(b) Any change, alteration, or addition of equipment, shall be approved by the Traffic Unit Commander.

(c) Replacement of department motorcycles should take place at the recommendation of the Motor Sergeant, the administration and fleet manager.

(d) The purchase of new or used motorcycles and/or equipment should be done with input from the Motor Sergeant.

507.1.5 MOTORCYCLE SECURITY AND INSPECTIONS

(a) All motorcycles used by Level 1 officers shall be inspected daily by the assigned motor officer.

(b) All motor officers should inspect their assigned motorcycles before or at the beginning of each shift.

(c) At least once a month, the Motor Sergeant should accompany motor officers during an inspection of their assigned motorcycles.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) Mechanical problems discovered during any inspection shall be reported immediately to the Motor Sergeant. The Motor Sergeant will determin if the motorcycle needs to take out-of-service for repair.

(e) When stored at a location other than a department facility, motorcycles shall be under cover in an enclosed area. A carport does not meet this requirement.

507.1.6 TRAFFIC STOPS

Officer safety is always the first priority.

(a) Try to stop the violator where there is sufficient room on the right edge of the roadway or solid road shoulder to avoid exposure to other traffic.

(b) Do not stop in front of violator's vehicle. If you are forced to pass during the stop, circle back and re-position prior to dismounting the motorcycle.

(c) Dismount the motorcycle on the right side.

(d) If traffic conditions, speed, visibility, or any other impairment restricts the normal safety expectations of the rider, use good judgment and reconsider the stop.

(e) High Risk Stops:

1. Assistance should be present prior to making the stop if at all possible. A motor officer is at a definite disadvantage. An automobile unit should be present.
2. Do not park as close to the rear of the suspect vehicle as you would on other violator stops.
3. Park in a diagonal position as this may provide some protection.
4. Use telephone poles, mailboxes, parked cars, etc., for additional protection.
5. Determine if you can handle your weapon(s) with your gloves on. If not, develop a technique to remove them prior to making the stop.

507.1.7 RIDING AT NIGHT

Officers riding motorcycles after dark should, when possible, pair up with another motor officer throughout the tour of duty. This will increase the visibility of the motor officers to the other drivers on the road. In case of a collision in a dark location, the partner will be there to offer assistance.

507.1.8 MOTOR OFFICER PARTNER ASSIGNMENT

All officers riding motorcycles should be assigned a partner within the Motor Unit, with the exception of the Sergeant or when on special assignment. Officers should retain the same partners for a minimum of 3 consecutive months. This is considered a safety issue. Officers need time to adapt to the other officer's riding style.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

507.1.9 FORMATION AND ESCORT RIDING

When assigned to escort a group such as runners, walking groups, bicyclists, youth parades, etc., the following procedures apply:

(a) The Motor Sergeant or senior riding Level 1 officer should assume the front left position to lead the procession, with one officer on the right.

(b) Two motor officers should pair-up to lead processions. Two additional motor officers should pair-up and control the middle portion of the group.

(c) One or more officers should follow the procession or group.

(d) Assistance of patrol cars may be required to control intersections.

507.1.10 ESCORT REQUESTS AND COORDINATION

The Motor Sergeant shall coordinate all requests for escort participation.

(a) Funeral Escorts:

1. Two officers should lead the procession to control major intersections.

2. Once the intersection is controlled, one officer should proceed to the next intersection.

    (a) These officers may alternate positions.

3. One officer should take a position at the left front side of the hearse throughout the procession.

4. One officer should follow the last vehicle in the procession and be available to assist in intersection control.

5. Assistance of patrol cars may be required to control intersections.

6. If the Motor Unit is assisting another police agency, that agency may make position assignments.

(b) Parade Routines and Escort:

(a) The Motor Sergeant will plan and direct all formations, positions, and assignments for parade participation.

(b) The Motor Sergeant will coordinate details of the parade position and participation with the parade committee or group.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Chapter 6 - Investigation Operations

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.1.1 POLICY

Whether talking with a witness, or a suspect in a case under investigation, employees of the South Salt Lake City Police Department will conduct themselves in a professional and ethical manner. Interviews and interrogations will be conducted within the framework of state and federal guidelines and show regard for basic human decency and dignity.

With regard to exculpatory evidence, investigations must be conducted in a non-bias manner. During the course of an investigation, from initial call to the completion of the investigation and beyond; that all evidence, regardless of whether it supports the prosecution or the defense, must be documented and relinquished in the discovery process. This is based on three cases: Brady v. Maryland, 373 U.S. 83 (1963); and Giglio V. United States, 450 U.S. 150 (1972).

600.2 POLICY

It is the policy of the South Salt Lake Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
  - (a) An initial statement from any witnesses or complainants.
  - (b) A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
  - (a) Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
  - (b) Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
  - (c) If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
  - (d) Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
  - (e) Collect any evidence.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(f) Take any appropriate law enforcement action.

(g) Complete and submit the appropriate reports and documentation.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 NON-SWORN MEMBER RESPONSIBILITIES

A non-sworn member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed any violent felony offense as defined in Utah Code 76-3-203.5(1)(c)(i) should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigations Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

The guidelines for recording a custodial interrogation are not applicable if:

(a) The suspect refuses to speak if the interrogation is electronically recorded. Any such refusal should be documented either by audio/video recording demonstrating such refusal, or through a written statement signed by the suspect.

(b) Despite the reasonable good faith efforts of the officer to obtain or provide recording equipment, recording equipment is not reasonably available during the period of time that the suspect is lawfully detained.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(c) The recording equipment malfunctions and replacement equipment is not reasonably available.

(d) Despite the reasonable good faith efforts of the officer to record the interrogation, the recording equipment, without the officer's knowledge, malfunctions or stops operating.

(e) The officer conducting the custodial interrogation reasonably believes that the crime of which the person is suspected of committing is not a violent felony offense.

(f) Exigent circumstances render electronic recording impossible or impracticable.

600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.6 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights, and civil liberties. Information gathered via the internet should only be accessed by members while on-duty and for purposes related to the mission of this [department/office]. If a member encounters information relevant to a criminal investigation while off-duty or while using the member's own equipment, the member should note the dates, times, and locations of the information and report the discovery to the member's supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using [department/office] equipment.

Information obtained via the internet should not be archived or stored in any manner other than [department/office]-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.7.1 ACCESS RESTRICTIONS

Information that can be accessed from any [department/office] computer, without the need of an account, password, email address, alias, or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any internet source that requires the use or creation of an account, password, email address, alias, or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any internet source should be evaluated for its validity, authenticity, accuracy, and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.8 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Division

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Commander or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

600.9 USE OF FACIAL RECOGNITION TECHNOLOGY

600.9.1 AUTHORIZATION FOR FACIAL RECOGNITION TECHNOLOGY

Members seeking the use of facial recognition technology (FRT) should make a request to the Division Commander or authorized designee.

Upon approval, requests should be made to the Department of Public Safety to conduct a facial recognition comparison of an image obtained by the South Salt Lake Police Department. The comparison may only be for the following purposes (Utah Code 77-23e-103):

(a) To investigate a felony, a violent crime, or a threat to human life

(b) To identify an individual who is deceased, incapacitated, or at risk and unable to provide information regarding his/her identity

600.9.2 REQUESTS

Requests shall be in writing and transmitted through the Utah Criminal Justice Information System (Utah Code 77-23e-103; Utah Code 77-23e-104). If the request pertains to the investigation of a crime, officers should include a description of the crime and facts sufficient to show that there is reasonable suspicion that the individual who is the subject of the request is connected to the crime (Utah Code 77-23e-103).

600.9.3 COORDINATION WITH PROSECUTING OFFICE

When a case is submitted for prosecution, officers shall disclose to the prosecutor in writing whether or not FRT was utilized in the investigation. If FRT was used, officers shall also include a description of how the comparison was used in the investigation, including the fact that the search returned no results, if applicable (Utah Code 77-23e-103). Officers should ensure that any report received from DPS is transmitted to the prosecuting attorney, in a supplemental report if necessary.

600.9.4 RELEASE OF FRT-RELATED RECORDS

Records used in or created as a result of the use of FRT shall only be released to or shared with law enforcement agencies to facilitate the authorized purposes. Any other requests for these records should be forwarded to the Records Supervisor and processed according to the Records Maintenance and Release Policy.

600.10 IDENTITY THEFT

A report should be taken any time a person living within the jurisdiction of the [Department/Office] reports that the person has been a victim of identity theft. This includes:

(a) Taking a report, even if the location of the crime is outside the jurisdiction of this [department/office] or has not been determined.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Providing the victim with the appropriate information, as set forth in the Victim and Witness Assistance Policy. [Department/Office] members should encourage the individual to review the material and should assist with any questions.

A report should also be taken if a person living outside [department/office] jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in South Salt Lake to facilitate the crime).

A member investigating a case of identity theft should ensure that the case is referred to the appropriate agency if it is determined that this [department/office] should not be the investigating agency (e.g., an identity theft ring working from out of state). The victim should be advised that the case is being transferred to the agency of jurisdiction. The appropriate entries should be made into any databases that have been authorized for [department/office] use and are specific to this type of investigation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Detective Availability

601.1 PURPOSE AND SCOPE

In order to provide 24- hour detective coverage, an "on-call" schedule of detectives will be established and maintained by the Investigation Section Sergeant.

(a) The Investigation Section Sergeant will ensure that the communications center, patrol division sergeants and the Investigations Division Commander are notified of a detective's status by means of an on-call roster.

(b) Detectives who are not on-call are not required to be available to the department via their Department cell phones at all times.

1. In the event of a "major case" that would require more than one detective, additional detectives will be called out.

2. Detectives are paid additional money over their base salary for being on-call for these events.

3. It is imperative that the Investigation Section Sergeant be kept informed of a detective's availability. The following is required of all detectives who are not in on-call status:

(a) Notify the Detective Sergeant whenever they will be unavailable for call-outs.

(b) Carry their department cell phones with them at all times when available for call-outs.

(c) It is important for the detective section of the police department be prepared and able to adequately and promptly respond to "major case" events.

(d) Detectives who fail to meet the needs of the department may be subject to removal from the detective section and/or disciplinary action.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Sexual Assault Investigations

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Restricted sexual assault kit - A sexual assault kit collected from a victim who is at least 18 years old and at the time of collection declines to have the kit processed or to have the examination form shared with any entity outside of the collection facility (Utah Code 53-10-902).

Sexual assault - Any crime or attempted crime of a sexual nature, to include but not limited to offenses defined in Utah Code, Title 76, Chapter 5, Part 4 (Sexual Offenses).

Sexual assault kit - A package of items that is used by medical personnel to gather and preserve biological and physical evidence following an allegation of sexual assault (Utah Code 53-10-902).

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

602.2 POLICY

It is the policy of the South Salt Lake Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

602.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

602.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

602.5 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to Dispatch, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

Victims should not be asked or required to take a polygraph examination (34 USC § 10451).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

602.5.1 MEMBER RESPONSIBILITIES

Upon written request from the victim, or his/her designee, members investigating or receiving a report of an alleged sexual assault shall inform the victim or his/her designee of the following (Utah Code 77-37-3):

(a) That the victim has the right to request a test for the HIV infection.

(b) Whether a DNA profile was obtained from the rape kit or other evidence in his/her case.

(c) Whether that DNA profile was entered into the Utah Combined DNA Index System (CODIS).

(d) Whether there is a match between that DNA profile or other crime scene evidence and a DNA profile in the Utah CODIS, unless such notice would impede or compromise an ongoing investigation.

(e) That the victim has a right to designate a person to act as a recipient of the above information.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

602.5.2 NOTIFICATION UPON ARREST OR ISSUANCE OF A CITATION
When an officer arrests or issues a citation to a person 18 years of age or older for a qualifying sexual offense, the officer shall provide the individual with the written notice required by Utah Code 78B-7-802. Victims shall be provided notice in accordance with the Victim and Witness Assistance Policy.

602.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to the requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

602.6.1 COLLECTION AND TESTING REQUIREMENTS
Members investigating sexual assaults or handling related evidence are required to:

(a) Notify the victim, or his/her designee, if evidence will not be analyzed in a case involving an unknown perpetrator (Utah Code 77-37-3).

(b) Take possession of sexual assault kits within one business day after receiving notice from a collecting facility (Utah Code 76-5-604; Utah Code 76-5-607).

    1. The member taking possession of the kit should ensure that the required information is entered into the statewide sexual assault kit tracking system within five days of receiving the kit from a collection facility.

(c) Transfer the kit to the appropriate law enforcement agency within 10 days in cases where the incident occurred in another jurisdiction (Utah Code 76-5-604).

(d) Submit the kit to the Utah Bureau of Forensic Services within 30 days of obtaining possession of the kit except for cases involving restricted kits (Utah Code 76-5-604).

    1. If available, a suspect standard or a consensual partner elimination standard shall be submitted with the sexual assault kit.

    2. If not obtained until later, the standards shall be submitted as soon as possible but no later than 30 days after the department obtained possession of the kit.

    3. If the victim at any time chooses to provide a statement about the incident to law enforcement, the kit shall no longer be classified as restricted and shall be submitted to the Utah Bureau of Forensic services as soon as possible, but no later than 30 days after the victim provides the statement (Utah Code 76-5-604).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Policy.

602.6.2 DNA TEST RESULTS

Members investigating sexual assault cases should ensure that a victim, or their designee, is notified of any DNA test results as soon as reasonably practicable (Utah Code 77-37-3).

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assaults cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

602.6.3 COLLECTION AND TESTING REQUIREMENTS

Members investigating sexual assaults or handling related evidence are required to:

(a) Notify the victim, or the victim's designee, if evidence will not be analyzed in a case involving an unknown perpetrator (Utah Code 77-37-3).

(b) Take possession of sexual assault kits within one business day after receiving notice from a collecting facility (Utah Code 53-10-904; Utah Code 53-10-907).

    1. The member taking possession of the kit should ensure that the required information is entered into the statewide sexual assault kit tracking system within five days of receiving the kit from a collection facility.

(c) Transfer the kit to the appropriate law enforcement agency within 10 days in cases where the incident occurred in another jurisdiction (Utah Code 53-10-904).

(d) Submit the kit to the Utah Bureau of Forensic Services within 30 days of obtaining possession of the kit except for cases involving restricted kits (Utah Code 53-10-904).

    1. If available, a suspect standard or a consensual partner elimination standard shall be submitted with the sexual assault kit.

    2. If not obtained until later, the standards shall be submitted as soon as possible but no later than 30 days after the [Department/Office] obtained possession of the kit.

    3. If the victim informs the South Salt Lake Police Department that the victim wants to have the kit processed and agrees to release of the sexual assault examination form with the kit, the kit may no longer be classified as restricted and shall be submitted to the Utah Bureau of Forensic Services as soon as possible, but no later than 30 days after the victim chooses to unrestrict the kit (Utah Code 53-10-904).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Policy.

602.7 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Investigations Division supervisor.

Classification of a sexual assault case as unfounded requires the Investigations Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

602.8 CASE REVIEW

The Investigations Division supervisor should ensure cases are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

602.9 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigations Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

602.10 TRAINING

Subject to available resources, periodic training should be provided to:

(a) Members who are first responders. Training should include:

1. Initial response to sexual assaults.
2. Legal issues.
3. Victim advocacy.
4. Victim’s response to trauma.

(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. Interviewing sexual assault victims.
2. SART.
3. Medical and legal aspects of sexual assault investigations.
4. Serial crimes investigations.
5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
6. Techniques for communicating with victims to minimize trauma.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Asset Forfeiture

603.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with specified designated offenses.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Contraband - Any item that is unlawful to produce or possess under state or federal law, including controlled substances possessed, transferred, or distributed in violation of the Utah Controlled Substances Act and computers used to commit crimes involving child sexual abuse material or identity theft (Utah Code 77-11a-101).

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The [department/office] member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the [Department/Office] and the assigned attorney.

Property subject to forfeiture - Seized property that has been used to facilitate the commission of a federal or state offense and seized proceeds when authorized under Utah Code 77-11b-102 (Utah Code 77-11a-101).

Seizure -The act of law enforcement officials taking property, cash, or assets that have been used in connection with or acquired by specified illegal activities.

603.1.2 POLICY

It shall be the policy of the South Salt Lake City Police Department to pursue the forfeiture of any assets that are the proceeds of a criminal act, or were used to facilitate a criminal act. Assets used to "facilitate a criminal act" is typically associated with economic crimes, investment scams, property offenses and controlled substances violations, and is pursuant to State or Federal laws.

The Department shall designate at least one sworn officer as the Asset Forfeiture Officer (AFO) who will be the liaison with the prosecutor assigned to forfeiture cases. The AFO is responsible for ensuring that Department forfeitures adhere to state and federal law. The AFO will adhere to unit procedures relating to forfeiture, ensuring forfeiture actions are in proportion to the violation or crime committed.

603.1.3 PROCEDURES FOR FORFEITURE OF ASSETS UNDER STATE LAW

The procedure for the forfeiture of assets is regulated by State Code Annotated § 24-1-2. Some sections of the law also provide specific information about when, and how, assets can be seized for forfeiture. (See Utah Code Annotated 58-37-13, Controlled Substances Act)

(a) Field Unit Procedures:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1. Whenever reporting officers identify assets that may be subject to potential forfeiture under state law, they shall notify a supervisor and advise the supervisor of the following:
    (a) Circumstances that resulted in the officer discovering the asset(s).
    (b) Description of the asset(s).
    (c) Reasons that the officer believes the asset(s) is forfeitable under state law.
    (d) Receive permission from supervisor to seize the asset.
    (e) Property that will not be seized includes:
        1. Property from innocent owners.
        2. Property that contains only a trace amount of a controlled substance.
        3. Any time the seizure of the asset(s) is not in the interests of the state.
    (f) Interview the person in custody of the asset(s) to determine if the asset(s) were proceeds of a criminal act, or were used to facilitate a criminal act.
    (g) Complete the "South Salt Lake City Police Department ASSET SEIZURE NOTIFICATION FORM" and provide a copy to the person who is in custody of the asset(s). If no person is present, leave a copy in a conspicuous place.
    (h) Document the circumstances in a report and provide specific information about why the asset(s) is/are believed to be proceeds of illegal activity or have facilitated an illegal activity.
        1. Provide notice of the forfeiture to the AFO/detective sergeant. This notice may be given by phone or electronically.
    (i) Follow Department procedures for the proper booking of the asset(s) in evidence.

(b) Investigations Unit Procedures:
1. Detectives shall bring any case that has the potential for asset forfeiture to the attention of the AFO who shall:
    (a) Review the circumstances of the case to determine if any asset has the potential to be seized under State or Federal law.
    (b) If so, begin the asset forfeiture process.
    (c) The AFO will deal ONLY with the asset forfeiture portion of the case, and will not investigate any other portion of the case.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. If, during the normal course of duty, an investigator locates and identifies property that may be subject to possible forfeiture, the investigator shall follow the procedures in section A above, as outlined for Field Units.

603.2 POLICY

The South Salt Lake Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the South Salt Lake Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

603.2.1 IMPOUNDING A VEHICLE SEIZED FOR ASSET FORFEITURE

(a) A vehicle will only be seized after the AFO has been notified and has given authorization.

(b) Any vehicle that is identified as being possible profits of a criminal activity shall be impounded, marked as a "hold for investigation impound" per departmental policy and procedures.

1. The vehicle should be held within the locked, gated, parking area of the South Salt Lake City Public Works for the appropriate detective unit.

(c) The following will be documented in the report:

1. Any lien-holder or other person/entity that may have an interest in the vehicle.
2. Whether or not the registered owner was the driver or a passenger in the vehicle.
3. Any information that reveals that the owner or interest holder had knowledge of the activity that subjected the vehicle to seizure.
4. If the seizure is associated with a narcotics case, include the type and weight of the narcotics found.

603.3 ASSET SEIZURE

Property and contraband may be seized for forfeiture as provided in this policy.

603.3.1 PROPERTY AND CONTRABAND SUBJECT TO SEIZURE

(a) Property and contraband that may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer includes (Utah Code 77-11a-201):

1. Property subject to forfeiture that has been identified in a court order or is the subject of a prior judgment.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. Property and contraband subject to forfeiture that is seized upon the authority of a search or administrative warrant.

(b) Property and contraband subject to forfeiture can be lawfully seized without a court order when the seizure is incident to arrest or when there is probable cause to believe:

1. It is directly or indirectly dangerous to health or safety.
2. It is evidence of an offense.
3. It has been used or was intended to be used to commit an offense.
4. It constitutes the proceeds of an offense.

Whenever practicable, obtaining a court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

603.3.2 PROPERTY NOT SUBJECT TO SEIZURE
Property that should not be seized for forfeiture includes (Utah Code 77-11b-102):

(a) Property that does not meet the forfeiture counsel's current minimum forfeiture guidelines.

(b) A motor vehicle used in a violation of driving under the influence of alcohol and/or drugs (Utah Code 41-6a-502); driving with any measurable controlled substance in the body (Utah Code 41-6a-517); negligently operating a vehicle resulting in injury (Utah Code 76-5-102.1); negligently operating a vehicle resulting in death (Utah Code 76-5-207); or a local DUI ordinance, may not be forfeited unless any of the following apply:

1. The operator of the vehicle has previously been convicted of a specified offense committed after May 12, 2009.
2. The operator of the vehicle was driving on a denied, suspended, revoked, or disqualified license and the denial, suspension, revocation, or disqualification was imposed based upon specified violations.

(c) Property used to facilitate specific crimes related to pornography or material harmful to children (Utah Code 76-10-1204; Utah Code 76-10-1205; Utah Code 76-10-1206; Utah Code 76-10-1222) if the seizure would constitute a prior restraint or interference with a person's rights under the First Amendment to the U.S. Constitution or the Utah Constitution.

(d) Property seized incident to an arrest solely for possession of a controlled substance or controlled substance analog under Utah Code 58-37-8(2)(a)(i).

(e) Firearms belonging to an individual charged with possessing a firearm in a secure area of an airport if the individual may otherwise lawfully possess the firearm (Utah Code 24-4-102).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

603.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE

When property subject to this policy is seized, the officer making the seizure should ensure compliance with the following (Utah Code 77-11a-203):

(a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.

(b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

(c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry, and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

603.5 MAINTAINING SEIZED PROPERTY

The Evidence Room supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition (Utah Code 77-11a-204).

(b) All property received for forfeiture is checked to determine if the property has been stolen.

(c) Cash and other negotiable instruments are deposited into a restricted interest-bearing account designated solely for property subject to forfeiture within 30 days of seizure (Utah Code 77-11a-204).

(d) All property received for forfeiture is retained until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(e) Property received for forfeiture is not used by the [Department/Office] unless the forfeiture action has been completed.

(f) Associated documentation complies with Utah Code 77-11a-203.

603.5.1 EXPENDITURE OF FUNDS FROM FORFEITED ASSETS

All assets that are forfeited shall be expended in accordance with State and Federal law.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

603.5.2 RESTRICTIONS ON TRANSFER, SALE OR AUCTION
Any asset(s) seized and forfeited by this Department may not be transferred, sold, or auctioned to any member of the Department.

603.6 FORFEITURE REVIEWER

The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the [Department/Office] on asset forfeiture (Utah Code 77-11b-105).

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, and the forfeiture policies of the forfeiture counsel.

(b) Serving as the liaison between the [Department/Office] and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.

(d) Deciding whether the forfeiture is more appropriately made under state or federal forfeiture laws (Utah Code 77-11a-205). The forfeiture reviewer should contact federal authorities when appropriate.

(e) Ensuring that responsibilities are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for [department/office] use. These should include notice forms, a receipt form, and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.
2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
3. A space for the signature of the person from whom property is being seized.
4. A tear-off portion or copy, which should be given to the person from whom property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure, and a detailed description of the items seized.
5. Any other information that may be needed to comply with Utah Code 77-11a-203.

(g) Ensuring that those who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs), or General Orders. The training should cover this policy and address any relevant statutory changes and court decisions.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.
2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner (Utah Code 77-11b-201).
3. The notice of intent to seek forfeiture has been given in a timely manner to those who hold an interest in the seized property (Utah Code 77-11b-201).
   (a) Prior to serving the notice, a search of public records shall be completed to identify the name and address of each interest holder of the property (Utah Code 77-11b-201).
4. Property is promptly released to those entitled to its return (Utah Code 77-11a-301; Utah Code 77-11a-304; Utah Code 77-11b-203).
5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
6. Any cash received is delivered to the Evidence Room supervisor to be deposited.
7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to officers.
9. A copy of the property receipt is kept in the case file and, if the property is transferred to another agency, a copy of the receipt is provided along with the property (Utah Code 77-11a-203).
10. Any records of a related interview of a child are retained pursuant to Utah Code 53-13-110.5.
11. The request for a forfeiture action has been presented to the forfeiture attorney as provided in Utah Code 77-11b-201.

(i) Ensuring that the [Department/Office] disposes of property as provided by law following any forfeiture (Utah Code 77-11b-401).

(j) Ensuring this policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives (Utah Code 77-11b-404).

A written plan should be available that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

603.7 DISPOSITION OF FORFEITED PROPERTY

No property seized shall be transferred, sold, or auctioned to an employee of this [department/office] (Utah Code 77-11a-204).

No member of this [department/office] may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use. No [department/office] member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

Any property, money, or other items of value received by this [department/office] pursuant to a federal forfeiture shall be used in compliance with federal laws and regulations relating to equitable sharing (Utah Code 77-11a-205). Such property may be used to fund crime prevention and law enforcement activities described in Utah Code 77-11b-403(10). State law prohibits the use of property or money received to be used for such things as salaries, benefits, any expenses not related to law enforcement, and other purposes specified in Utah Code 77-11b-403(11).

Money received as a result of a federal forfeiture may only be used as approved by the City council (Utah Code 77-11a-205).

603.8 LIMITATION ON FEES FOR HOLDING SEIZED PROPERTY

The [Department/Office] will not charge a person contesting a forfeiture any fee or cost for holding seized property as the result of any civil or criminal forfeiture in which a judgment is entered in favor of the person, or where a forfeiture proceeding is voluntarily dismissed by the prosecuting attorney (Utah Code 77-11b-306).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Informants

604.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

604.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the South Salt Lake Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the South Salt Lake Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

604.2 POLICY

The South Salt Lake Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

604.3 USE OF INFORMANTS

604.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

604.3.2 JUVENILE INFORMANTS

The use of juvenile informants under the age of 13-years is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians

(b) The juvenile’s attorney, if any

(c) The court in which the juvenile’s case is being handled, if applicable

(d) The Chief of Police or the authorized designee

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

604.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

604.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Division Commander, Street Crimes Unit supervisor or their authorized designees.

1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Criminal activity by informants shall not be condoned.

(c) Informants shall be told they are not acting as police officers, employees or agents of the South Salt Lake Police Department, and that they shall not represent themselves as such.

(d) The relationship between department members and informants shall always be ethical and professional.

1. Members shall not become intimately involved with an informant.
2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Street Crimes Unit supervisor.
3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Street Crimes Unit supervisor.

1. Officers may meet informants alone in an occupied public place, such as a restaurant.

(f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

(g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

604.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of an officer.

(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this department to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.

604.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Street Crimes Unit. The Street Crimes Unit supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Division Commander, Street Crimes Unit supervisor or their authorized designees.

The Investigation Division Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Street Crimes Unit supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

604.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history shall be prepared to correspond to each informant file and include the following information:

(a) Name and aliases

(b) Date of birth

(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

(d) Photograph

(e) Current home address and telephone numbers

(f) Current employers, positions, addresses and telephone numbers

(g) Vehicles owned and registration information

(h) Places frequented

(i) Briefs of information provided by the informant and his/her subsequent reliability

1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification

(j) Name of officer initiating use of the informant

(k) Signed informant agreement

(l) Update on active or inactive status of informant

604.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity
- The level of risk taken by the informant

The Street Crimes Unit supervisor will discuss the above factors with the Patrol Division Commander and recommend the type and level of payment subject to approval by the Chief of Police.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

604.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

(a) Payments of $500 and under may be paid in cash from a Street Crimes Unit buy/expense fund.

1. The Street Crimes Unit supervisor shall sign the voucher for cash payouts from the buy/expense fund.

(b) Payments exceeding $500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.

1. The check shall list the case numbers related to and supporting the payment.
2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
3. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
4. Authorization signatures from the Chief of Police and the Mayor are required for disbursement of the funds.

(c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.

1. The cash transfer form shall include the following:
   (a) Date
   (b) Payment amount
   (c) South Salt Lake Police Department case number
   (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
2. The cash transfer form shall be signed by the informant.
3. The cash transfer form will be kept in the informant's file.

604.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

604.6.3 AUDIT OF PAYMENTS

The Street Crimes Unit supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Accountability and Case Management

605.1 ACCOUNTABILITY FOR INVESTIGATIONS

In most cases, the patrol section personnel will conduct preliminary investigations on matters reported to the police department.

(a) Upon completion of preliminary investigation and report, the shift supervisor will make a determination concerning the follow-up disposition of the case.

1. Investigations that cannot be conducted by officers of the patrol section due to time, lack of resources, and/or expertise, will be referred to the detective section for further follow-up.

(b) The detective section may initiate preliminary investigations of a uniquely administrative or sensitive nature that do not require an immediate response.

1. Such investigations include, but are not limited to, vice, white-collar crimes, and/or special/covert operations.

(c) It will be the responsibility of the detective assigned to complete the follow-up investigation to maintain an accurate record of the follow-up investigation.

1. Such records serve to establish investigative continuity.

605.1.1 CASE FILE MANAGEMENT

(a) All cases forwarded to the detective section will initially be assigned and then designated after review by the Investigation Section Sergeant.

1. In order to facilitate case management and control, where practical, case assignments should be made based on expertise of the detective.

2. Assigned cases will be designated:

(a) Active - The case has been assigned and investigative efforts are ongoing, with at least one active lead

(b) Inactive - The case has not been brought to a satisfactory conclusion and all case leads have been exhausted.

(c) Closed- The case investigation has concluded satisfactorily.

(d) Cleared - The case investigation has been completed, identified suspect(s) have been charged, and judicial proceedings are or will be taking place.

3. All cases assigned to a detective will be thoroughly reviewed and the victim and witnesses contacted. prior to any designation being assigned.

(a) This shall be done in an attempt to determine if there is any additional information available that was not known or provided at the time of the initial report.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) All information concerning contacts with the victim and witnesses will be documented by means of supplemental reports.

(b) The Investigations section Sergeant will maintain a record of all cases assigned for investigation. Such records will at a minimum document the following:

(a) Name of the case manger.

(b) Date assigned.

(c) Case number.

(d) Case review date.

(c) At least monthly, the Investigation Section Sergeant will report to the Division Commander on:

(a) The number of cases assigned to the section.

(b) The number of cases closed.

(c) The number of cases cleared (arrest, warrant etc.)

(d) The number of cases inactivated.

(e) Any updated information relative to any on-going "major cases".

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Eyewitness Identification

606.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

606.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process- Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup -A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

606.2 POLICY

This department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

606.3 INTERPRETIVE SERVICES

Officers should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating officer should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

606.4 EYEWITNESS IDENTIFICATION FORM

The Investigation supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process and any related forms or reports should provide:

(a) The date, time and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all of the individuals present during the identification procedure.

(e) An admonishment that the suspect may or may not be among those presented and that the witness is not obligated to make an identification.

(f) An admonishment to the witness that the investigation will continue regardless of whether identification is made by the witness.

The process and related forms should be reviewed at least annually and modified when necessary.

606.5 EYEWITNESS IDENTIFICATION

Officers are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Officers should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified, or failed to identify, the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

606.5.1 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the person composing the lineup and the person presenting the lineup should not be directly involved in the investigation of the case. When this is not possible, the member presenting the lineup must take the utmost care not to communicate the identity of the suspect in any way.

When practicable, the employee presenting a lineup to a witness should not know which photograph or person is the suspect.

Other persons or photos used in any lineup should bear similar characteristics to the suspect to avoid causing him/her to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The employee presenting the lineup to a witness should do so sequentially and not simultaneously (i.e., show the witness one person at a time). The witness should view all persons in the lineup.

The order of the suspect or the photos and the fillers should be randomized before being presented to each witness.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Eyewitness Identification

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating officer should contact the appropriate prosecuting attorney before proceeding.

606.5.2 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases. A field elimination or show-up identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the officer should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect's face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness's opportunity to observe the suspect.
7. The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

(d) When feasible, officers should bring the witness to the location of the suspect, rather than bring the suspect to the witness.

(e) A person should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses should only be permitted to view the suspects one at a time.

(g) A person in a field identification should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

(h) If a witness positively identifies an individual as the perpetrator, officers should not conduct any further field identifications with other witnesses for that suspect. In such instances officers should document the contact information for any additional witnesses for follow up, if necessary.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

606.6 DOCUMENTATION

A thorough description of the eyewitness process and the results of any eyewitness identification should be documented in the case report. Witness comments of how certain he/she is of the identification or non-identification should be quoted in the report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Investigative Task Forces

607.1 PURPOSE AND SCOPE

(a) Realizing that some criminal activity may require major investigative efforts or may involve multiple jurisdictions, the South Salt Lake City Police Department willingly participates in task forcing its available resources with other agencies in order to combat crime that affects the safety and well being of the community.

(b) The investigative task force may consist of personnel from the various organizational components of the South Salt Lake City Police Department, or it may involve personnel from various local, state, and federal law enforcement agencies.

(c) If a multi-agency task force is formed, the directors of the agencies involved shall sign a written agreement. In most cases this agreement will consist of a "Resolution" prepared by the City Attorney, approved by the South Salt Lake City Council, signed by the Council Chair and the Mayor.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Brady Material Disclosure

608.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

608.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the South Salt Lake Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

608.2 POLICY

The South Salt Lake Police 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. In addition to reporting all evidence of guilt, the South Salt Lake Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

608.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers 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 an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling 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 information is believed to be privileged or confidential (e.g., confidential informant or attorney-client information, attorney work product), the officer 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 an officer is unsure whether evidence or facts are material, the officer 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 in the Department case file.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

608.4 DISCLOSURE OF PERSONNEL INFORMATION

If a member of this department is a material witness in a criminal case, a person or persons designated by the Chief of Police shall examine the personnel file and/or internal affairs file of the officer to determine whether they contain *Brady* information. If *Brady* 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 shall be notified of the potential presence of *Brady* material in the member's personnel file.

(b) The prosecuting attorney or department counsel should be requested to file a motion in order to initiate an in-camera review by the court (Utah Code 63G-2-202(7)).

1. If no motion is filed, the supervisor should work with counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection to address any issues or questions raised by the court.

(d) If the court determines that there is relevant *Brady* material contained in the files, only that material ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant *Brady* information is contained in the member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

The person or persons designated by the Chief of Police should periodically examine the personnel files and/or internal affairs files of all officers who may be material witnesses in criminal cases to determine whether they contain *Brady* information. The obligation to provide *Brady* information is ongoing. If any new *Brady* information is identified, the prosecuting attorney should be notified.

608.5 INVESTIGATING BRADY ISSUES

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

608.6 SUBPOENA PROCESSING

The individual receiving a subpoena for a court appearance has a duty to self report Brady concerns to the prosecuting agency. The subpoena has an attached form, once served to the employee, the form is required to be filled out and returned to the assigned prosecuting agency.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

608.7 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Investigative Polygraphs

609.1 PURPOSE AND SCOPE

(a) Since the use of the polygraph may be generally perceived by the public as an indication of guilt, it is the policy of the South Salt Lake City Police Department not to release any information regarding the use of or results from a polygraph examination during an investigation.

1. The decision to employ polygraph examinations during the course of a criminal investigation resides with the Chief of Police or designee.

2. The decision whether or not to use polygraph examinations for pre-employment, internal investigation, assisting outside agencies, or other non-criminal matters resides with the Chief of Police or designee.

(b) When authorizing an polygraph examination, the approving authority should determine that an investigation by other means has been as thorough as circumstances reasonably permit.

1. It should be recognized that the effectiveness and accuracy of a polygraph examination are greatest when the examiner's knowledge relevant points of the matter under investigation have been narrowed and well defined.

(c) Investigative polygraphs will only be administered by examiners who have satisfactorily completed training from and are certified by a polygraph school accredited by the American Polygraph Association.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Pawn Shop Holds

610.1 PURPOSE AND SCOPE

Property with evidentiary value is often found at pawn shops and secondhand businesses. Utah law allows the South Salt Lake Police Department to seize or place a hold on such property. This policy provides guidance on placing such holds.

610.2 POLICY

The South Salt Lake Police Department will place a hold on an item that has evidentiary value and is in the possession of a pawn or secondhand business only as allowed by Utah law and when the item is necessary to an open investigation.

610.3 PROCEDURE

A member of the Department may require a pawnbroker or secondhand business to place a 90-day hold on an item in the possession of the pawnbroker or secondhand business if the item is necessary to an open investigation. The hold may be extended for an additional 90 days if warranted. Subsequent extensions must be approved by a court order (Utah Code 13-32a-109).

An officer may seize the held item when exigent circumstances exist or when necessary during the course of a criminal investigation. Items may also be seized (Utah Code 13-32a-109.5; Utah Code 13-32a-115(2)):

(a) When seizure is necessary to permit the fingerprinting or chemical testing of the item.

(b) If the item contains unique or sensitive personal identifying information.

A written hold or seizure notice shall be provided and shall include (Utah Code 13-32a-109.5):

- An active case number.
- The date of the hold or seizure request and the property to be held or seized.
- Notice to the pawnbroker or secondhand business of contact information to allow tracking of the property when the prosecuting agency takes over the case.
- If the property is seized, the reason the property is necessary during the course of a criminal investigation.

If the pawnbroker or secondhand business is located outside of the jurisdiction of this department, a copy of the hold notice shall be sent to the local law enforcement agency having jurisdiction (Utah Code 13-32a-109). An extension of the hold must be communicated in writing to the pawnbroker or secondhand business prior to the expiration of the initial 90-day hold (Utah Code 13-32a-109).

Whenever the officer has reason to believe that property subject to a hold is in the possession of a pawnbroker or secondhand business, the officer should notify the person who reported the property as lost or stolen, as well as any agency taking a report, of all of the following:

- The name, address, and telephone number of the pawnbroker or secondhand business that reported the acquisition of the property or where the property is located.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- The length of any holding period.

610.4 TERMINATION OF HOLD

The evidence supervisor should maintain a file copy of all hold notices and should review the file at least every 30 days for pending expirations. When the need for the hold or seizure of an item is terminated and no original victim was located, the Department shall, within 15 business days after the termination (Utah Code 13-32a-109(7)):

(a) Notify the pawnbroker or secondhand business in writing that the hold or seizure has been terminated.

(b) Return the item to the pawnbroker or secondhand business, or advise the pawnbroker or secondhand business, either in writing or electronically, of the specific alternative disposition of the item.

If an original victim was located, the release of the property shall only be made with the consent of the appropriate prosecutor and with notices made according to Utah Code 13-32a-109(8).

If this Department receives a registered or certified letter from the pawnbroker or secondhand business informing the Department that the holding period has expired, the Department shall respond within 30 days in the manner prescribed by law (Utah Code 13-32a-109(9)).

610.5 TRAINING

The Training Coordinator should ensure that members with access to the Utah Division of Consumer Protection's central database for pawnbrokers and secondhand business (Utah Code 13-32a-105) receive annual training related to property held by pawn shops and secondhand businesses (Utah Code 13-32a-112.1).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Sensitive Complaint Processing

611.1 PURPOSE AND SCOPE

Complaints alleging vice or organized criminal activity may be received by any employee of this agency and forwarded to the detective section using the department case report form. If the original complaint was received from an informant, the information will be forwarded to the Detective Sergeant for an evaluation of the submitted information as directed by Policy.

611.1.1 PROCEDURE

(a) Whenever possible, the detective section will be responsible for conducting both the preliminary and follow-up investigation of any reported organized crime and vice activity. The Investigation Section Sergeant will assign the case to a detective with specific investigative skills concerning the crime.

(b) A Division Commander will be notified under circumstances in which the patrol division has initiated organized crime and/or vice investigation.

(c) As determined by the Investigations Division Commander, reports of a very sensitive nature will not be forwarded to the records section until the case is completed.

1. Cases of sensitive nature may be assigned a case number through VECC.
2. The report will be secured by the detective in a locked filing cabinet until completion until the completion of the case, at which time it will be forwarded to the records section.
3. The Investigation Section Commander or Sergeant will make notification to the police M.I.S. Sergeant and request the case be "partitioned" in the Records Management System.
4. Only the detective and supervisory chain of command shall have access to the file.

(d) Investigative methods employed in the course of vice and organized crime investigations may include:

1. Surveillance and/or stakeout.
2. Undercover operatives.
3. Electronic surveillance (pursuant to court order).
4. Informants.
5. Communication with other local, state, and/or federal enforcement agencies.

(e) All methods employed shall be recorded and maintained in the investigative file.

(f) Notifications:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. Victims associated with vice and organized criminal activities will be notified of the status of their case as it pertains to the arrest of suspects, suspension or closing of an investigation.
2. Complainants/witnesses involved in vice and organized crime cases may be notified of developments in the investigative process on a "need to know" basis. Final determination concerning the release of information to such persons will be made by the investigations section supervisor.
3. Any employee of the South Salt Lake City Police Department, who acquires knowledge/information concerning vice/organized crime activity, shall notify his/her supervisor immediately.
   (a) Reports of such activity will be directed through the employee's immediate supervisor to the Chief of Police or designee.

611.1.2 SENSITIVE INVESTIGATION RECORD HANDLING

(a) The South Salt Lake Police Department shall take measures to ensure security of records found to be sensitive. The determination as to whether a record should be considered sensitive shall be the responsibility of the Chief of Police or designee. Types of cases which should be considered for handling as a sensitive investigation include, but are not limited to:
   1. Vice.
   2. Narcotics.
   3. Organized Crime.
   4. Internal Affairs.
   5. Others as determined by the Chief of Police or designee.

(b) The nature of these types of crimes, and the considerable amount of undercover work involved in controlling these offenses, contribute to the sensitivity of related records.

(c) Records which are determined to be sensitive, shall be kept secure, should be maintained separately or "partitioned" from the central Records Management System, and may only be accessed by authorized personnel.

611.1.3 INVESTIGATIVE FUNDS

(a) An investigative fund will be established for the purpose of supporting investigations related to vice, organized crime control operations, narcotics investigations and any other criminal investigations deemed appropriate by the Office of the Chief of Police.
   1. Monies drawn from this fund may be used for activities such as payment of informants, purchasing contraband as evidence, surveillance activities and

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

equipment. The control of operation of this fund will be the responsibility of the Deputy Chief of Police.

2. Refer to South Salt Lake City Police Department Policy and Procedures, Chapter 8, 821 and Chapter 6, 608 concerning specific policies governing the use of and accounting for investigative funds.

3. The Deputy Chief of Police is responsible for the issuance of investigative funds.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Special Operations Procedures

612.1 PURPOSE AND SCOPE

(a) The following provisions may apply when conducting vice, drug, crime surveillance, undercover, decoy, and raid operations:

1. Analysis of crimes, victims, and suspects.
2. Determination of legal ramifications.
3. Familiarization of officers with the objectives and details of the operation, the neighborhood, or target area.
4. Determination of operational procedures for observation, arrests, surveillance, and high-risk entries
5. Supplying of officers with expense funds.
6. Establishment of means of routine and emergency communications.
7. Selection of equipment or vehicles.
8. Provision of relief, backup security, and perimeter protection for officers.
9. Supplying of officers with false identity, disguises, and necessary credentials.
10. Maintenance of overall confidentiality and cover.
11. Obtaining of authorization for the raid and use of force.
12. Designation of a single person as supervisor and coordinator.
13. Provision of close supervision.
14. Making contacts with suspects.
15. Searching for and seizure of evidence and/or contraband.
16. Requesting for medical assistance, if needed.
17. Obtaining coordination and assistance from others both inside and outside of the agency.

612.1.1 SURVEILLANCE OPERATIONS

(a) Surveillance operations will be preceded by a thorough analysis of the alleged crimes and victims involved. Such an analysis may yield information necessary to conduct a safe and effective surveillance operation.

1. Surveillance operations will be preceded by an analysis of the probable offenders, to include, but not limited to:
   (a) Habits.
   (b) Associates.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Vehicles.

(d) Methods of operation

(e) Address.

(f) Employment.

(g) And hazard factor(s).

(b) Prior to conducting surveillance operations, operatives will be familiarized with the target area(s).

(c) Surveillance operations should be conducted in such a manner that the observation and/or "tailing" of a suspect is accomplished while presenting as little, if any, intrusion to people and surroundings nearby. As circumstances dictate, arrests will be made with as limited exposure of police presence as possible.

(d) Funds necessary to support the activities of operatives engaged in surveillance operations will be allocated in accordance with the provisions outlined in South Salt Lake Police Department Policy and Procedure, Chapter 8 821 & Chapter 6, 608.

(e) Surveillance operations planning will include provisions for communications among operatives. Such provisions may include radio transceivers, pagers, telephones, hand signals, and other means necessary, as circumstances require.

(f) Vehicles used during surveillance operations should be of a make and model that will not present the image of police agency, e.g."fleet purchase" type vehicles.

(a) Vehicles should be interchanged between operative in order that surveillance "patterns" are not established, and become evident to the objects of the surveillance.

(b) Vehicles and equipment should be used in such a manner that counter-surveillance measures by suspects are negated.

(g) Supervisor's who are responsible for coordinating surveillance operations will consider those factors necessary to provide food and rest for operatives during the operation.

(h) Supervisors responsible for the planning of surveillance operations will evaluate all pertinent legal issues as they apply to the operational plan of action. If legal concerns arise, the supervisor can consult with The District Attorney's Office and/or the City Attorney's Office.

(i) Undercover operations are an acceptable alternative means used during investigations of vice and organized crime.

(a) The decision to use undercover operations, as for any other method, is to be based on the factors and circumstances relating to a particular investigation.

(b) The safety of those involved will be a specific and constant factor for consideration in any undercover operation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

612.1.2 UNDERCOVER OPERATIONS

(a) Undercover operations require approval of the Chief of Police or designee. The supervisor of the unit proposing undercover operations must be able to demonstrate that planning has been conducted that addresses:

1. Identification and examination of the activities of known or possible suspects.
2. Method to be used in contacting suspects.
3. Analysis of target area where operations will be conducted.
4. The requirement for undercover operations in conducting the investigation.
5. Method to be used in maintaining confidentiality of undercover officer's false identity.

(b) After an undercover operation is approved, the supervisor of the unit conducting the operation will be responsible for arranging the undercover officers:

1. Credentials and false identities.
2. Expense funds.
3. Equipment.

(c) The supervisor of the unit conducting the operation will be responsible for coordinating with the Investigation Section Sergeant to determine the legal and operational use, maintenance and return of the equipment.

1. This will ensure a central point for coordination of the use of the equipment so that it can be made available during the planning stages of the operation and not conflict with other operations where the equipment is required.

(d) Special attention will be given to ensuring that all officers involved are thoroughly briefed on:

1. The means established for routine and emergency communications (including duress signals).
2. Procedures for security of the undercover officers.
3. When and how any arrests will be affected.

(e) Considering the technicalities and complexities of law enforcement undercover operations, legal assistance and advice from the office of the District Attorney or City Attorney's Office should be an integral part of any operation where unusual circumstances are encountered.

(f) Supervisors are charged with maintaining close supervision of undercover operations.

612.1.3 DECOY OPERATIONS

(a) The decision to initiate a decoy operation will be based on an analysis of crimes, victims, locations, frequency of activity, probable offenders, methods of operation, and any other pertinent information.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) All decoy operations will be directed and closely monitored by a supervisor. It shall be that supervisor's responsibility to ensure that:

1. Decoy officers are selected and equipped with the intent that they resemble the victims as much as possible.
2. No decoy officer shall be placed without an adequate number of backup officers nearby in visual and/or verbal contact.
3. Action or "bust" signals and emergency signals will be made known to, and acknowledged by, all personnel prior to the beginning of the operation.
4. All decoy operation plans are reviewed with City Attorney's or District Attorney's office, prior to beginning operation.
5. All personnel involved in the operation are thoroughly briefed and are aware of their assigned specific duties and responsibilities.
6. Any special equipment needed is available and in good working order and is operated by qualified personnel.
7. The supervisor in charge of the on-duty patrol shift and the dispatcher on duty are notified in advance of the start of any decoy operation and consulted regarding any participation required from their personnel.

612.1.4 VICE AND ORGANIZED CRIME INVESTIGATION

(a) Vice and organized crime raids by the detective section will not be conducted without:

1. The authorization of the Chief of Police or designee.
2. The direction of a Division Commander or designee.
3. The respective Division Commander will notify the on-duty patrol (and any other affected) supervisor as well in the event a operation is planned or initiated.
4. The Chief of Police, or designee, will be notified for approval in the event that special response is required in support of vice and organized crime operations.

(b) Prior to approaching or entering a targeted area where a vice or organized crime search is to occur, measures should be taken to insert an undercover operative into the area for the purposes of surveillance and reporting the activities of suspects or other hostile elements.

(c) Unless circumstances suggest that officer safety would be jeopardized, the announcement of police presence in a targeted area will be made at the time of a operation.

(d) Conducting unannounced ("no knock") entry should be done only when necessary to preserve evidence, or reduce the threat in apprehending clearly dangerous persons. Authorization for unannounced ("no knock") entry:

1. Make such entries in the safest manner possible.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. Authorization will almost always be achieved by obtaining a search warrant that includes provisions for such entry.
3. Exigent circumstances may preclude obtaining the warrant in a timely manner. In these cases entry is made only to secure the area to preserve evidence until a warrant is obtained.
4. These same exigent circumstances may interfere with the normal planning process covered in this operating procedure. However, even in exigent circumstances, provisions of this operating procedure shall be followed to the extent practical.
5. Some public buildings or public areas in private structures may not require search warrants. Authorization from a police supervisor is required to conduct a search in a place where a warrant is not required.
6. With the exception of undercover operatives, officers engaged in search operations will be uniformed or in some other obvious manner identified as police.

(e) Upon completion of a search, steps should be taken to secure buildings, vehicles, and structures which may have become unsecured during the search.

(f) The selection of special units needed to support organized crime and/or vice raid operations will be the responsibility of a division commander or their designee, and will require a plan of action outlining provisions for communications during all operations.

(g) Vice and organized crime search planning will include provision for the arrest and processing of suspects.

1. The transportation, processing, and care of arrested persons will be conducted in as safe and efficient manner as possible.
2. In order to ensure an efficient and organized booking process, one officer/detective will be designated as the primary booking official.

(h) The use of force during vice and/or organized crime search will be in accordance with UCA, 76-2-404.

(i) Pre-established fire response conditions will be authorized by the supervisor/commander only.

1. Fire and aid units should be put on standby status.
2. These units may be summoned to a staging area or other safe area at the discretion of the incident commander.

(j) All personnel involved will complete necessary reports concerning their activities and assignments during the search. These reports will then be filed under the master case report number assigned to the search.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

612.1.5 AGENCY COOPERATION

(a) Communication, coordination and cooperation among all other departmental units and outside agencies is essential to the efficiency and effectiveness of the South Salt Lake City Police Department.

1. Personal interaction between detectives and patrol officers is encouraged in order to enhance relationships between the sections and to facilitate the exchange of information.
2. The detective section sergeant will contact the on-duty patrol shift supervisors to maintain a positive rapport and to review cases and information of mutual concern.
3. Detectives will routinely attend a patrol shift roll call for the exchange of information on cases and items of mutual interest and to request assistance as appropriate in the investigation of assigned cases.
4. The "Inter-Departmental Memo" or Electronic Mail form will be utilized by investigators to provide positive feedback to the patrol officers who would otherwise not be advised of the outcome of cases they initiated.

(b) The department provides various personnel to assist and make contacts within other agencies.

1. These contacts result in a positive relationship with the outside agencies and groups.
2. If the department needs the assistance of an outside agency, the on-call or affected division commander must first be advised and give his/her approval.

612.1.6 CAPACITY FOR CONDUCTING COVERT OPERATIONS

(a) The South Salt Lake City Police Department may have equipment and trained personnel to conduct covert operations for the control of vice, drug and/or organized crime violations. Such as activity may include, but is not limited to:

1. Infiltration of suspected illegal operations.
2. Decoy operations.
3. Undercover operations.
4. Surveillance operations.

(b) Covert operations must be reviewed and approved by the Investigations Division Commander before any action is taken.

(c) All necessary equipment will be obtained according to the previous section.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(d) Other agencies within the State of Utah may provide needed equipment and/or personnel, as requested by this agency under the oversight of the Investigations Division Commander or his/her designee.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

De-Confliction of Activity or Event

613.1 PURPOSE AND SCOPE

To establish a policy where the South Salt Lake City Police Department will participate in the RISSafe de-confliction system.

613.1.1 POLICY

In an effort to ensure officer safety, as well as to prevent investigative conflicts between different units of the department and other law enforcement agencies, the South Salt Lake City Police Department will enter operational information into the RISSafe program, before any of the following operations are conducted by ANY unit of the Department:

(a) Undercover buys

(b) Controlled buys

(c) Reverse stings

(d) Search Warrants

(e) Knock-and-Talks

(f) Pre-determined stationary surveillance

(g) Staging locations

(h) Controlled deliveries

(i) Non-narcotics undercover activities

(j) Pre-planned street level narcotics enforcement activities by uniformed officers

(k) SWAT activities

(l) or any other law enforcement operation that has potential conflicts with other units of the department or other law enforcement agencies.

613.1.2 NOTIFICATIONS

(a) Notification of upcoming narcotic, tactical, surveillance or other operation, shall be made through entry into the web based de-confliction software, prior to the event being conducted.

1. The web based system is available 24 hours a day, seven days a week.
2. If notification cannot be made via the web, notification can be made to the Investigative Support Center (ISC), Monday-Friday (Excluding Holidays) between the hours of 0830 and 1700, by calling _____.
3. If the notification cannot be made via the web or to the ISC, notification can be made to (VECC?, UBI?, RECORDS?) by calling:_____ .

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

4. Any changes that occur during the operation, such as times, locations and spin-off operations, will be updated in the system before the changes are enacted.
5. Once the operation has been entered into the de-confliction system, an EVENT I.D. NUMBER will be issued, by the system, for the operation.
6. If the operation is conducted outside the jurisdiction of the South Salt Lake City Police Department, notification shall also be made to the law enforcement agency with jurisdiction over the location of the operation.

(b) INFORMATION REQUIRED FOR NOTIFICATION ''' Includes the following:

1. Date(s).
2. Time frame.
3. Address of the operation or nearby intersection.
4. Type of operation.
5. Primary agency conducting the operation.
6. Any other agency participating in the operation.
7. Primary Officer/Detective name and phone numbers, to include office, cell and pager numbers.
8. Alternate point of contact, to include office, cell and pager numbers of the alternate contact.
9. Radius of de-confliction.

613.1.3 DOCUMENTATION

Entry into the de-confliction system will be documented by entering the EVENT I.D. NUMBER in one of the following documents:

(a) Initial or supplemental report.

(b) Operation Plan form.

613.1.4 ULEIN

Inquiries to ULEIN must be done when enforcement action is intended on any violator, during an investigation where the de-confliction system is used.

(a) If concurrent information exists, ULEIN guidelines will be followed.

613.1.5 POTENTIAL CONFLICTS

If the de-confliction system provides notification that there may be a potential conflict with any other operation, contact shall be made with the Officer/Agent of the agency with which the conflict exists.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

De-Confliction of Activity or Event

(a) This contact must be made prior to the South Salt Lake City Police Department operation being conducted.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Operations Planning and Deconfliction

614.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations, such as search warrants, sting operations and arrest warrant service. The policy also covers the risk mitigation process that should be a part of these activities. South Salt Lake City Police Department will participate in the RISSafe de-confliction system.

614.1.1 DEFINITIONS

Definitions related to this policy include:

Deconfliction - A centralized process that allows for the collection of operations and case information and that provides alerts to enhance safety and avoid duplication or confliction of operations.

Reportable incident - When law enforcement officers use forcible entry to serve a search warrant, or when a special unit that is specifically trained and equipped to respond to critical, high-risk situations within either the Department or an assisting department is deployed (Utah Code 77-7-8.5).

614.2 POLICY

It is the policy of the South Salt Lake Police Department to properly plan and execute large scale and high-risk operations. Proper planning and execution enable effective coordination of such operations. The SSLPD will participate in a regional deconfliction system that is designed to enhance the safety of officers and the public, to decrease the risk of compromising investigations and prevent the duplication of efforts.

614.3 OPERATIONS DIRECTOR

The Chief of Police will designate a member of this department to be the operations director. SSLPD operation director will be the Operations Lieutenant or the Investigative Sergeant. The operations director will develop and maintain a risk assessment form for use in assessing, planning and coordinating high-risk operations. The form also should provide a process for supervisors to identify operations that have a lower level of risk. The UPD SWAT Matrix form will be utilized for all SSLPD operations, to determine the risk and liability.

The director will review risk assessment forms with operations supervisors to determine whether a particular incident qualifies as high risk, and will also have the responsibility of directing high-risk operations.

614.4 DECONFLICTION

The officer who is the operation lead shall ensure the investigative target and location have been entered in the regional target deconfliction system to determine if there is conflicting activity by other agencies involving the same individual, group or location. ULEIN entry into the de-

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

confliction system will be documented by entering the EVENT I.D. NUMBER in one of the following documents:

a. Initial or supplemental report.

b. Operation Plan form.

This should occur as early in the process as practical, but no later than two hours prior to the commencement of the operation. The officer should also enter updated information when it is received. If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding with the operation.

614.5 OPERATION PLAN

The operations director or the authorized designee shall supervise operations that are categorized as high-risk. The director should ensure that a written plan is developed. The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Information from the risk assessment form, by attaching a completed copy in the operation plan.

1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

(c) Participants and their roles:

1. An adequate number of uniformed officers are included in the operation team to ensure the operation is recognized as a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(d) Whether deconfliction submissions are current and that all target individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(e) Identification of communications channels and call-signs.

(f) Use of force issues.

(g) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(h) Plans for detaining people who are not under arrest.

(i) Contingencies for handling children, dependent adults, animals and other people who might be at the location. This should be done in accordance with the Child and Dependent Adult Safety and the Animal Control policies.

(j) Documentation of actions and responsibilities for collection, review and approval of reports.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

614.5.1 OPERATION PLAN RETENTION

Since the operation plan contains intelligence information and descriptions of police tactics, it shall not be filed with the police report package. It shall be stored separately and retained in accordance with the established records retention schedule.

614.6 OPERATION BRIEFING

A briefing should be held prior to the commencement of the operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities, and to ask questions or seek clarification as needed. Anyone who is not present at the briefing should not be present at the location of the operation without specific supervisory approval.

(a) The briefing should include a verbal review of the plan's elements, using visual aids, to enhance the participants' understanding of the plan.

(b) All participants should be provided a copy of the plan and search warrant, if applicable. If a search warrant is being served, participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.

(c) The operations director or supervisor at the briefing shall ensure that all participants are visually identifiable as law enforcement officers.

1. Exceptions may be specifically identified because of a specialized function, such as officers who are conducting surveillance or working undercover. However, those members exempted from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests.

(d) The briefing should include details of the communications plan.

1. It is the responsibility of the operation supervisor to ensure that Dispatch is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.

2. If the radio channel needs to be monitored by Dispatch, the dispatcher assigned to monitor the operation should attend the briefing, if practical, but minimally should receive a copy of the operation plan.

3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

614.7 UNIFIED POLICE DEPARTMENT SPECIAL WEAPONS AND TACTICS TEAM (S.W.A.T.)/CRISIS RESPONSE UNIT PARTICIPATION

If the operations director determines that Crisis Response UnitPparticipation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until the individuals at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

614.8 MEDIA ACCESS

No advance information regarding the operation shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

614.9 DEBRIEFING

As soon as reasonably practicable, the operation should be debriefed. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

614.10 REPORTING REQUIREMENTS

A report shall be prepared for all reportable incidents in the format developed by the Commission on Criminal and Juvenile Justice (CCJJ), as required by Utah Code 77-7-8.5. This report including all reportable incidents which occurred in the prior year shall be submitted to the Chief of Police by February 1st of each year (see the Warrant Service Policy).

Reportable incidents include SWAT deployments for situations other than warrant service, such as hostage or barricaded subjects. This information should be obtained from the SWAT Commander.

The Chief of Police shall review and approve the report and ensure that it is forwarded to the CCJJ and the designated recipient for the City no later than April 30th.

614.11 TRAINING

Officers and SWAT team members who participate in these types of operations should receive periodic training on this policy, including, but not limited to, the following:

- Legal issues
- Deconfliction practices
- Warrant preparation
- Warrant service
- Operations plan preparation
- Reporting requirements

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Warrant Service

615.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this Department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

615.1.1 DEFINITIONS

Definitions related to this policy include:

Reportable incident - An incident where forcible entry is used or a special unit specifically trained and equipped to respond to critical, high-risk situations is deployed in the service of a search warrant (Utah Code 77-7-8.5).

615.2 POLICY

It is the policy of the South Salt Lake Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

615.3 OPERATIONS DIRECTOR

The operations director (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The director will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

615.3.1 REPORTING REQUIREMENTS

The operations director shall prepare a report on all reportable incidents in the format developed by the Commission on Criminal and Juvenile Justice (CCJJ), as required by Utah Code 77-7-8.5. The director shall ensure that reports on all reportable incidents in the prior year are submitted to the Chief of Police by February 1 of each year (see the Operations Planning and Deconfliction Policy for additional reporting requirements).

The Chief of Police shall review and approve the report and ensure that it is forwarded to the CCJJ and the designated recipient for the City no later than April 30.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

615.3.2 MODEL GUIDELINES OF THE UTAH PEACE OFFICER STANDARDS AND TRAINING COUNCIL

The operations director shall be familiar with any model guidelines and procedures recommended by the Utah Peace Officer Standards and Training Council regarding warrants and ensure members follow the guidelines and procedures (Utah Code 77-23-210).

615.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

615.4.1 SUPERVISORY REVIEW OF APPLICATIONS

In the case of an application for a knock-and-announce search warrant or a no-knock search warrant, a supervisor shall review the complete search warrant application to (Utah Code 77-7-8; Utah Code 77-7-8.1):

(a) Evaluate whether the totality of the circumstances described justify the basis for the application.

(b) Ensure reasonable intelligence gathering efforts have been made.

(c) Ensure a risk assessment has been completed regarding the persons and buildings to be searched.

615.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the operations director. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

615.6 WARRANT PREPARATION

An officer who prepares a warrant shall ensure the documentation in support of the warrant contains as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution (Utah Code 77-7-8.1).

(b) A clear explanation of the affiant's training, experience, and relevant education.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the target location and any indication of separate living spaces at the target location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any exculpatory information relevant to the warrant application (refer to the *Brady* Material Disclosure Policy).

615.7 WARRANT SERVICE CONSIDERATIONS

The member responsible for directing the warrant service should ensure the following as applicable:

(a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

(b) The warrant service is audio- and video-recorded when practicable and reasonable to do so.

1. Members executing a warrant shall wear a body-worn camera unless exigent circumstances make the use of such camera impracticable (Utah Code 77-23-210).

(c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

(d) Reasonable efforts are made during the search to maintain or restore the condition of the location.

(e) Persons who are detained as part of the search warrant service are handled appropriately under the circumstances.

(f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).

(g) A list is made of all items seized and a copy of the list is left with the person in charge of the premises if present or otherwise left in a conspicuous place.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(h) A copy of the search warrant is left at the location.

(i) The condition of the property is documented with video recording or photographs after the search.

(j) If the use of an imaging surveillance device is requested, the application must include a description of the capabilities of the device and the measures that the officers will take to avoid the device being used in a manner beyond the scope of the warrant (Utah Code 77-23d-103).

(k) Absent exigent circumstances, officers serving a search warrant shall wear a uniform or other clothing that clearly identifies them as law enforcement, including a badge and law enforcement label (Utah Code 77-23-210; Utah Code 77-7-8; Utah Code 77-7-8.1).

615.7.1 NO-KNOCK ENTRIES

Officers may execute a warrant without notice of the authority and purpose only if (Utah Code 77-23-210; Utah Code 77-7-6; Utah Code 77-7-8; Utah Code 77-7-8.1):

(a) A no-knock warrant has been issued.

(b) There is reasonable suspicion to believe that the notice will endanger the life or safety of the officer or another person.

(c) There is probable cause to believe that evidence may be easily or quickly destroyed.

(d) There is reason to believe that the notice will enable the escape of a person to be arrested.

(e) The person to be arrested is engaged in the commission or attempted commission of an offense or has been pursued immediately after the commission of an offense or an escape.

615.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control the movements of any or all persons present at a warrant service, who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of the people who have been detained.

615.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

615.9.1 NOTIFICATIONS REGARDING USE OF IMAGING SURVEILLANCE DEVICE
When an imaging surveillance device is used during the service of a warrant, notification shall be made to the person who owns or otherwise resides at the location specified in the warrant within 14 days unless a court-ordered extension has been granted (Utah Code 77-23d-104).

615.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the South Salt Lake Police Department are utilized appropriately. Any concerns regarding the requested use of South Salt Lake Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations director is unavailable, the Watch Commander should assume this role.

If officers intend to serve a warrant outside South Salt Lake Police Department jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed, and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the South Salt Lake Police Department when assisting outside agencies or serving a warrant outside the South Salt Lake Police Department jurisdiction.

615.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

615.12 TRAINING

Officers should receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Chapter 7 - Equipment

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for Department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or Department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY

(a) This policy is intended to expedite the repair or replacement of department-owned property to ensure that employees are able to work with safe and well-maintained equipment.

(b) Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of Department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of Department property may lead to discipline including, but not limited to the cost of repair or replacement.

1. Employees shall promptly report any loss, damage or unserviceable condition of any assigned Department-issued property or equipment via their chain-of-command.
2. Any lost, damaged or stolen department property must be reported in writing by the assigned officer using form number "Frm 010/02".
3. Officers discovering damaged property not assigned or issued to them, will make the notification in the same manner as described above
4. The documentation reporting the lost, damaged or stolen property will be forwarded through the officer's chain of command to the respective division commander, who will forward the information to the Chief of Police or designee.
5. Notification should be made no later than the end of the officer's shift.
6. The use of damaged or unserviceable Department property should be discontinued and replaced with comparable Department property as soon as possible after notifying a supervisor.
7. Employees shall not attempt to repair any Department property which has become damaged or unserviceable without prior approval from a supervisor.

(c) Except when otherwise directed by competent authority or required by exigent circumstances, Department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(d) Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

(e) Supervisors:

1. Will ensure that issued and assigned equipment is operational by conducting routine inspections.

2. Will conduct inspections and perform or arrange for periodic maintenance of department-owned property at regular intervals, to ensure operational readiness.

700.2.1 CENTRALIZATION AND ISSUING DEPARTMENT PROPERTY

A departmental inventory system has been established to ensure proper accountability of agency-owned property. The inventory system is designed to compliment any city procedures regarding control of property, and it shall be maintained as designated by the chief of Police.

(a) The Division Commanders shall bear ultimate responsibility for the accountability of agency owned property.

(b) The designated Division Commanders shall act as the repository for inventory data and as the keeper of records, which are pertinent to agency owned property.

(c) The designated Division Commanders shall survey each section annually, to ensure that the department inventory database is accurate, complete, and up-to-date.

(d) Distribution and issuance of agency-owned property, along with maintaining stored items in a state of readiness, is the responsibility of the designated Division Commanders .

700.2.2 PROCEDURES

(a) Requesting and obtaining agency-owned property:

1. Employee's will request any item(s) needed or required from their supervisor.

2. The supervisor receiving the request will verify the need for the item(s) and, if needed and authorized for issue, contact the designated Division Commander for issuance of the property.

3. The designated Division Commander responsible for the issuance of agency-owned property will check the requisition against existing stocks of supplies.

4. If the requested item(s) is already in the possession of the police department and unassigned, the designated Division Commander will:

(a) Issue the item.

(b) Place the item on the employee's inventory list.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

5. If the requested item is not available in existing stocks, the designated Division Commander will advise the requestor that the item is not available, and a requisition to purchase the item will be completed by the requestor and forwarded through the chain-of-command for approval to purchase the item.

(b) Once issued, the property becomes the responsibility of the department employee accepting receipt.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo to the appropriate Division Commander, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by Staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment) that are not reasonably required as a part of work.

700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

(a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off-duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Division Commander.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Information Technology Use

701.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

701.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the South Salt Lake Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, **permanent file** or **file** - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

701.2 POLICY

It is the policy of the South Salt Lake Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

The Department may not require a member to disclose a username and/or password that allows access to the member's personal Internet accounts, except as may be provided in Utah Code 34-48-201.

701.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

701.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

701.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities only. Data stored on or available through department computer systems and/or department issued tablet, cellphone, laptop, etc. shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. No personal email or personal apps are authorized to be added to department issued equipment. Any exceptions to this policy must be approved by the Chief of Police.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

701.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail and data files.

701.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

701.5 PROTECTION OF AGENCY SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

701.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract download, or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Personal Communication Devices

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCD) but is intended to include all mobile telephones, personal digital assistants (PDA) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games and accessing sites or services on the Internet.

702.2 POLICY

The South Salt Lake Police Department allows employees to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, employees are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the employee and the employee's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Employees who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

702.3 PRIVACY POLICY

Employees shall have no expectation of privacy with regard to any communication made with or stored in or through PCDs issued by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities. The use of any department-provided or -funded PCD, computer, Internet service, telephone service or other wireless service while on-duty is without any expectation of privacy that the employee might otherwise have in any communication, including the content of any such communication. Communications or data reception on personal, password-protected, web-based e-mail accounts and any other services are subject to monitoring if department equipment is used.

In accordance with this policy, supervisors are authorized to conduct a limited administrative search of electronic files without prior notice, consent or a search warrant, on department-issued or personally owned PCDs that have been used to conduct department-related business. Administrative searches can take place for work-related purposes that may be unrelated to investigations of employee misconduct and, as practicable, will be done in the presence of the

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

affected employee. Prior to conducting any search of personally owned devices, supervisors shall consult with the Chief of Police. All such searches shall be fully documented in a written report.

702.4 DEPARTMENT ISSUED PCD

Depending on an employee's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD. Department-issued or funded PCDs are provided as a convenience to facilitate on-duty performance only. Such devices and the associated telephone number shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless an employee is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

702.5 PERSONALLY OWNED PCD

Employees may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.

(c) The PCD and any associated services shall be purchased, used and maintained solely at the employee's expense.

(d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Employees will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.

    1. Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Chief of Police.

(e) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.

(f) Use of a personally owned PCD constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, employees will provide the Department with all telephone access numbers of the device.

(g) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

the South Salt Lake Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Except with prior express authorization from their supervisor, employees are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If an employee is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the employee has prior express authorization from his/her supervisor, the employee may engage in business-related communications. Should employees engage in such approved off-duty communications or work, employees entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Employees who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

702.6 USE OF PERSONAL COMMUNICATION DEVICES

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(b) All PCDs in the workplace shall be set to silent or vibrate mode.

(c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Employees shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(d) Employees may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.

(e) Officers are prohibited from taking pictures, video or making audio recording or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.

(f) Employees will not access social networking sites for any purpose that is not official department business.

(g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any employee having knowledge of such conduct shall promptly notify a supervisor.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

702.7 SUPERVISORY RESPONSIBILITIES

Supervisors should ensure that members under their command are provided appropriate training on the use of PCDs consistent with this policy. Supervisors should monitor, to the extent practicable, PCD use in the workplace and take prompt corrective action if an employee is observed or reported to be improperly using a PCD. An investigation into improper conduct should be promptly initiated when circumstances warrant.

If, when carrying out any provision of this policy, the need to contact an employee who is off-duty arises, supervisors should consider delaying the contact, if practicable until the employee is on-duty as such contact may be compensable.

702.8 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, employees who are operating non-emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (Utah Code 41-6a-1716). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

702.9 OFFICIAL USE

Employees are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, employees shall conduct sensitive or private communications on a land-based or other department communications network.

The following situations are examples of when the use of a PCD may be appropriate:

(a) Barricaded suspects

(b) Hostage situations

(c) Mobile Command Post

(d) Catastrophic disasters, such as plane crashes, earthquakes, floods, etc.

(e) Major political or community events

(f) Investigative stakeouts

(g) Emergency contact with an allied agency or allied agency field unit

(h) When immediate communication is needed and the use of the radio is not available or appropriate and other means are not readily available

(i) Instant Crime Bulletin information.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Vehicle Maintenance

703.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

703.2 DEFECTIVE VEHICLES

When a Department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

703.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged, or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

703.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

703.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

703.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all Department vehicles for emergency purposes and to perform routine duties.

703.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the minimum equipment, as listed below, is present in the vehicle:

- 20 Emergency road flares
- 2 Sticks yellow crayon or chalk
- 1 Roll Crime Scene Barricade Tape
- 1 First aid kit, CPR mask
- 1 Blanket
- 1 Blood-borne pathogen kit, including protective gloves

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- 1 Sharps container
- 1 Hazardous waste disposal bag
- 1 Traffic Safety Vest
- 1 Hazardous Materials Emergency Response Handbook
- 1 Evidence collection kit
- 1 Camera

703.3.2 UNMARKED VEHICLES
An employee driving unmarked Department vehicles shall ensure that the minimum equipment, as listed below, is present in the vehicle:

- 20 Emergency road flares
- 1 Roll Crime Scene Barricade Tape
- 1 First aid kit, CPR mask
- 1 Blanket
- 1 Blood-borne pathogen kit, including protective gloves
- 1 Sharps container
- 1 Hazardous waste disposal bag
- 1 Traffic Safety Vest
- 1 Hazardous Materials Emergency Response Handbook
- 1 Evidence collection kit
- 1 Camera

703.4 VEHICLE REFUELING
Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

703.5 WASHING OF VEHICLES
All units shall be kept clean at all times, and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Prior to going to the car wash officers in patrol shall receive approval from a supervisor and advise the dispatcher. Only one marked unit should be at the car wash at a time unless otherwise approved by a supervisor.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

703.6 NON-SWORN EMPLOYEE USE

Non-sworn employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Non-sworn employees shall also prominently display the “out of service” placards or lightbar covers at all times. Non-sworn employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Establishing Residency and Vehicle Per Officer Program

704.1 PURPOSE AND SCOPE

It is imperative that officers employed by the City of South Salt Lake be able to respond from their residence with in a reasonable amount of time in cases of emergency. The policy of this department is to allow officers to take home their police vehicles. This is a privilege granted by The City of South Salt Lake to address the operational needs of the department and the City.

It is incumbent upon all employees who are allowed to take their vehicle home to act in a responsible manner with city owned property. It is also the intent of this policy to avoid creating the perception by the public that marked patrol vehicles are being inappropriately used by sworn personnel in off-duty situations.

Department vehicles are not intended for primary use for off-duty personnel.

704.2 ESTABLISHING RESIDENCY

(a) No police officer employed by the City of South Salt Lake will establish residence more than forty miles from the center of the city.

(b) Probationary officers who live outside the forty mile limit will be required to move within the forty mile limit. to be eligible to take an assigned vehicle home.

(c) Officers employed prior to the effective date of this policy, living outside the forty mile limit are exempt from the residency portion of this policy. Officers who are currently exempt from residency requirements who then move following the effective date of this policy, may not move any further away from the city than their distance when the policy took effect.

(d) For the purpose of policy 706 the 40-mile limit will be measured from the following point:

1. Mill Creek and 300 West (2970 S 300 W.

(e) Mileage verification for the purpose of policy 700 will be calculated by using an internet or computer software mileage calculation program.

1. Employees who disagree with the mileage calculation may appeal via chain-of-command to their respective Division Commander.

2. The City of South Salt Lake Vehicle Authorization Form (Version 161213) will be used to document the mileage in the event of an appeal.

704.2.1 DISCUSSION

The success of the "Car per Officer Program" requires the cooperation of every police officer. The main purpose of this program is to ensure the quickest possible response time to South Salt Lake in case of an emergency.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

In addition, this policy establishes department-owned vehicle use off-duty. The restrictions are an effort to reduce the wear and tear the vehicle, and reduce City fuel expenses. The vehicles are not intended for use by officers as a primary means of off-duty transportation.

For the purpose of this policy section, the term "Officer" refers to any police department employee who is issued a department-owned vehicle.

704.2.2 VEHICLE PER OFFICER AND TAKE HOME PROGRAM

A police vehicle may be assigned to each officer in the department upon successful completion of the FTO Program. The police vehicle is assigned for use by the officer while on duty and for employment-related activities, subject to the following rules:

(a) Vehicle care and maintenance:

1. The vehicle exterior shall be washed regularly and the interior of the vehicle kept clean and neat at all times. Periodic inspections will be conducted by supervisors.
2. No alterations or changes will be made to the vehicle without prior approval of the officer's division commander.
    (a) Window decals, ornaments hanging from the windshield mirror, bumper stickers or other signs, pictures or ornaments visible to the public are prohibited unless approved by the. Chief of Police.
3. The vehicle will be serviced at the city shops, at an interval directed by the Fleet Services Department.
4. Officers will not transport pets or animals of any kind, or any building materials, in their assigned vehicles, nor will they carry heavy or excessive loads or have objects protruding from the trunk or window(s).
    (a) Police Service Animals or animals being transported by the Animal Services Officer are exempt from section 4 above.
5. The vehicle must be locked at all times when unattended and parked off the street, if possible, when not in use by the officer.
    (a) The vehicle must be parked off the street when at the officer's residence.
6. Department vehicles should not be left idling or unlocked and unattended where there is no legitimate reason to do so.
7. Department equipment such as computers, weapons, badges, police identification, or clothing with police markings affixed will not be left in the vehicle when the officer is off duty, unless the vehicle is secured in a locked garage.
8. When on vacation or left unattended for more than five days the vehicle must be left at the police department or secured in a locked garage.
9. Each vehicle shall be equipped with all necessary paperwork and equipment.
10. The use of tobacco is strictly prohibited in all city-owned vehicles. Officers will not use snuff or chewing tobacco, cigarettes or cigars in police vehicles.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) The cost of necessary repairs to or refurbishment of any vehicle in which use of tobacco occurred will be the responsibility of the employee to which the vehicle was assigned.

(b) Use of vehicle off-duty:

(a) Officers will only use their department-owned vehicle to travel to and from work, to court and approved department training, and under the following circumstances:

(a) Incidental use during the officer's commute to and from work.

(b) For law enforcement related secondary employment within the City of South Salt Lake.

(c) While in "on-call" status.

(d) To travel to and from a gym, or fitness facility.

(e) While attending a department or city function.

(b) Officers who receive "on-call" pay for specific time periods are considered "on call" only for those time periods.

(c) "On-call" Officers may use their department-owned vehicle while in on-call status under the following circumstances:

(a) Personal use of the department-owned vehicle is allowed only when the officer resides within the forty-mile (40) limit.

(d) Personal use of department-owned vehicles by the command staff and department PIO (Public Information Officer) will be determined by the Chief of Police.

(c) 1.

(d) No person, except the officer assigned or police personnel, may drive the vehicle at any time, except in an emergency situation.

(e) Abuse of the vehicle, violations of this policy or other related policies, may result in suspension or termination of the use of the vehicle in addition to other applicable sanctions or disciplinary action.

(f) If an off-duty officer witnesses an egregious violation of the law, the officer should take enforcement action.

1. The officer should take into consideration the nature of the offense, the officer's present abilities, and the presence of civilian passengers.

2. Immediate notification should be made to dispatch to facilitate the recording of the time spent and action taken.

(g) If the officer has passengers in the vehicle, the officer will not participate in any. vehicle pursuits.

1. If an emergency does arise, the passengers should be dropped off at a safe location before the officer becomes involved in a hazardous situation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(h) Officers shall carry proper identification, department authorized sidearm, handcuffs, portable radio and flashlight, while operating any department-owned vehicle.

(i) When off-duty, officers may dress appropriately for their activities. When in contact with the public, attire should be suitable to represent the department.

(j) Under no circumstances will department-owned vehicles be operated by any employee of the city who has a measurable amount of alcohol in their system.

704.2.3 UNDERCOVER VEHICLES

Unassigned, unmarked units, shall not be used without first obtaining approval from the respective unit supervisor.

704.2.4 INSPECTIONS

The interior of any vehicle that has been used to transport any person other than an employee should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized items have not been left in the vehicle.

704.3 ACCIDENT DAMAGE, ABUSE AND MISUSE

(a) Any time a vehicle is involved in a traffic collision, with another vehicle, an outside agency of authority will be requested to investigate the cause and responsibility. The supervisor of the employee involved in the collision shall complete the City-provided Vehicle Accident Form. This form will be forwarded to the appropriate division commander when completed. (Refer to Policy 502.4.1)

(b) Any damage to a vehicle, not caused by a traffic collision, shall be immediately reported within the shift in which the damage was discovered, documented in memorandum format and forwarded to the shift sergeant.

(c) An administrative investigation will be conducted to determine any vehicle abuse or misuse. If it is determined that misuse or abuse was a result of negligent conduct or operation, appropriate disciplinary action may result.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

High Visibility Reflective Vests

705.1 PURPOSE AND SCOPE

(a) This policy recognizes the inherent danger posed by vehicle traffic and the unavoidable exposure of police department employees to that danger while performing duties in or near traffic.

(b) It shall be the policy of this department that any police department employee engaged in an activity that causes significant exposure to vehicle traffic shall wear a reflective traffic vest or other high visibility safety apparel issued or approved by the police department. Safety vests will be issued, other apparel to include jackets must be approved by the appropriate chain-of-command.

(c) Activities intended by this policy include, but are not limited to, accident investigations, lane/road blockages, traffic control, stranded motorists and removing objects from the roadway.

(d) For the purpose of this policy, enforcement functions such as, traffic stops, D.U.I. enforcement are exempt from this policy unless specifically directed by a sergeant or above.

(e) Because not every circumstance can be listed where a reflective vest could be used to enhance the safety of officers, it is acceptable for sergeants and above to direct an employee to wear the vest at any time.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Uniform Requirements and Components

706.1 CLASS "A" OR DRESS UNIFORM (SWORN PERSONNEL)

(a) Class "A" or Dress Uniform specifications:

(b) The Class "A' or Dress uniform shall consist of:

1. The regulation badge.
2. The regulation hat and hat badge. Note: The dress hat will be mandatory at all funeral services
3. Long sleeved navy shirt; (Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment)
4. Navy neck tie.
5. Navy trousers; (Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment)
6. Metal nameplate; silver for officers and Sergeants; gold for Lieutenants and above.
7. Service stars: optional, with one star representing five years of service.
8. Black leather basket weave inner belt.
9. Black leather basket weave duty belt with:
   (a) Approved duty holster.
   (b) Magazine pouch.
   (c) Handcuff case.
10. Black Bates Oxford high-gloss shoes.

706.1.1 DRESS HAT

Dress Hat Specifications:

(a) Bancroft 72pd Convertible (Navy blue) "' Silver metal braid for officers and Sergeants, gold metal braid for Lieutenants and above.

(b) Keystone KUC R-13 (Navy blue) - Silver metal braid for officers and Sergeants, gold metal braid for Lieutenants and above.

(c) The dress hat is worn only by <u>sworn</u> personnel. Non-sworn personnel are not authorized to wear the dress hat.

706.1.2 CLASS "B" UNIFORM

(a) "Traditional" and "Utility" uniforms include:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. Leather or nylon duty belt.
2. Metal badge and nameplate.
3. Specifications: (Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment)

(b) "Utility Embroidered" uniforms include:

1. Nylon duty belt.
2. Embroidered badge and name strip.
3. Specifications: (Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment)
4. Embroidery will be as follows:
   (a) Department "POLICE" badge embroidered over the left chest area of the shirt
   (b) Officer's first initial and last name (Capitol and lower case, e.g. T. Jones) embroidered over the right chest area of the shirt.
   (c) All lettering is to be "embroidery silver" in color.
5. The uniform shirt will not display any medal pins or insignias.
6. The "utility embroidered" uniform is not authorized for the rank of Lieutenant or above.

(c) Uniform Shorts:

(a) Department-authorized shorts may be worn by sworn and non-sworn personnel as part of the daily uniform.

(b) The shorts are tailored from the regular duty pant, and are to be cut to just above the knee.

(c) Police Department personnel will wear: (Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment)

706.1.3 "SOFT" UNIFORMS

(a) Soft uniforms may be worn as an alternative to the Class "B" Uniform or plain clothes only by Investigations, Training Officers (while conducting training), and Officers attending Training.

(b) Specifications: (Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment)

(c) All soft uniform shirts will be embroidered as follows:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. Department "POLICE" badge embroidered over the left chest area of the shirt.
2. Officer's first initial and last name (Capitol and lower case e.g. T. Jones) embroidered over the right chest area of the shirt.
3. "POLICE" (all capitol) embroidered on both sleeves, 1/2" above the cuff.
4. All lettering is to be "embroidery silver" in color on all shirts except for the Navy shirt, where the embroidery color will be Black.

(d) Refer to section 709.1.13 "Uniform Accessories" for approved footwear.

(e) Officers will carry the following equipment with the soft uniform:

1. Department badge and identification card.
2. Visible weapon with chambered round and magazine containing ammunition.
3. One spare magazine loaded with ammunition.
4. Handcuffs and keys.

706.1.4 K-9 UNIFORMS

(a) Officer's assigned to K9 duties shall wear: (Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment), with a nylon duty belt and accessories, cloth badge, embroidered name, and embroidered markings.

706.1.5 BIKE PATROL UNIFORMS

(a) Officer's assigned to Bike Patrol unit will wear the specified uniform while working bike patrol or any special function involving the unit. The uniform will consist of the following:

1. Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment for uniform requirements.
2. Nylon or leather duty belt and gear may be worn.

706.1.6 MOTOR UNIFORMS

(a) Class "A" or Dress uniform:

1. Regular duty breeches: (See below)
2. Navy short sleeve shirt with "P" buttons: (Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment).
3. A Royal blue ascot.
4. A lanyard, nameplate, badge, service stars and motor wings.

(b) Winter Service:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. When weather conditions indicate, officer's may either wear the standard class "B" (patrol) uniform, or the cold weather gear approved by Police Administration.

(c) Class "B" uniform:

1. Regular duty breeches: (See below)
2. Navy short sleeve shirt or long sleeve shirt: (Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment).
3. Badge.
4. Silver nameplate.
5. Service stars.
6. Motor wings.
7. Sergeants will also wear silver accessories.

(d) Motor Breeches:

1. Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment.

(e) Helmet will be of white housing and black trim.

(f) Coat: (Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment).

(g) Boots will be All American Boot Company brand, black all leather motor boot with P276 lug sole, cushion insole, lace-up front, side buckle at calf.

1. Standard Stocked Boot Part Number: ALL AA-905P276.
2. Custom Made Boot Part Number: ALL AA-905L CUSTOM SIZE.

706.1.7 PLAIN CLOTHES ATTIRE FOR WORK, COURT, AND TRAINING

(a) Male Officer's:

1. Business suit with tie.
2. Slacks, dress shirt, tie and sport coat.
3. These items of clothing shall avoid extremes in material, style and color.
4. Collared shirt with department logo.

(b) Female Officer's:

1. The same as a.3 and 4 above, and:
   (a) Dress.
   (b) Skirt or business slacks.
   (c) Blazer.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) Blouses.

(c) The following items are not permitted:

(a) Sweat suits, sweat pants, or sweat shirts.

(b) Shorts.

(c) T-shirts or any shirt without a collar.

(d) Tennis shoes (other than black in color), sandals, or similar footwear.

(e) Refer to Special Order 004-02 for casual wear on Fridays.

(d) Required Equipment while on-duty in plain-clothes attire:

(a) Department badge and identification card.

(b) Weapon with a chambered round and a magazine containing ammunition.

(c) One spare loaded ammunition magazine.

(d) Handcuffs and keys

(e) Exceptions:

(a) Officers assigned to "undercover" duty wherein it is necessary to conceal their identity as officers, may be excused by their Division Commander from the provisions of all or part of this policy.

(b) Officers assigned to light duty, as a result of injury.

(f) Courtroom Attire:

(a) Male Officer's:

(a) Business suit with tie.

(b) Slacks, dress shirt, tie and sport coat.

(c) Department uniform.

(b) Female Officer's:

(a) Dress or business slacks.

(b) Skirt.

(c) Blazer.

(d) Blouses.

(g) Attire for Training, Conference, or Seminars:

1. Department Training: Officers attending department training, may wear:

(a) Denim pants, blue jeans or similar, in any color.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Collared shirt.

(c) Tennis shoes.

(d) Soft Uniform.

(e) Standard Uniform.

(f) Clothing as required for the specific type of training.

706.1.8 RECORDS PERSONNEL UNIFORMS

(a) The year-round uniform for Records Personnel will consist of:

1. Pants or Skirts ''' Navy blue, black or tan, cotton or cotton blend material, neatly pressed and clean.

2. Shirts - Polo or golf style in grey, white, burgundy, navy blue, light blue, or tan, long or short sleeved, with name embroidered. Or, Oxford style in white, navy blue, tan or light blue.

3. Navy cardigan sweater with current department logo embroidered or black fleece vest with current department logo embroidered.

(b) The "dress" uniform for Records Personnel shall consist of:

1. The regulation badge.

2. Long sleeve navy shirt.

3. Navy neck tie.

4. Navy trousers with SAP pocket.

5. Metal nameplate (silver for all support staff).

6. Service stars (optional, with one star representing five years of service).

7. Black leather basket weave inner belt with silver buckle.

8. Black Bates Oxford high-gloss shoes.

(c) Specifications:

1. Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment.

706.1.9 EVIDENCE PERSONNEL UNIFORMS

(a) The year-round uniform for evidence personnel will consist of:

1. Pants ''' Navy blue, black or tan, cotton or cotton blend material, neatly pressed and clean.

2. Shirts ''' Port Authority brand poplin stretch oxford in light blue, tan, or white, with long or short sleeves, and an embroidered name.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

3. Approved navy cardigan sweater or black fleece vest.

(b) The "dress" uniform for evidence personnel shall consist of:

1. The regulation badge.
2. Long sleeve navy shirt.
3. Navy neck tie.
4. Navy trousers with SAP pocket.
5. Metal nameplate (silver for all support staff).
6. Service stars are optional, with one star representing five years of service.
7. Black leather basket weave inner belt with silver buckle.
8. Black Bates brand Oxford high-gloss shoes.

(c) Specifications:

1. Refer to uniform profile at Skaggs Public Safety Uniforms & Equipment.

706.1.10 CROSSING GUARD UNIFORMS

(a) All uniforms for Crossing Guards will be supplied by the Police Department. All requests for uniforms and accessories will be forwarded to the unit supervisor.

706.1.11 UNIFORM ACCESSORIES

(a) The following uniform accessories are authorized for wear:

1. Turtleneck:
   (a) Black in color and in good repair.
   (b) It may have the department initials "SSLPD" embroidered on the left side of the neck.
   (c) The letters shall be white in color and inch in height.
   (d) The turtleneck may only be worn with a long sleeve shirt or the sweater.
2. Undershirt: White or black in color.
3. Sweater V-Neck:
   (a) LAPD blue 2x2 ribbed knit commando type, turn-back sleeves, reinforced patches on shoulders and sleeves.
   (b) Blue w/ epaulets and badge/name holders.
   (c) The V-Neck Sweater will be worn over the uniform shirt, with the regulation tie.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

4. Sweater Crew Neck:
   (a) Same as the V-neck sweater specifications.
   (b) The crew- neck sweater may be worn over the uniform shirt. A tie is not required.
   (c) The uniform shirt need not be worn if the turtleneck is worn with this sweater.
5. Jackets:
   (a) Unless specified below, the duty jacket will be police coats designed for police wear.
   (b) It will be navy blue or black.
   (c) It may have epaulets.
   (d) If it has buttons they will be black or silver for patrol officers and Sergeants, and black or gold for Lieutenants and above.
   (e) Outerwear will have the required patches and insignia as described in this policy.
   (f) The cloth badge patch or metal badge may be worn on outerwear.
   g. Shoulder patches and name are required.
6. Tie: Navy blue clip-on or Velcro type.
7. Name tag: Silver for officers and Sergeants, gold for Lieutenants and above, both with black writing.
8. Body Armor: Level II or greater as approved by the Chief of Police or designee.
9. Rain Jacket: The rain jacket may be yellow, black or blue in color. It will also have "POLICE" on the back.
10. Jump Suit (coveralls):
    (a) Black or LAPD Blue.
    (b) It shall include the department badge (patch), embroidered name, and "POLICE" either embroidered or as a patch on the back.
    (c) It shall also include the arm patch and appropriate rank insignia.
11. Nylon Gear: All will be black, of a high quality, and in good working condition. It may not be frayed, tattered or faded.
12. Shoes / Boots:
    (a) Uniform shoes will be all black in color.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) They can either be boots, dress type, or athletic type shoes.

(c) They will be primarily leather or synthetic leather in construction.

(d) Athletic shoes may be worn with all uniforms except the class "A" Uniform.

13. Socks:

(a) Will be black in color.

(b) White athletic socks will be worn with shorts. The athletic socks should cover the ankle and rest no higher than the bottom of the calf.

14. Riot Helmet:

(a) Shall be a hard-shelled helmet designed to protect the officer from blunt trauma and/or flying objects.

(b) It shall have a face shield and be black in color.

15. Ball Cap:

(a) The regulation ball cap will be navy blue for Patrol, black for K9 and Crime Scene.

(b) The cap shall be embroidered with the "South Salt Lake Police Department" logo.

(c) The Motor Unit can wear the approved Motors hat with their working uniform.

(d) The Police Administration must approve brand name and style.

16. Suspenders:

(a) Black Nylon Suspenders are authorized to be worn with the Class B utility uniform and nylon gun belt.

(b) Restrictions: The suspenders cannot be worn with the Class A uniform or Class B traditional uniform.

(b) Restrictions / Exceptions:

(a) White gloves will not be worn unless specifically directed for special assignments.

(b) The epaulets may have Velcro fasteners or buttons. Epaulet buttons, if worn, will be gold for Lieutenants and above, silver for officers and Sergeants.

(c) The department badge and name-tag will be worn on the front of the sweater if it is worn as the outer garment. Badge and name-tag reinforcement patches will be sewn on the inside of the sweater.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) Department patches will be worn on the sweater sleeves with the top edge against the shoulder seam of the sweater.

(e) Rank insignia will be worn by ranking officers on the shoulder epaulets of the sweater insignia bars and clusters will be centered and 1" from the shoulder seam.

(f) The sweater will be worn tucked in the trousers when the officer is wearing a duty uniform belt and equipment.

706.1.12 REQUIRED EQUIPMENT - OFF DUTY PERSONNEL

(a) In addition to the officer's civilian clothing, the officer shall wear the authorized firearm and holster whenever in public places or when traveling on public streets and highways within the State of Utah.

(b) RESTRICTIONS:

1. Wearing a firearm in a bar or lounge, or public gathering place with the intent to consume alcohol is prohibited.

2. When in civilian clothing, the weapon or holster shall not be exposed to public view except when necessary.

706.1.13 RANK, DEPARTMENT & UNIT INSIGNIA

(a) All officers of the rank of Sergeant or above shall wear the insignia of their rank as provided in this section.

1. Sergeant:

(a) The silver chevron pin shall be worn on each side of the shirt collar in a vertical position - single point up, centered between the top and bottom edge of the collar. (On the bike patrol shirt, Class A shirt, and leather coats only).

(b) The regulation three-bar cloth chevron shall be worn on all jackets (except leather) and Class B shirts. The chevron shall be worn on each sleeve with the uppermost portion on the chevron one half inch below the lowermost portion of the shoulder patch.

2. Lieutenant:

(a) The gold single-bar gilt pin will be worn on both sides of the shirt collar.

(b) Shoulder emblem's:

(a) All uniformed personnel, with the exception of the Crossing Guards, shall have the official departmental shoulder emblem affixed to each shoulder of the uniform.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) The patch shall be attached with the top of the patch one half inch below the sleeve head seam of all shirts and blouses and three quarters of an inch on all jackets. It shall be affixed in such a manner that a line bisecting the center of the patch shall be perpendicular to the ground when the garment is worn. The patch shall be sewn on the garment with colorfast thread and shall be machine stitched with black thread.

(c) Service designation:

(a) One service star may be worn after completion of each five years of continuous service with the City as a full time officer.

(b) The star(s) will be a part of the name-tag.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Cash Handling, Security and Management

707.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence and Informants policies.

707.2 POLICY

It is the policy of the South Salt Lake Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

707.3 PETTY CASH FUNDS

The Chief of Police shall designate a person as the fund manager responsible for maintaining and managing the petty cash fund.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

707.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

707.5 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Chief of Police, review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief of Police.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year by the Chief of Police or the City.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

707.6 ROUTINE CASH HANDLING

Those who handle cash as part of their property or Street Crimes Unit supervisor duties shall discharge those duties in accordance with the Property and Evidence and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

707.7 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Chapter 8 - Support Services

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Crime Analysis

800.1 PURPOSE AND SCOPE

The management analysis function is a set of systematic, analytical processes directed at providing timely and pertinent information relevant to crime patterns and correlations between trends. The intent of this process is to assist operational and administrative personnel with long term planning and deployment of resources in order to prevent or suppress criminal activities. As such and where practical, management analysis information may be used in the formation of department tactics, strategies and long-range plans.

For information to be most effective in guiding the department personnel and resources, it must be current. It is the responsibility of each individual supervisor of a unit to ensure that all information being gathered by their personnel is accurate.

800.2 DATA SOURCES

(a) Management analysis is the responsibility of the department Crime Analyst. Through the direction and leadership of the Community Resource Sergeant, the Crime Analyst shall be responsible for the collection, collation, analysis, and dissemination of crime data.

(b) Elements of Analysis:

1. Analysis of crime and crime trends should be based upon current data collected as a result of departmental activities. This may include the use of crime and/or arrest reports, incident reports, calls for service logs, citations, field interview cards, investigative supplemental reports, etc. The data used in the management analysis function should be up-to-date, within a reasonable amount of time.

2. Collation involves the sorting out and organizing of raw data into logical groupings for analysis purposes. It is accomplished by grouping data of like offenses together so that the analysis encompasses all available data for each crime being analyzed.

3. Raw data can also be grouped together to show crime patterns according to geographic locations, times of days crimes occurred, and/or how long patterns have been occurring (days, weeks, months, etc.).

(c) Reporting Crime Patterns or Trends:

1. Whenever a pattern of criminal activity is identified, it will be reported via the chain of command to the Chief of Police.

(d) Dissemination of Analyzed Crime Information:

1. Management analysis information must be shared for it to be of any use in combating future occurrences of crime. Dissemination of analysis information

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

is the responsibility of the data processing person(s), and should include the sharing of information, for use, with:

(a) The Chief of Police.

(b) Division Command.

(c) Section Command.

(d) Unit Command.

(e) Department Planning Personnel.

(f) News Media

(g) Others as appropriate.

(e) Target Offenses:

(a) When a trend in the occurrence of a particular crime(s) is identified, the information should be communicated, as per this order. Additionally, the documented times and geographic distributions of such crimes.

(b) A graphic representation of the crime distribution for each crime may also be created by the crime analyst and disseminated per this order.

(f) Public Dissemination:

(a) When crime trends are identified that appear to be ongoing or long-range in scope, a general report of the trends should be prepared.

(b) The report should not contain specific information useful in any investigation, nor should it describe suspects, modus operandi or other information that would jeopardize department operations.

(c) The report will be forwarded to the Chief of Police via the chain of command.

(d) Upon the Chief's approval, the department's public information officer may disseminate the report to the public.

(g) Analysis Feedback:

(a) Feedback is needed from users of disseminated information regarding the validity, reliability and usefulness of the information presented. As such, input from end-users of analysis information that reflects any discrepancies should be forwarded. The input should be based upon any action taken by operational units as a result of any analysis data disseminated.

(b) The data processing unit, or representative, should meet with the division commanders on a regular basis to discuss current patterns and trends of criminal behavior.

(h) Re-occurring Statistical Reporting:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(a) On a monthly basis, the Crime Analyst will assist the division commanders and the Office of the Chief of Police in the formulation of their month end reporting needs

(b) On a annual basis the Crime Analyst will compile a year-end statistical report for the Chief of Police.

800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.4 CRIME ANALYSIS DISSEMINATION

(a) The task of data analysis includes compilation of statistical information, verification and evaluation of the accuracy of information, identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and identifying trends in crime occurrences. Factors included are:

1. Frequency by type of crime.
2. Geographical factors.
3. Temporal factors.
4. Chronological factors.
5. Victim and target descriptors.
6. Suspect descriptors.
7. Suspect vehicle descriptors.
8. Modus Operandi factors.
9. Physical evidence information.

(b) Data analysis efforts should also be directed at identifying similarities among different offenses, revealing commonalities and patterns in the characteristics of current crime problems, assisting in the screening and ordering of lists of suspects, and aiding in the

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

assembling and classification of specific crimes that may involve an offender already in custody.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Property and Evidence

801.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

801.2 DEFINITIONS

Definitions related to this policy include:

Cohabitant - A person who is 18 years old or older, who resides in the same residence as the owner cohabitant, and is any of the following (Utah Code 53-5c-102):

- Living as if a spouse of the owner cohabitant.
- Related by blood or marriage to the owner cohabitant.
- Has one or more children in common with the owner cohabitant.
- Has an interest in the safety and well-being of the owner cohabitant.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Found Property - Includes property found by an employee or citizen that has no apparent evidentiary value, and where the owner cannot be readily identified or contacted.

Owner cohabitant - A cohabitant who is 18 years old or older and owns a firearm (Utah Code 53-5c-102).

Property - Includes all items of evidence, items taken for safekeeping, and found property.

Safekeeping - Includes the following types of property:

- Property obtained by the [Department/Office] for safekeeping such as a firearm.
- Personal property of an arrestee not taken as evidence.
- Property taken for safekeeping under authority of a law.

801.3 PROPERTY HANDLING

Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with a Property Form. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The Property Form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the item(s).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

801.3.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property should observe the following guidelines:

(a) Complete the property screen in the RMS describing each item of property separately, listing all serial numbers, owner's name, finder's name and other identifying information or markings.

(b) Mark each item of evidence with the booking employee's initials and the date booked using the appropriate method so as not to deface or damage the value of the property.

(c) Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.

(d) Place the case number in the upper right hand corner of the bag.

(e) The original Property Form shall be submitted with the case report. A copy shall be placed with the property in the temporary property locker or with the property if property is stored somewhere other than a property locker.

(f) When the property is too large to be placed in a locker, the item may be retained by patrol evidence lockers. Submit the completed property record into a numbered locker indicating the location of the property.

801.3.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be booked separately completing the property report in RMS Paraphernalia as defined by Utah Code 58-37a-3 shall also be booked separately from the other drugs with a separate compelting the property report in RMS

The officer seizing the narcotics and dangerous drugs shall place them in an evidence locker. All designated property or evidence forms will be completed in RMS. The remaining copy will be detached and submitted with the case report.

801.3.3 EXPLOSIVES

Officers who encounter a suspected explosive device shall promptly notify their immediate supervisor or the Watch Commander. The bomb squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Explosives will not be retained in the police facility. Only fireworks that are considered stable and safe and road flares or similar signaling devices may be booked into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials. The property and evidence technician is responsible for transporting to the fire department, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

801.3.4 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

(a) Bodily fluids such as blood or semen stains shall be air dried prior to booking.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) License plates found not to be stolen or connected with a known crime should be released directly to the property and evidence technician or placed in the designated container for return to the Utah Division of Motor Vehicles. No formal property booking process is required.

(c) All bicycles and bicycle frames require a property report. Property tags will be securely attached to each bicycle or bicycle frame. The property may be released directly to the property and evidence technician or placed in the bicycle storage area until a property and evidence technician can log it in.

(d) All cash shall be counted in the presence of a supervisor and the envelope initialed by the booking officer and the supervisor. The Watch Commander shall be contacted for cash in excess of $1,000 for special handling procedures.

City property, unless connected to a known criminal case, should be released directly to the appropriate City department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

801.3.5 FIREARMS SAFE HARBOR ACT

Officers shall accept a firearm for safekeeping from any cohabitant or owner cohabitant who requests it, and who believes that the owner cohabitant or another cohabitant with access to the firearm is an immediate threat to the cohabitant, the owner cohabitant, or any other individual (Utah Code 53-5c-201).

The officer receiving the firearm shall:

(a) Record the owner cohabitant's name, address, and telephone number.

(b) Record the firearm's serial number and the make and model of each firearm received.

(c) Record the date that the firearm was accepted for safekeeping.

(d) If the firearm was received from a cohabitant, require that the cohabitant sign a document attesting that the cohabitant resides in a home with the owner cohabitant.

An owner cohabitant committing the firearm shall not be asked or required to provide the name of, or any other information about, the cohabitant who poses the threat.

If a firearm received under the Act is determined to be illegal to possess or to own, the property and evidence technician shall confiscate and book the firearm according to current procedures, notify the person who requested that the firearm be taken for safekeeping of its confiscation, and dispose of the firearm in accordance with Utah Code 77-11a-403 (Utah Code 53-5c-202).

The property and evidence technician shall hold a firearm accepted pursuant to this policy for an initial period of 60 days, renewable for an additional 60 days upon request of the cohabitant or owner cohabitant. At the expiration of this time the firearm shall be returned to the owner cohabitant subject to the following (Utah Code 53-5c-201; Utah Code 53-5c-202):

- If, prior to the expiration of the 60-day period, the owner cohabitant requests return of the firearm in person, it shall be returned at the time of the request.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- If an owner other than the owner cohabitant requests return of the firearm, it may be returned to such owner after the expiration of the 60-day period if the owner requesting the firearm provides identification and signs a document attesting to having ownership in the firearm or pursuant to a court order.
- If an owner is subject to a jail release agreement or jail release order arising out of a class A misdemeanor or felony domestic violence offense for which the owner was arrested and jailed and for which a court has determined probable cause exists, the firearm may not be returned until 60 days after the expiration of the jail release agreement or jail release order.
- The firearm may not be returned to the owner cohabitant if the owner cohabitant is a restricted person under Utah Code 76-10-503 or otherwise prohibited from possessing a firearm under state or federal law.

If more than one year has passed since the firearm was committed and the owner cohabitant cannot be located, the [Department/Office] should dispose of the firearm in accordance with Utah Code 77-11a-403 (Utah Code 53-5c-202).

The property and evidence technician shall destroy any record created exclusively to document the safekeeping of the firearm as soon as practicable but no later than five days after releasing the firearm to the owner, or otherwise disposing of the firearm under the Utah Firearms Safe Harbor Act (Utah Code 53-5c-201).

801.4 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

(a) Narcotics and dangerous drugs.

(b) Firearms (ensure they are unloaded and booked separately from ammunition).

(c) Property with more than one known owner.

(d) Paraphernalia as described in Utah Code 58-37a-3.

(e) Fireworks.

(f) Contraband.

801.4.1 PACKAGING CONTAINER

Employees shall package all property, except narcotics and dangerous drugs, in a suitable container available for its size. Knife boxes should be used to package knives, and syringe tubes should be used to package syringes and needles.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

801.4.2 PACKAGING NARCOTICS

The officer seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, tagged and placed in anevidencelocker.. Prior to packaging,

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

and if the quantity allows, a presumptive test should be made on all suspected narcotics. If conducted, the results of this test shall be included in the officer's report.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size available in the report room. The booking officer shall initial the sealed envelope and the initials covered with cellophane tape. Narcotics and dangerous drugs shall not be packaged with other property.

A completed property tag shall be attached to the outside of the container. The chain of evidence shall be recorded on the back of this tag.

801.5 RECORDING OF PROPERTY

The property and evidence technician receiving custody of evidence or property shall follow RMS procedure.

A property number shall be obtained for each item or group of items. This number shall be recorded on the property tag and the property control card.

Any changes in the location of property held by the South Salt Lake Police Department shall be noted in RMS.

801.6 PROPERTY CONTROL

Each time the property and evidence technician receives property or releases property to another person, he/she shall enter this information into the RMS system. Officers desiring property for court shall contact the property and evidence technician at least one day prior to the court date.

801.6.1 RESPONSIBILITY OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry on the evidence package shall be completed to maintain the chain of possession. No property or evidence is to be released without first receiving written authorization from a supervisor or detective.

Request for analysis of items other than narcotics or drugs shall be completed on the appropriate forms and submitted to the property and evidence technician. This request may be filled out any time after booking of the property or evidence.

801.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, indicating the date and time on the property control card and the request for laboratory analysis.

The property and evidence technician releasing the evidence must complete the required information on the property control card and the evidence. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the officer will record the delivery time on both copies, and indicate the locker in which the item was placed or the employee to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Section for filing with the case.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

801.6.3 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to officers for investigative purposes, or for court, shall be noted on the property control card, stating the date, time and to whom released.

The property and evidence technician shall obtain the signature of the person to whom property is released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity.

The return of the property should be recorded on the property control card, indicating date, time and the person who returned the property.

801.6.4 RELEASE OF PROPERTY

The Investigations Division shall authorize the release of all property coming into the care and custody of the [Department/Office].

Release of property shall be made upon receipt of an authorized property release form, listing the name and address of the person to whom the property is to be released. The property release form shall be signed by the authorizing supervisor or investigator and must conform to the items listed on the property control card or must specify the specific items to be released. Release of all property shall be documented on the property control card.

Firearms or ammunition should only be released upon presentation of valid identification and authorized documents showing that the individual may legally possess the item.

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping (Utah Code 77-11d-104). A property and evidence technician shall release such property when the owner presents proper identification, and an authorized property release form has been received. The signature of the person receiving the property and the final disposition of the property shall be recorded on the property control card.

Found property and property held for safekeeping shall be held for a minimum of 90 days. If the owner of any unclaimed property cannot be determined or notified, or if the owner has been notified and fails to appear and claim the property, the agency shall (Utah Code 77-11d-105):

(a) Publish at least one notice (giving a general description of the property and the date of intended disposition) of the intent to dispose of the unclaimed property on the state Public Legal Notice website.

(b) Post a similar notice in a public place designated for notice within the law enforcement agency.

(c) Post a similar notice on the City public website of the South Salt Lake Police Department.

If no claim is made for the property, the property may be returned to the person who brought the property to the [Department/Office] or disposed of according to Utah Code 77-11d-105. The final disposition of the property shall be fully documented on the property control card.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

If any item listed on a property control card has not been released, the property control card will remain with the Evidence Room. When all property listed on the card has been released, the card shall be forwarded to the Records Section for filing with the case, and the release of all items shall be documented in the property log.

801.6.5 DISPUTED CLAIMS TO PROPERTY
Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an interpleader to resolve the disputed claim.

801.6.6 CONTROL OF NARCOTICS AND DANGEROUS DRUGS
The Investigations Division will be responsible for the storage, control and destruction of all narcotics and dangerous drugs coming into the custody of the Department, including paraphernalia as described in Utah Code 58-37a-3.

801.7 DISPOSITION OF PROPERTY
1. Found Property

The investigating officer will attempt to determine and contact the owner(s) of found property at the time the property is recovered. The Property Officer will attempt to contact the owner(s) upon receipt and storage of the property.

(a) When the owner has been identified, that person will be called on the telephone or notified via mail instructing them to contact the Property Officer to schedule an appointment to claim their property.

(b) The owner will be given 90 days to establish ownership and claim the property.

(c) If the property is not claimed, it will be offered to the finder (unless the finder is a City of South Salt Lake employee). The claimant will be given 90 days to claim the property. Exception: Unclaimed firearms will be disposed per state law. The Property Officer will notify the finder requesting them to schedule an appointment to obtain the property.

(d) If the property is not claimed, the finder is legally entitled to the property.

(e) All unclaimed property will be dispsosed of orauctioned.

(f) Release to Finder

1. The finder must present satisfactory evidence of identification and must sign to acknowledge receipt of the property to them.

2. The property report is removed from the property file and forwarded to Records for filing in the original case.

2. Safekeeping

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Property and Evidence

Property that is being held for safekeeping shall be returned to the legal owner upon request or by legal mandate. Property (excluding firearms) not claimed within 3 months from the day of receipt shall be considered intentionally abandoned by the owner and will be disposed of as appropriate.

(a) The Property Officer shall do the following upon receiving a firearm taken for safekeeping:

  (a) Conduct a criminal history check on the owner or person from whom the weapon was taken.

  (b) Conduct an NCIC check on the firearm to determine if it has been reported stolen. If stolen, first contact an investigator and notify them of the firearm's status. At the appropriate time,an attempt will be made to return the firearm to the rightful owner. If the owner cannot be found, the weapon will be disposed of per state law.

  (c) Complete a firearm release request and forward to the investigating officer for approval to release.

  (d) Upon return of the release form, the Property Officer will notify the owner by mail or telephone to schedule an appointment for release of the weapon.

    (a) Release the weapon to the owner.

    (b) The owner must present a photo ID and provide proof of ownership if requested.

    (c) The owner must sign the release.

    (d) The release is removed from the property file if there are no additional items of evidence connected with the case, and forwarded to Records for filing in the original case.

  (e) All other types of property held for safekeeping shall be returned to the owner as soon as possible.

    Note: If the true owner is the person committing the crime for which the weapon was used as evidence, the department shall confiscate it and it shall revert to that agency for their use and/or disposal as the head of the department determines. Utah Code 76-10-525

(b) Upon receiving property held for safekeeping, the Property Officer shall do the following:

  (a) Conduct an NCIC check on all serialized property to determine if it is stolen. Refer to the investigating officer or Investigations if stolen.

  (b) Contact the owner by mail to schedule an appointment for the release of the property.

  (c) Property (except firearms) not claimed within 3 months from the day of receipt days is to be considered intentional abandonment by the owner and disposed of per statute.

  (d) Release to the owner:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

- The owner must present a photo ID and provide proof of ownership if requested. The owner must sign the property release. The property release is removed from the property file if there are no additional items of evidence connected with the case, and forwarded to Records for filing in the original case.

3. Recovered Property

Property may be released by the Property Officer to the rightful owners prior to the conclusion of a trial under the authority of a court order, upon the written authorization of the representing prosecutor, or as otherwise provided by this manual.

(a) Prior to release, a picture of the property and the owner will be taken by the investigating officer.

(b) The owner must sign a Declaration of Ownership and agree not to destroy, sell, or give away the property until the conclusion of legal proceedings.

(c) The person from whom the property was taken will have already received written notification of their right to claim the property.

  (a) A copy of the notification will be attached to the property report. (ii) If a claim has been made, the magistrate will determine ownership.

(d) d. The investigating officer must complete a property release form itemizing the property to be released and forward it to the Property Officer.

  (a) The person must present a photo ID.

  (b) The person must sign the property release form.

  (c) The release forms are forwarded to Records for filing in the original case.

4. Non-Essential Property/Evidence

(a) With the concurrence of the prosecutor, property which is not essential to a prosecution or future prosecution shall be promptly released, whenever possible, to the owner as follows:

  1. Property (a photograph of which is sufficient for court presentation) shall be released, with the concurrence of the prosecuting District Attorney, to the rightful owner.

(b) Whenever possible, property which the prosecutor considers to be non-essential to a prosecution shall be promptly released to the owner during the course of the investigation.

  1. Property which has no market value or investigative value as determined by the prosecutor may be destroyed upon completion of the investigation; e.g., glass fragments, mutilated bullet not suitable for comparison purposes.

(c) Property that has been held as evidence but not introduced during the trial shall be released to the owner upon receipt of a court disposition, provided the defendant has not filed an appeal within the prescribed time.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. In misdemeanor and felony cases, 90 days shall be allowed for an appeal after the sentence is imposed.

(d) Property that is to be held as potential evidence shall be disposed of in accordance with the provisions of this manual as appropriate.

1. (i) In all cases, the person who receives the property must present a photo ID.
2. (ii) The property release must be signed by the person accepting the property.
3. (iii) If all of the recorded property has been returned to the owner, the property release is removed from the property file and forwarded to Records.

5. Court Releases

(a) When the Property Officer receives an evidence request form, or is contacted by the person needing evidence for court, the item(s) needed shall be pulled from its storage location and released

(a) In all cases, the person who receives the property must present a photo ID.

(b) The property release must be signed by the person accepting the property.

(c) If all of the recorded property has been returned to the owner, the property release is removed from the property file and forwarded to Records.

801.7.1 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

- Weapons declared by law to be nuisances
- Animals, birds, and related equipment that have been ordered forfeited by the court
- Counterfeiting equipment
- Gaming devices
- Obscene matter ordered to be destroyed by the court
- Altered vehicles or component parts
- Narcotics (Utah Code 58-37-2 et seq.)
- Unclaimed, stolen or embezzled property
- Destructive devices

801.7.2 UNCLAIMED MONEY

If found or seized money is no longer required as evidence and remains unclaimed after nine days of being posted, as described in Release of Property, the [Department/Office] shall notify the person who turned the money over to the [Department/Office]. Any person employed by a law enforcement agency who finds or seizes money may not claim or receive the money (Utah Code 77-11d-105).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

801.7.3 BIOLOGICAL EVIDENCE

The property and evidence technician shall ensure that no biological evidence held by this [department/office] is destroyed without adequate notification to the following persons, when applicable:

(a) The defendant

(b) The defendant's attorney

(c) The appropriate prosecutor and Attorney General

(d) Any sexual assault victim

(e) The Investigation Division Commander

Biological evidence shall be retained for a minimum period established by law (Utah Code 77-11c-201; Utah Code 77-11c-301; Utah Code 77-11c-401; Utah Code 53-10-904; Utah Code 53-10-905) or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice, unless a motion seeking an order to retain the sample is filed and served on this [department/office] within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Investigation Division Commander.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

Biological evidence from an unsolved sexual offense should not be disposed of prior to expiration of the statute of limitations. Even after expiration of the applicable statute of limitations, the Investigation Division Commander should be consulted and the sexual assault victim should be notified.

801.7.4 PROPERTY NO LONGER NEEDED AS EVIDENCE

When a prosecuting attorney notifies the [Department/Office] that evidence may be returned to the rightful owner, the property and evidence technician shall attempt to notify the rightful owner that the property is available for return. Prior to the release of the property, the owner shall provide (Utah Code 77-11a-301):

(a) Documentation establishing ownership of the property.

(b) Documentation that the owner may lawfully possess the property.

Before returning a seized firearm to an owner, the property and evidence technician shall confirm through the Bureau of Criminal Identification, that the owner is eligible to lawfully possess and receive a firearm (Utah Code 24-3-103).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

When the property is returned, a receipt listing the detail of the property shall be signed by the owner and retained by the [Department/Office]. A copy of the receipt shall be provided to the owner (Utah Code 77-11a-301).

If the [Department/Office] is unable to locate the rightful owner or the rightful owner is unable to lawfully possess the property, the [Department/Office] may dispose of the property as provided by Utah Code 77-11a-402.

If a court orders extraction and return of personal digital data from a computer determined to be contraband, the [Department/Office] shall determine reasonable cost to provide the data, which shall be paid by the owner at the time the request is made (Utah Code 77-11a-301).

The [Department/Office] shall dispose of confiscated or unclaimed firearms as provided by Utah Code 77-11a-403.

801.7.5 SEXUAL ASSAULT KITS

Written notification shall be provided to a victim of the intent to destroy or dispose of a sexual assault kit evidence or other crime scene evidence from an unsolved sexual assault case within 60 days prior to the destruction or disposal (Utah Code 77-37-3).

801.8 INSPECTIONS OF THE EVIDENCE ROOM

(a) On a quarterly basis, the supervisor of the evidence custodian shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

(b) Unannounced inspections of evidence storage areas shall be conducted annually as directed by the Chief of Police.

(c) An annual audit of evidence held by the Department shall be conducted by a Division Commander (as appointed by the Chief of Police) not routinely or directly connected with evidence control.

(d) Whenever a change is made in personnel who have access to the Evidence Room, an inventory of all evidence/property shall be made by an individual(s) not associated with the property room or its functions to ensure that records are correct and all evidence and property is accounted for.

801.9 ADMITTANCE TO EVIDENCE ROOM

Admittance to the Evidence Room should be restricted to the evidence custodian(s), the evidence supervisor, and others specifically designated by the Chief of Police. All other individuals entering the Evidence Room require escort and an Evidence Room access log entry shall be made indicating:

(a) Date and time of entry and exit.

(b) Name of individual(s) entering the Evidence Room.

(c) Reason for entry.

(d) Name of the escort.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

801.10 DESTRUCTION, DONATION, DIVERSION AND AUCTIONING OF PROPERTY

The Destruction, Donation, Diversion and Auctioning of items from Evidence/Property will take place only after proper authorization and in accordance with State Law and the authorized South Salt Lake Police Evidence Room Procedures.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Records Section

802.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the South Salt Lake Police Department Records Section. The policy addresses department file access and internal requests for case reports.

802.2 FILE ACCESS AND SECURITY

All reports including, but not limited to, initial, supplemental, follow-up, evidence, and all reports critical to a case shall be maintained in a secure area within the Records Section accessible only to authorized Records Section personnel. Access to report files after-hours or when records personnel are otherwise not available may be obtained through the Watch Commander.

South Salt Lake Police Department employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

802.2.1 REQUESTING ORIGINAL REPORTS

Generally, original reports shall not be removed from the Records Section. Should an original report be needed for any reason, the requesting employee shall first obtain authorization from arecords section personnel.All original reports removed from the Records Section shall be recorded on the Report Check-Out Log, which shall constitute the only authorized manner by which an original report may be removed from the Records Section.

802.3 POLICY

It is the policy of the South Salt Lake Police Department to maintain department records securely, professionally, and efficiently.

802.4 CONFIDENTIALITY

Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.

802.5 RESPONSIBILITIES

802.5.1 RECORDSBUREAU

The responsibilities of the Records Section include but are not limited to:

(a) Maintaining a records management system for case reports.

1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Entering case report information into the records management system.

1. Modification of case reports shall only be made when authorized by a supervisor.

(c) Providing members of the department with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics. This includes but is not limited to reporting:

1. Crime reporting and use of force data to the Bureau of Criminal Identification (BCI) (Utah Code 53-10-205).

2. Cold case reporting to the Criminal Investigations and Technical Services Division (Utah Code 53-10-115).

(e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.

(f) Identifying missing case reports and notifying the responsible member's supervisor.

(g) Providing an annual report to BCI regarding firearm-related information as required by Utah Code 76-10-526.

(h) Receive, maintain, and remove voluntary restrictions on firearm purchase and possession in accordance with Utah Code 53-5c-301. This includes required notifications to the Bureau of Criminal Identification (Utah Code 53-5c-301).

802.5.2 RECORDSHEAD

The Chief of Police shall appoint and delegate certain responsibilities to a Records Supervisor. The Records Supervisor shall be directly responsible to the Administration Division Commander or the authorized designee.

The responsibilities of the Records Supervisor include but are not limited to:

(a) Overseeing the efficient and effective operation of the Records Section.

(b) Scheduling and maintaining Records Section time records.

(c) Supervising, training, and evaluating Records Section staff.

(d) Maintaining and updating a Records Section procedure manual.

(e) Ensuring compliance with established policies and procedures.

(f) Supervising the access, use, and release of protected information (see the Protected Information Policy).

(g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:

1. Homicides

2. Cases involving department members or public officials

3. Any case where restricted access is prudent

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Records and Informational Access

803.1 PURPOSE AND SCOPE

I Privacy and Security- Policy

A. The department's records section is governed by the State Government Records Access and Management Act (GRAMA), UCA 63-2-101 and the Privacy and Security Act, Title 28 and BCI rules and regulations.

B. A copy of these codes, laws, rules, and regulations is maintained by the police records manager.

C. Separation of records:

1. The records section will maintain separate arrest history files for adults and juveniles. These will be maintained in the report management system (RMS) database.

D. Juvenile records:

1. The South Salt Lake City Police Department will fingerprint and photograph juveniles in accordance with Utah Rules of Juvenile Procedure 27 and UCA 78-3a-904.

2. The procedures for collection, dissemination, and retention of police department records pertaining to juveniles are in accordance with state and federal law as described above.

3. Policy and Procedures for expungement of juvenile records are outlined in Utah Rules of Juvenile Procedure 56 and UCA 78-3A-904 and 78-3a-905.

E. Security and access to records:

The records section will maintain a secure area and filing system, which provides for access by department personnel, but not the general public.

F. Release of agency records:

Information released by the records section will be in accordance with GRAMA and other state and federal statutes and regulations.

Active cases that are being investigated will not be released, unless the requestor can provide written justification to the Chief of Police or designee. The Chief of Police or designee may or may not release the documents based on the validity of the request. Exception: Federal, District or City Attorney's Office that will be charged with the responsibility of prosecuting the case.

II Retention

A. The department's records section has a State of Utah approved records retention schedule. The records retention schedule is in compliance with the applicable state statutes.

B. The records retention manual, which lists the retention requirements for specific types of records and information, is located in the records section and is maintained by the records manager.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

C. The Chief of Police or designee, Investigations Division Commander and Investigations Section Sergeant will prior to the destruction of any criminal records and/ or evidence conduct of review of the records or evidence to be destroyed to ensure that documents and items of evidence are not destroyed if they may be relevant to future investigations or inquiries.

803.1.1 CRIME DATA REPORTING

A. This department compiles monthly and submits tri-annually UCR. The UCR reports are forwarded to the Utah Division of Criminal Identification. This is done according to the Uniform Crime Reporting Handbook, which is retained in the records section.

B. A crime analyst compiles statistics on a monthly basis and submits the data tri-annually.

C. Release locally of any information contained in the report for public information is accomplished through the department public information officer. Any release of information shall be done through the South Salt Lake City Police Departments, Crime Analysis Unit.

D. Uniform Crime Reporting

1. South Salt Lake City Police Department participates in statewide Uniform Crime Reporting (UCR) incident based system through the Division of Criminal Identifications.

2. On a monthly basis, the NIBRS operator will ensure that a monthly total of crimes, dollar loss and recovery, and arrests (as required by the state), will be completed.

3. This procedure is done on computer via electronic mail to the Utah State BCI repository.

4. A copy of the UCR reporting results will be received from the State on a tri-annually and annual basis.

803.1.2 CENTRAL RECORDS ACCESSABILITY

A. Information contained in the records section and automated fields are available to department personnel on a twenty-four (24) hour basis. During the normal business hours of 0700 to 1700, Monday through Friday, records section personnel will respond to all information requests. After business hours, patrol shift supervisors will handle all requests for information.

B. File removal for review by department personnel is available by coming to the records section and receiving the report in the records section. Any file removed for court, by court order, will be noted on a record "out" card. The card will be signed by the officer receiving the document and inserted in the removed file's sequential location. Review of records files may only be done in the records section with the assistance of a records specialist or supervisor. Records information and files may not be taken out of the records section area for any reason except for court ordered subpoenas.

C. The City Attorney may check out files without a subpoena.

803.1.3 RECORDS BACK-UP AND STORAGE

A. The City of South Salt Lake maintains a network on which vital information is stored. This data includes records for the police reporting system and other police related programs. Each user also

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

has the ability to save personal items on the network in a directory allocated specifically to them. The City of South Salt Lake will back up all files and programs on the network on a nightly basis. These files will be written to a tape, which is changed weekly. The tapes will be stored for a period of one month. One tape from those stored each month will be kept for a period of one year.

803.1.4 B.C.I. AND COMPUTERIZED INFORMATIONAL ACCESS

A. The Utah Criminal History File (UCH) was created for the main purpose of keeping a person's record in one central location instead of keeping individual records throughout the individual agencies in Utah. UCH is used to maintain the criminal history information. The system is entered into by use of an access code and a menu screen. The file consists of four parts: The Menu Screen, Name Search, Identification Display and the Computerized Rap Sheet. The Criminal History Information is available to local terminal agencies and most agencies have the capability of printing off the information at their locations. The arrest information found on a criminal history record is obtained by the ten print fingerprint cards and single print citation. If a fingerprint card is not received on an individual who is arrested, the information cannot be added to the criminal history record.

B. Dissemination of Criminal Record information is controlled by Federal regulations and Utah state law. This information may only be given to authorized law enforcement agencies for law enforcement purposes. The computer keeps an automated dissemination log of all criminal history requests. This dissemination log includes the name of person requesting the information and the purpose for the request. Additionally the South Salt Lake Police Department maintains a secondary electronic dissemination log internally. The dissemination log maintains the date of the inquiry, the name of the person being checked, the name of the requestor and the auditing purpose/case number.

C. Violation of privacy and security regulations could result in criminal prosecution of the person(s) involved and loss of UCJIS Files access for the violating agency. There is potential for civil action as well. Information received from these files must be destroyed when no longer needed; not attached to a case report. Destroyed is defined as shredding or burning. (For complete details refer to the Introduction section of the BCI manual.)

1. Driver License checks will only be done for legitimate law enforcement purposes.

2. Vehicle Registration checks will only be done for legitimate law enforcement purposes.

3. <u>Curiosity Checks, those checks done just out of curiosity, are NOT authorized under any circumstances.</u>

D. If you have any questions regarding privacy and security laws and regulations, contact BCI.

E. Each operator must have a logon ID of their own to access the UCJIS files. The operator is then responsible for any information accessed from the computer under that logon ID. Operators must sign off whenever they will not be at the computers to ensure other individuals are not accessing information under their logon ID.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

F. Operators must attend a bi-yearly training provided by the agency TAC. The operator must also take and pass a certification test given every two years in order to maintain their user logon ID. At the time of testing the operator must sign one (1) document. The "UCJIS User Testing Agreement".

G. Operators are bound to abide by B.C.I. policy and South Salt Lake Police Department policy. Failure to comply will likely result in automatic suspension of access to the system as well as internal disciplinary proceedings.

H. Employees who leave the employ of South Salt Lake Police Department will be deleted from the system.

803.1.5 OPERATIONAL COMPONENT, RECORDS RETENTION

A. Operational units will forward original investigative copies to records in a timely manner (daily or weekly) and retain investigative copies for continuing follow-up use.

B. Sensitive or confidential investigative reports, i.e., intelligence, vice, narcotics, are maintained by the appropriate division and forwarded to the records section on completion, if applicable to the records section function.

C. Internal investigation files will be maintained in accordance with South Salt Lake City Police Department Policy and Procedure Manual

803.1.6 CRIMINAL HISTORY AND CUSTODIAL ARREST RECORDS

A. The department's records section maintains criminal history record information files (CHRI) on each person arrested. The following information is available and when obtained, is included in the CHRI files:

1. Name, DOB, address, race, sex, and any other physical descriptors

2. Alias(s)

3. Arrest and charge information

B. Fingerprint cards are sent to the Utah State Division of Criminal Identification (BCI) for classification, maintenance, and retrieval. BCI is the repository for fingerprint cards in the State of Utah. Ten print cards completed at the South Salt Lake Police Department will be forwarded to BCI by the records section.

C. Criminal history transcripts are immediately accessible when requested through the state and federal computerized information systems.

D. Photographs are not currently maintained in the CHRI files. Photographs, when available, are filed by the booking/arrest (B/A) number and by Identification Modus Operandi (IDMO) classification. Both files are maintained in the investigations division.

E. Arrest reports - A copy of each arrest report is maintained and placed into the file by records personnel.

F. Procedure- Identification Numbers:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. Older files on each person charged by the South Salt Lake City Police Department will have a Criminal History Record Information (CHRI) packet initiated showing the charge and subsequent disposition. These packets will be filed alphabetically in a separate CHRI file for juveniles and adults. The criminal history file, which is a separate packet, is filed according to identification number and also separated by juvenile and adult sections, according to arrestee name and date-of-birth.

G. Newer CHRI files are kept on the computer in the same manner without a packet.

H. The records specialist, at time of the receipt of booking information, arrest information, or citation, will check the subject for a CHRI number. Should the subject have an assigned identification number, the new information will be assigned the existing number and entered into the existing file. Should no identification number exist for a subject, a new number will be obtained from the master CHRI logbook as maintained in the records section.

I. Identification name-numbers in the RMS are issued one time only to a subject. This same identification number is then used for all subsequent arrests of that subject. Any duplicates are merged monthly by the MIS. Aliases / monikers are issued separate name-numbers.

J. In any instance that it is discovered that a person was issued a CHRI number under an alias, maiden name, etc., that CHRI number will also be used for the current name. Applicable references and notations will be made of all known names used.

803.1.7 ARREST REPORT, FINGERPRINTING AND PHOTOGRAPHING

A. Officers, when processing an arrest, shall:

1. Complete arrest reports for all people arrested for any felony or misdemeanor offense.

2. Photographs

a. Juveniles may be photographed only when arrested for a felony or by a court order, 14 years of age or older.

b. For court purposes, victims of assaults, etc., may be photographed to show visible injuries. Juvenile victims may be photographed without a court order.

c. Photographs of arrested adults shall be taken at the discretion of the arresting officer or shift supervisor.

B. Fingerprints

1. Right index fingerprint of all arrestees not being booked into jail.

2. Juveniles may only be printed for felony arrests or by a court order, 14 years of age or older.

3. Agency fingerprinting other than as listed above shall be conducted at the discretion of the shift supervisor.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

803.1.8 WARRANT AND WANTED PERSON FILES

A. Court clerks will individually enter all warrants into the statewide informational system. They are accessible through the state UCJIS files. NCIC warrants can be found via the wanted person files of NCIC. These warrants can be confirmed by the arresting officer via in car CDPD notebook computer or through the communications center dispatcher on the main channel or service channel.

B. Original and court copies of our warrants are to be used, unless the officer must obtain a printed abstract copy from the statewide computer system.

1. An abstract copy can be obtained from the Records division personnel or jail personnel.

2. Department personnel will not make additional copies of a warrant.

C. Before a subject is arrested on our department warrant, the officer must confirm that the original warrant is on the statewide warrants system.

D. Warrants on the computer are normally valid for three (3) years, unless reissued for a longer period by the courts.

E. Procedure- Warrants are issued case numbers as follows:

1. Warrants resulting from previous case number assigned incidents will retain that case number.

2. Warrants that do not pertain to previous case number incidents will, on service, receive a current case number in the chronological sequence of number being used.

3. Warrants of other agencies, when served by our personnel, will receive a current date and case number, and designated as an agency assist.

4. Warrants of other agencies must be validated by phone and a Teletype copy received by our statewide warrants system, of the specific warrant from the issuing agency. The arresting officer may obtain this information from the service channel at VECC after hours, holidays, and weekends or during business hours, from 0800 to 1700, Monday through Friday.

5. After the warrant has been served, recalled by the court, or have expired, it is noted on the statewide informational system by communications personnel. The warrant is cleared or removed by court personnel only. The original and clearance notations, along with any additional paperwork generated by the arrest, are filed in the corresponding case report file and on the computerized statewide warrant system.

F. Records

1. South Salt Lake City Police Department with the South Salt Lake City Justice Court participates in the statewide warrants system. The appropriate courts maintain records for warrants. Access to those records is available twenty-four (24) hours a day through VECC. BCI is the administrator for the Statewide Warrants system.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Restoration of Firearm Serial Numbers

804.1 PURPOSE AND SCOPE

The primary purpose for restoring firearm serial numbers is to determine the prior owners or origin of the item from which the number has been recovered. Thus, property can be returned to rightful owners or investigations can be initiated to curb illegal trade of contraband firearms. The purpose of this plan is to develop standards, methodologies and safety protocols for the recovery of obliterated serial numbers from firearms and other objects, using procedures that are accepted as industry standards in the forensic community. All personnel who are involved in the restoration of serial numbers will observe the following guidelines.

804.2 PROCEDURE

Any firearm coming into the possession of the South Salt Lake Police Department as evidence or found property, where the serial numbers have been removed or obliterated will be processed in the following manner.

804.2.1 PRELIMINARY FIREARM EXAMINATION

(a) Always keep the muzzle pointed in a safe direction. Be sure the firearm is in an unloaded condition. This includes removal of the ammunition source (e.g., the detachable magazine, contents of the tubular magazine) as well as the chamber contents.

(b) If the firearm is corroded shut or in a condition that would preclude inspection of the chamber contents, treat the firearm as if it is loaded. Make immediate arrangements for a firearms examiner or other qualified examiner to render the firearm safe.

(c) Accurately record/document the condition of the gun when received. Note the positions of the various components such as the safeties, cylinder, magazine, slide, hammer. Accurately record/document cylinder chamber and magazine contents. Package the ammunition separately.

(d) If the firearm is to be processed for fingerprints or trace evidence, process before the serial number restoration is attempted. First record/document important aspects, such as halos on the revolver cylinder face, or other relevant evidence that might be obscured by the fingerprinting chemicals.

804.2.2 PROPERTY BOOKING PROCEDURE

Any employee taking possession of a firearm with removed/obliterated serial numbers shall book the firearm into property following standard procedures. The employee booking the firearm shall indicate on the Property Form that serial numbers have been removed or obliterated.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

804.2.3 OFFICER RESPONSIBILITY
The property and evidence technician receiving a firearm when the serial numbers have been removed or obliterated shall arrange for the firearm to be examined by the Crime Scene Technician and maintain the chain of custody

804.2.4 DOCUMENTATION
Case reports are prepared in order to document the chain of custody and the initial examination and handling of evidence, from the time it was received/collected until it is released.

This report must include a record of the manner in which and/or from whom the firearm was received. This may appear on the Request Form or Property Form depending on the type of evidence.

804.2.5 FIREARM TRACE
After the serial number has been restored (or partially restored) by the criminalistics laboratory, the property and evidence technician will complete a Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Tracing Center (NTC) Obliterated Serial Number Trace Request Form (ATF 3312.1-OBL) and forward the form to the NTC in Falling Waters, West Virginia or enter the data into the ATF eTrace system.

804.3 OTHER CONSIDERATIONS
Exemplar bullets and cartridge cases from the firearm, depending upon acceptance criteria and protocol, may be submitted to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), National Integrated Ballistic Information Network (NIBIN) which uses the Integrated Ballistic Identification System (IBIS) technology to digitize and compare unique markings made by a firearm on bullets and cartridge casings recovered from crime scenes.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Records Maintenance and Release

805.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

805.2 POLICY

The South Salt Lake Police Department is committed to providing public access to records in a manner that is consistent with the Utah Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-101 et seq.).

805.3 RECORDS OFFICER RESPONSIBILITIES

The Chief of Police shall designate a Records Officer. The responsibilities of the Records Officer include, but are not limited to:

(a) Managing the records management system for the Department, including the retention, archiving, release and destruction of department public records.

1. This includes performing the duties specified for governmental entities under the Public Records Management Act (Utah Code 63G-2-307).
2. This includes the maintenance and destruction of imaging surveillance data as required by Utah Code 77-23d-105.

(b) Maintaining and updating the department records retention schedule including:

1. Identifying the minimum length of time the Department must keep records.
2. Identifying the division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

1. The Records Officer shall be responsible for filing a statement with the state archivist explaining the reasons a record series that is designated as private or controlled under GRAMA is being collected or used by the Department (Utah Code 63G-2-601).

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring a current schedule of fees for public records as allowed by law is available (Utah Code 63G-2-203).

(g) Forwarding requests to the appropriate agency when a requester seeks records that are not in the possession of the Department (Utah Code 63G-2-204).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

805.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Records Officer or the authorized designee.

805.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following:

(a) The [Department/Office] is not required to create records that do not exist.

(b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio/video, a copy of the redacted audio/video release should be maintained in the [department/office]-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(c) Requests for records must be in writing and contain the requester's name, contact information, and a description of the record requested (Utah Code 63G-2-204).

(d) The Records Officer shall review each request for records within 10 business days unless the person has requested an expedited response. Expedited requests must be reviewed within five business days (Utah Code 63G-2-204).

(e) Unless the Records Officer is prohibited by law from releasing the requested record; extraordinary circumstances exist, as defined in Utah Code 63G-2-204; or the request is submitted by or on behalf of a person confined in a jail or other correctional facility, the record shall be released (Utah Code 63G-2-201).

1. If the existence of extraordinary circumstances precludes approval or denial of the request within the time permitted under law, additional time may be granted.

2. Requests made by or on behalf of a person in jail or another correctional facility for a record that contains a specific reference to the individual so confined may be released up to five times per calendar year. This restriction does not apply to requests submitted by an attorney of the individual (Utah Code 63G-2-201).

(f) If the Records Officer denies a request, a notice of denial shall be sent to the requester. The notice shall contain a description of the record denied, the legal basis upon which the Records Officer relied in denying the request, and information related to the appeal process available to the requester (Utah Code 63G-2-205).

805.4.2 APPEALS

The denial of a request for records by the Records Officer may be appealed to the Chief of Police. Upon receipt of a notice to appeal, the Chief of Police must review and make a determination within 10 business days (or five business days if the requester or interested party demonstrates that an expedited decision benefits the public). If a determination is not made within the specified time frame, the appeal shall be considered denied. If the Chief of Police affirms the denial, notice

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

shall be sent to the requester informing him/her of the right to appeal the denial to the records committee, district court (or local appeals board, if established), the time limits for filing such appeal, and the contact information of the executive secretary of the records committee (or local appeals board, if established) (Utah Code 63G-2-401).

805.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

(a) Any personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record or any [department/office] record, including traffic accident reports, are restricted except as authorized by the [Department/Office], and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; Utah Code 53-3-109; Utah Code 41-6a-404).

(b) Victim information that may be protected by statutes (Utah Code 77-37-4).

(c) Personnel records (Utah Code 63G-2-302; Utah Code 63G-2-303).

1. Specific personnel information related to undercover officers or investigative personnel is exempt from disclosure if release could reasonably impair the effectiveness of investigations or endanger any individual's safety (Utah Code 63G-2-301).

(d) Properly classified records that contain medical, psychiatric, or psychological data about a person if release would be detrimental to the person's mental health or safety, or would violate normal professional practice and medical ethics (Utah Code 63G-2-304).

(e) Records created exclusively in anticipation of potential litigation involving this [department/office] (Utah Code 63G-2-305).

(f) Automated license plate reader (ALPR) data (Utah Code 41-6a-2004).

(g) Imaging surveillance data (Utah Code 77-23d-105).

(h) Certain types of reports involving but not limited to child abuse and neglect (Utah Code 80-2-1005).

(i) Certain audio and video recordings created by a body-worn camera that recorded sound or images:

1. Inside a home or residence (Utah Code 63G-2-302; Utah Code 77-7a-107).

2. Inside a hospital or health care facility, inside a clinic of a health care provider, or inside a human service program (Utah Code 63G-2-305).

(j) Certain data collected by an unmanned aerial system (Utah Code 72-10-803).

(k) Any other information that may be appropriately denied by:

1. Utah Code 63G-2-302 (private records).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. Utah Code 63G-2-303 (private information of government employees).
3. Utah Code 63G-2-304 (controlled records).
4. Utah Code 63G-2-305 (protected records).

805.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Records Officer for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

805.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

805.8 EXPUNGEMENT

Expungement orders received by the [Department/Office] shall be reviewed for appropriate action by the Records Officer. The Records Officer shall expunge such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction. Once expunged, members shall respond to any inquiry as though the record did not exist.

The Records Officer shall provide written confirmation that all records have been expunged by the [Department/Office] to the individual receiving the expungement if requested (Utah Code 77-40a-403).

Upon receiving an order for vacatur, the Records Officer shall comply with the provisions of Utah Code 77-40a-402.

805.9 TRAINING

The Records Supervisor shall, on an annual basis, successfully complete an online records management training course provided by the Utah Department of Administrative Services' Division of Archives and Records Service (Utah Code 63G-2-108).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

805.10 RELEASE OF RECORDINGS RELATED TO CRITICAL INCIDENTS

Video and audio recordings of incidents made by officers of this [department/office] that resulted in death or serious bodily injury of an individual or during which an officer fired a weapon shall be released upon receipt of a proper public records request.

The Records Officer should coordinate as appropriate with the Chief of Police or the prosecuting agency to determine which recordings may qualify for disclosure when a request for a recording is received (Utah Code 77-7a-107).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Protected Information

806.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the South Salt Lake Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

806.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the South Salt Lake Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

Director of Bureau-Director of the Bureau of Criminal Identification

Commissioner-Commissioner of Public Safety

806.2 POLICY

Members of the South Salt Lake Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

806.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicle (DMV) records and the Utah Criminal Justice Information System (UCJIS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

806.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, South Salt Lake Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

Unauthorized access includes divulging the content of any criminal record to anyone other than authorized personnel.

Unauthorized access includes employees who obtain, or attempt to obtain, information from the department files other than that to which they are entitled in accordance with their official duties.

806.4.1 PENALTIES FOR MISUSE OF RECORDS

Misuse of access to criminal history record information is a class B misdemeanor (Utah Code 53-10-108(12)(a) and (12)(b)

(12)(a) It is a class B misdemeanor for a person to knowingly or intentionally access,use, disclose, or disseminate a record created, maintained, or to which access is granted by the division or any information contained in a record created, maintained, or to which access is granted by the division for a purpose prohibited or not permitted by statue, rule, regulations, or policy of a governmental entity.

(12)(b) A person who discovers or becomes aware of any unauthorized use of records created or maintained, or to which access is granted by the division shall inform the commissioner and the director of the bureau of the unauthorized use.

806.4.2 RELEASE OF CHRI

Only the persons listed below are authorized to release CHRI. Each authorized person releasing CHRI is responsible to ensure that each request granted appears legitimate and that the requester is an authorized recipient with a right and need to know.

(a) Criminal Records Security Officer.

(b) Records Supervisor.

(c) Full-time employees of the Records Section.

(d) Personnel specifically designated in writing by Division Commanders with the concurrence of the Criminal Records Security Officer.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

806.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know (Utah Code 53-10-108).

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

806.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

806.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

806.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

806.7.1 COMPUTER TERMINAL SECURITY

Computer terminal equipment capable of providing access to automated criminal offender record information is located in the Records Section, Dispatch and in the Investigations Division to preclude access by unauthorized persons.

No employee shall be authorized to operate computer terminal equipment with access to CHRI until the operator has completed the appropriate training.

806.7.2 DESTRUCTION OF CHRI

When any document providing CHRI has served the purpose for which it was obtained, it shall be destroyed by shredding.

Each employee shall be responsible for destroying the CHRI documents they receive.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Computers and Digital Evidence

807.1 PURPOSE AND SCOPE

This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

807.2 SEIZING COMPUTERS AND RELATED EVIDENCE

Computer equipment requires specialized training and handling to preserve its value as evidence. Officers should be aware of the potential to destroy information through careless or improper handling, and therefore they should utilize the most knowledgeable available resources. When possible, this includes enlisting the help of a computer forensics examiner, who will make an exact copy, or mirror image, of the computer's hard drive; the original will be stored as evidence. This eliminates the possibility of altering or destroying any evidence on the original. The examiner will then search the copy of the hard drive for evidence.

When seizing a computer and accessories the following steps should be taken:

(a) Photograph each item, front and back, specifically including cable connections to other items. Look for a phone line or cable to a modem for Internet access.

(b) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence and/or documents.

(c) If the computer is off, do not turn it on.

(d) If the computer is on, do not shut it down normally and do not click on anything or examine any files.

1. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.

2. Disconnect the power cable from the back of the computer box or if a portable notebook style, disconnect any power cable from the case and remove the battery.

(e) Label each item with case number, evidence sheet number, and item number.

(f) Handle and transport the computer and storage media (e.g., tape, discs, memory cards, flash memory, external drives) with care so that potential evidence is not lost.

(g) Lodge all computer items in the Property Room. Do not store computers where normal room temperature and humidity is not maintained.

(h) At minimum, officers should document the following in related reports:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. Where the computer was located and whether it was in operation.
2. Who was using it at the time.
3. Who claimed ownership.
4. If it can be determined, how it was being used.

(i) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (hard drives, tape drives and disk drives) should be seized along with all media. Accessories (printers, monitors, mouse, scanner, keyboard, cables, software and manuals) should not be seized unless as a precursor to forfeiture.

807.2.1 BUSINESS OR NETWORKED COMPUTERS

If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. Officers should contact a certified forensic computer examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should only be done by someone specifically trained in processing computers for evidence.

807.2.2 FORENSIC EXAMINATION OF COMPUTERS

If an examination of the contents of the computer's hard drive, floppy disks, compact discs or any other storage media is required, an exact duplicate of the hard drive or disk will be made using a forensic computer and a forensic software program by someone trained in the examination of computer storage devices. The officer will then forward the following items to a computer forensic examiner:

(a) Copy of report(s) detailing how the computer was used in criminal activities. Also include the Evidence/Property sheet.

(b) Copy of a consent to search form signed by the computer owner or the person in possession of the computer, or a copy of a search warrant authorizing the search of the computer hard drive for evidence relating to the investigation.

(c) A listing of the items to search for (e.g., photographs, financial records, e-mail, documents).

(d) An exact duplicate of the hard drive or disk will be made using a forensic computer and a forensic software program by someone trained in the examination of computer storage devices for evidence.

807.3 SEIZING DIGITAL STORAGE MEDIA

Digital storage media including hard drives, floppy discs, CDs, DVDs, tapes, memory cards or flash memory devices should be seized and stored in a manner that will protect them from damage.

(a) If the media has a write-protection tab or switch, it should be activated.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Do not review, access or open digital files prior to submission to a computer forensic examiner. If the information is needed for immediate investigation request the Evidence Room to copy the contents to an appropriate form of storage media.

(c) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.

(d) Do not leave storage media where it would be subject to excessive heat, such as in a parked vehicle on a hot day.

(e) Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

807.4 SEIZING PCDS

Personal communication devices (PCDs) such as cell phones, Personal Digital Assistants (PDAs) or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device, which includes messages, stored data and/or images.

(a) Officers should not attempt to access, review or search the contents of such devices prior to examination by a forensic expert. Un-sent messages can be lost, data can be inadvertently deleted and incoming messages can override stored messages.

(b) When seizing the devices, also seize the charging units and keep them plugged in to the chargers until the devices can be examined. If the batteries go dead all the data may be lost.

807.5 DIGITAL EVIDENCE RECORDED BY OFFICERS

Officers handling and submitting recorded and digitally stored evidence from digital cameras and audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

807.5.1 COLLECTION OF DIGITAL EVIDENCE

Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files will not be altered in any way.

807.5.2 SUBMISSION OF DIGITAL MEDIA

The following are required procedures for the submission of digital media used by cameras or other recorders:

(a) The recording media (smart card, compact flash card or any other media) shall be brought to the Evidence Room as soon as possible for submission into evidence.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) Officers are not authorized to review or copy memory cards. The evidence technicians are the only employees authorized to copy and/or distribute digital media made from the memory cards.

(c) As soon as possible following the collection of evidence, the camera operator is to remove the memory card from their digital camera and place the card into a plastic carrier. The card and carrier are then to be placed into a zip-lock type baggie. The camera operator shall write their name and the related case number on the outside of the baggie before placing in the film drop box along with the Property Form.

(d) Evidence technicians will make a copy of the memory card using appropriate storage media. Once they have verified that the images properly transferred to the storage media, the technicians will erase the memory card for re-use. The storage media will be marked as the original.

(e) Officers requiring a copy of the digital files must request a copy on the Property Form when the items are submitted to evidence.

807.5.3 DOWNLOADING OF DIGITAL FILES

Digital information such as video or audio files recorded on devices using internal memory must be downloaded to storage media. The following procedures are to be followed:

(a) Files should not be opened or reviewed prior to downloading and storage.

(b) Where possible, the device should be connected to a computer and the files accessed directly from the computer directory or downloaded to a folder on the host computer for copying to the storage media.

807.5.4 PRESERVATION OF DIGITAL EVIDENCE

(a) Only evidence technicians are authorized to copy original digital media that is held as evidence. The original digital media shall remain in evidence and shall remain unaltered.

(b) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.

(c) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Cash Control of Investigative Funds, Petty Cash, Receipts

808.1 POLICY

(a) The South Salt Lake Police Department limits actual cash collection to those funds seized in the course of criminal investigations only.

(b) Disbursement of cash is strictly safeguarded and is limited to "Investigative Funds", "Petty Cash"and"Cash Receipts"

(c) Disbursement of VOCA grant's "Other Emergency Funds" is strictly safeguarded and in limited to expenditures on behalf of violent crime victims for emergency needs.

(d) Preparation of financial statements, internal audits, and related matters are governed by procedures of the South Salt Lake City Financial Department.

1. Frequency of audits of specified police department funds are as follows:

    (a) Investigative/Informant and Petty Cash Funds are audited at least semi-annually by the Chief of Police or his/her designee.

    (b) Investigative/Informant and Petty Cash Funds are audited at least semi-annually by the City Finance Department.

    (c) Investigative/Informant Funds will be accounted for by the Investigations Division Commander tri-annually.

        1. The results of the accounting shall be forwarded via memorandum to the Chief of Police or his/her designee.

    (d) Evidence/Property Funds are audited at least annually by the City Finance Department.

        1. This audit will be conducted in the presence of a member of the Evidence/ Property room in order to maintain the chain of custody.

        2. VOCA's "Other Emergency Funds" will be strictly accounted for by the South Salt Lake City Finance Department. Accounting logs will be provided quarterly to the Finance Department. As awarded funds are expended, these amounts will also be provided to the police chief's administrative assistant.

808.1.1 PROCEDURES

(a) Investigative Funds distribution will occur as follows:

1. The Investigations Division Commander will issue all investigative funds to the Investigations Section Sergeant.

    (a) The funds will be issued by use of a receipt, signed by the commander and sergeant.

    (b) The commander will retain the original receipt and provide a copy to the sergeant.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. The Investigations Section Sergeant will issue the funds to the appropriate investigator/officer for a specific assignment.
    (a) The same receipt procedure will take place between the sergeant and investigator/ officer.
3. At the completion of the assignment and/or the end of the month, the investigator/officer will return to the sergeant any unexpended funds and/or a log containing the following information:
    (a) Date and time of the expenditure of the funds.
    (b) Amount of expenditure.
    (c) Who received the funds and for what purpose.
    (d) Case number associated with the particular expenditure.
    (e) If at all possible a signature from the person(s) receiving the funds should be obtained on a receipt.
        1. In cases where it is important to maintain an officers undercover identity, a signature is not required.
4. No later than the 5th day of the following month, the Investigations Section Sergeant will forward all copies of all receipts and the investigator's log to the Investigations Division Commander, in conjunction with the sections end of month reports.
5. Expenditures in excess of $200 dollars for informant pay, or for a single drug transactions in excess of $500 dollars, require pre-approval of the Investigations Division Commander.
    (a) Any expenditure over $1,000 dollars requires approval from the Chief of Police or designee.

(b) Procedures for money obtained via legal process are as follows:
1. Money seized pursuant to a search warrant is processed according to current case law, pertinent department policies and court rulings.
2. All monies are to be accounted for by denomination and, if necessary, serial number.
3. All monies are to be noted on department evidence forms and reports, refer to South Salt Lake Police Policy and Procedure, Chapter 34 (I), (A), (e), (i) and (ii).
4. Any forfeited monies become the property of the City of South Salt Lake and shall be periodically audited according to City and Department policy.

(c) Procedures for petty cash handling are as follows:
1. The Chief of Police or his/her designee and the Executive Secretary will be the only person(s) authorized to receive and disburse petty cash funds.
2. Signed receipts of the payment to the requestor will be documented on all petty cash fund disbursements.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

3. At least tri-annually, the Chief of Police or his/her designee will account for the activity of the petty cash fund.
4. All funds within the Department are subject to random inspections.

(d) Cash Receipts:

1. Absolutely no unauthorized persons shall touch the cash drawer/till.
2. Only authorized personnel may handle cash, credit cards or checks for cash receipts.
3. The cash receipt drawer/till must be balanced daily and deposits taken to the Finance Department no later than 12:00 hours daily.
4. Any cash, checks or credit card information is to be locked in a safe after hours or when unattended.
5. There is never to be cash given back on checks that are written over the amount needed. If needed, a check request can be written for the excess amount and mailed out to the recipient.
6. No cashing checks for cash back, not even for employees.
7. Checks are not to be held for any reason. Correct dates should be on the check when received and deposited immediately.

(e) Cash Receipt Procedures:

1. When opening the cash receipts program, check to make sure you are on the current date, you will have to manually change the date if necessary.
2. When adding information in the Payment Entry, accuracy is very important.
   (a) Add any extra information in the description box that you have, including the name and purpose of payment.
   (b) Be sure that the Distribution Code and G. L. account number is correct.
   (c) Verify the correct distribution amount and the type of payment (cash, check, money order or credit) used.
   (d) If the name on a check is different than the receipt, indicate that in the "Payer box".
   (e) Include the check or money order number in the space provided, and if paying by credit card, use the first 4 and the last 4 numbers of the card.
   (f) Verify the payment amount and cash back, if any.
   (g) There is never to be cash back distributed from a check or credit card transaction.

808.2 PROCEDURES

A. VOCA Grant's "Other Emergency Funds" distribution will occur as follows:

1. The Victim Services Supervisor will request grant awarded funding through the Chief's Office.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Cash Control of Investigative Funds, Petty Cash, Receipts

2. Prior to funds being issued, all previously issued "other emergency funds" will have been accounted for by the Victim Services Supervisor submitting a detailed accounting to the Chief's Office.

3. The Victim Services Supervisor will maintain all accounting logs for a period of three years, which is required for VOCA grant funding.

4. The accounting roster will be provided to the Finance Office, along with the quarterly grant reimbursement request ledger.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Multi-Jurisdictional Communications Agreement

809.1 PURPOSE AND SCOPE

The South Salt Lake City Police Department utilizes the services of the Valley Emergency Communications Center (VECC) for all of its dispatching needs. VECC and the South Salt Lake City Police Department maintain an alliance that will provide compliance with the standards set forth in this chapter. The VECC, as well as department employees, shall comply with all Federal Communications Commission (FCC) standards and procedures.

809.1.1 RESOURCES AVAILABLE

(a) VECC personnel have access to the following information concerning the South Salt Lake City Police Department:

1. Officer in charge.
2. Duty roster on each shift.
3. Residential telephone numbers of every agency member.
4. Visual maps detailing the agency's service area.
5. Officer status indicators.
6. Written procedures and telephone numbers for procuring emergency and necessary external services to the agency.
7. Tactical dispatching plans.
8. Off-duty officer contact information:
   (a) Should communications personnel need to contact off-duty South Salt Lake City Police Department personnel, they will contact the off-duty officer at home, using the home phone number list supplied to the communications center by the South Salt Lake City Police Department.
   (b) When an off-duty officer cannot be reached at home, the communications center will contact the officer's cell phone, if the off-duty officer is so equipped.
9. Maps or other visual representations that detail the agency's service area
   (a) This is to help VECC personnel properly identify a caller's location, determine agency jurisdiction, and dispatch the appropriate field units.

(b) Officer Status Indicators:

(a) Officer status indicators are visually available to each communications operator and are important because they allow the communications operator to know the status of every officer under his/her control.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Officers depend on the communications center to recognize when they might be in danger by monitoring the officer status indicators.

(c) The communications operators know where and how long each officer has been out on a call, as well as, know which car is available for a call.

(c) Procurement of External Services:

(a) On occasion, situations arise requiring additional resources. Officers may request resources by contacting the VECC. The external services include, but are not limited to:

(a) Fire apparatus.

(b) Environmental services.

(c) Human services.

(d) Ambulances / Paramedics / Emergency Medical Technicians (EMTs).

(e) Air Ambulances.

(f) Wreckers.

(g) Other services that are not components of the South Salt Lake City Police Department.

(b) The VECC shall maintain the necessary information on external services for the South Salt Lake City Police Department. The procedures must be specific for each individual service in order to provide prompt assistance in all situations, especially emergencies.

(d) Tactical dispatching plans:

1. The VECC shall provide access and training to their employees in the area of tactical dispatching plans. South Salt Lake police tactical plans are available to VECC employees in the VECC operational handbook. These plans may include, but are not limited to:

(a) Bank robbery.

(b) Tactical team.

(c) Pursuit.

(d) Mutual aid.

(e) Police service dog.

(e) Emergency service agencies telephone numbers:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Employees of the VECC shall have available to them by means of a private line, telephone index, book, or other means, the telephone numbers of emergency service agencies to expedite contacting the following agencies:

(a) Fire agencies.

(b) Rescue agencies.

(c) Life squad units.

(d) Animal control units.

(e) Tactical teams.

(f) Medical agencies.

(f) Accessibility to radio communications:

1. Officers shall maintain radio contact with the VECC and be available to respond to emergency calls while on-duty, or off-duty while operating a police vehicle, except when previously authorized to be out-of-service.

2. When in police vehicles, off-duty officers must keep the radio on and, if necessary, be available to respond to emergency calls.

809.1.2 RECORDING COMMUNICATIONS

(a) The VECC shall record all radio transmissions and all emergency telephone conversations within the communications center.

1. These records are an indispensable source for criminal investigations, internal investigations, training, and audits of the South Salt Lake City Police Department service delivery system.

2. The VECC shall retain recorded tapes for a minimum of thirty-days (30).

3. Recordings will be handled and stored in a secured area.

(b) Reviewing Audio Recordings:

1. Access to audio recordings shall be limited to:

(a) The VECC personnel.

(b) The personnel of the South Salt Lake City Police Department, when the need for a recording exists.

2. If an officer believes that he/she has a need to listen to radio or telephone conversations, or make a copy of the same, he/she shall:

(a) Determine if a need exists. Need includes, but is not limited to criminal investigation, internal investigation, training matters, or audit on how South

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Salt Lake City Police Department personnel conducted themselves on radio or telephone lines.

(b) Contact his/her supervisor.

(c) Should the officer's supervisor agree that the need exists to listen to and/or record a conversation, he/she shall have the officer complete a VECC Tape Request Form and obtain the watch commander's signature. The form will then be forwarded to the administrative officer, who will notify the VECC supervisor and request that a copy of the pertinent audio recordings be produced.

(d) The administrative officer shall provide the VECC the date, time, nature of the incident, and whether it was a radio or telephone conversation, to help locate the needed recording(s).

3. Persons who have access to the telephone and radio audio recordings shall be familiar with the playback requirements and appropriate documentation. Proper care must be exercised to assure that recordings are not accidentally erased.

4. Attorneys who request copies of an audio recording shall be advised that they much make the request via subpoena.

5. Members of the media who request copies of an audio recording shall be advised that their request must be reviewed and approved by the Chief of Police prior to the release of the information.

6. Immediate playback:

(a) An emergency caller or an officer may not be able to repeat information. VECC personnel have the ability to instantly replay a telephone or radio conversation, in the event that the original audio was not clear.

809.1.3 PARTICIPATION IN INFORMATION SYSTEMS

(a) The effectiveness of investigative efforts depends heavily upon the quality of information resources. The VECC has access to local, state, and federal criminal justice information for use by authorized personnel only.

1. The South Salt Lake City Police Department participates in the centralized, statewide criminal identification system through the Division of Criminal Identification (BCI).

2. The South Salt Lake City Police Department maintains, through agreement with the State of Utah, computer access to the state's criminal information files and various states' driver license and vehicle registration databases, criminal history systems, NCIC, and other data sources allowed by law.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

3. All stolen property, missing persons, and other information allowed by BCI and access policy will be entered according to proper procedures.
4. The access terminal allows point-to-point (teletype) communication between this department and other local and national users.

(b) Use of the system and the information obtained is limited to law enforcement personnel only.

1. No private party or non-governmental agency shall be provided information or allowed to utilize this system.
2. Non-departmentally sanctioned, private use of department employees is prohibited.

809.1.4 CRITERIA FOR EMERGENCY MESSAGES

(a) Delivering emergency messages is a legitimate law enforcement function. When VECC personnel receive information that indicates the need for the delivery of an emergency message, they will notify the agency with jurisdiction. The South Salt Lake City Police Department personnel will deliver emergency messages when any of the following conditions are present:

1. Notification of next of kin in the event of death or medical emergency.
2. Notification to a person to make an emergency phone call concerning a death or medical emergency.
3. Notification of next of kin in the event of a traffic accident.
4. Notification of a person in regards to another person being stranded.
5. Notification of individuals required by the Spouse Abuse Act.
6. Any other situation in which the shift supervisor or duty officer feels there is justification to deliver an emergency message.

(b) Officers shall respond to the proper address and deliver the message in an accurate, conscientious, and professional manner.

(c) When officers request VECC to telephonically contact a person, the dispatcher shall do so accordingly, and notify the officer whether the message was given or that there was no contact made.

(d) Dispatchers may also access the services of the Department Chaplains or victim advocates, if requested by the on-duty supervisor.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Pharmaceutical Drug Collection Program

810.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for collection, documentation, handling and destruction of collected controlled substances and for implementing prevention strategies.

810.1.1 POLICY STATEMENT

(1) The drug collection and disposal program provides a safe disposal location for citizens to properly dispose of unused prescription medications.

(a) This program provides an environmentally safe alternative to disposing of medications in the landfill or sewer systems which may later negatively effect the environment.

(b) This program encourages citizens to remove their unneeded medications from their homes. This reduces access to addictive medications for accidental or intentional misuse by children in the home.

(2) South Salt Lake Police Department will provide steel mailbox style collection boxes in which citizens may deposit these medications.

(a) Collection boxes shall be clearly marked for this purpose

(b) Collection boxes shall be locked to prohibit removal of the box or retrieval of medications from within the box without a key.

(c) Citizens may place their unused medications/drugs into the collection box anonymously.

(d) Medications can be placed into the drug collection drop box in their original prescription bottle/ packaging.

(e) Syringes should not be placed in the drop box.

(e) Opened containers of liquid will not be accepted unless they are completely sealed.

810.1.2 PROCEDURES

(3) The Investigations Commander will be responsible for collection of the deposited medications.

(a) The Investigations Commander or an evidence technician will be the sole possessors of keys to the collection boxes.

(i) Police Department Personnel shall not have access to the contents of the collection boxes.

(ii) Police Department Personnel may monitor the collection of the drop box contents with Evidence Staff. This allows officers the ability to survey the kinds of drugs and medications that are being disposed of. This information can be used for evaluation and decisions regarding the program.

(b) A case number will be assigned to each removal of drugs from the collection box. The Investigations Commander or designee will document each collection in the designated records management system This allows for tracking of data to monitor the programs benefits.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Pharmaceutical Drug Collection Program

(c) The Investigations Commander or designee and an additional SSLPD employee will collect the deposited drugs on a frequency deemed necessary based on the location and usage.

(d) The Investigations Commander or designee and an additional SSLPD employee will bag the deposited drugs, document a general description of the contents, provide a weight of the contents, and place into evidence pending destruction.

(e) The Evidence Unit will destroy the collected medications by incineration through a contracted provider of this service.

(f) The Investigations Commander will provide a monthly reporting of the pounds of Medications collected to the Utah Department of Environmental Quality via email at:

llamb@utah.gov

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Chapter 9 - Arrest and/or Custody

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the South Salt Lake Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults are in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the South Salt Lake Police Department prior to being released or transported to a housing or other type of facility.

900.2 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than six hours.

900.2.1 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

At least one female department member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process.

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

900.2.2 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

(a) Authorized members entering for official business purposes.

(b) Emergency medical personnel when necessary.

(c) Any other person authorized by the Watch Commander.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.3 INITIATING TEMPORARY CUSTODY

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the City jail or the appropriate mental health facility.

The officer should promptly notify the Watch Commander of any conditions that may warrant immediate medical attention or other appropriate action. The Watch Commander shall determine whether the individual will be placed in a cell, immediately released or transported to jail or other facility.

900.3.1 SCREENING AND PLACEMENT

The officer responsible for an individual in custody shall:

(a) Advise the Watch Commander of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.

2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):

(a) Continuous, direct sight and sound supervision.

(b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
4. Ensure males and females are separated by sight and sound when in cells.
5. Ensure restrained individuals are not placed in cells with unrestrained individuals.

(c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

(d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.3.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Patrol Division Commander will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

(a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.

1. This notification should be documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

1. If the country is on the mandatory notification list, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.

(c) Forward any communication from the individual to his/her consular officers without delay.

(d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.

2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Forward any communication from the individual to his/her consular officers without delay.

900.4 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.

(b) The individual shall constantly be monitored by an audio/video system during the entire custody.

(c) The individual shall have constant auditory access to department members.

(d) The individual's initial placement into and removal from a locked enclosure shall be logged.

(e) Safety checks by department members shall occur no less than every 30 minutes.

1. Safety checks should be at varying times.
2. All safety checks shall be logged.
3. The safety check should involve questioning the individual as to his/her well-being.
4. Individuals who are sleeping or apparently sleeping should be awakened.
5. Requests or concerns of the individual should be logged.

900.5 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Patrol Division Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the South Salt Lake Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate.

(b) Immediate notification of the Watch Commander, Chief of Police and Investigation Division Commander.

(c) Notification of the spouse, next of kin or other appropriate person.

(d) Notification of the appropriate prosecutor.

(e) Notification of the City Attorney.

(f) Notification of the Medical Examiner.

(g) Evidence preservation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

900.6 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms and logs have been completed prior to release.

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

(c) It has been confirmed that the correct individual is being released or transported.

(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.

(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

(f) The individual is not permitted in any nonpublic areas of the South Salt Lake Police Department unless escorted by a member of the Department.

(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.7 ASSIGNED ADMINISTRATOR

The Patrol Division Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

(a) General security

(b) Key control

(c) Sanitation and maintenance

(d) Emergency medical treatment

(e) Escapes

(f) Evacuation plans

(g) Fire- and life-safety

(h) Disaster plans

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(i) Building and safety code compliance

900.8 TRAINING

Department members should be trained and familiar with this policy and any supplemental procedures.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Arrest With or Without a Warrant

901.1 PURPOSE AND SCOPE

The purpose of this policy is to define the authority of officers to arrest, and the mechanism for making arrests with and without a warrant. Arrests are very serious police actions. Officers shall accordingly exercise critical judgment in making arrests. Officers shall also consider alternatives to arrest consistent with their law enforcement mission. This policy recognizes that occasionally circumstances exist, such as jail capacity, that would preclude the officer from effecting an arrest when otherwise appropriate.

901.2 DEFINITIONS

(a) **Arrest** - An actual restraint of the person arrested or submission to custody. The person shall not be subjected to any more restraint than is necessary for the person's arrest and detention. Officer safety must be considered if the arrested person(s) remain violent after arrest.

(b) **Reasonable Suspicion** - Facts and circumstances which, taken together with reasonable inferences in light of an officer's training and experience and measures in terms of common sense, would cause an officer to suspect that:

1. A person has been, is, or is about to be, involved in criminal activity (Stop).
2. A person is armed with a quickly accessible weapon and constitutes a danger to the officer (Frisk).

(c) **Search** - A police action that infringes upon a person's reasonable expectation of privacy.

901.3 AUTHORITY TO ARREST

(a) Statute for Daytime/Nighttime No-knock:

1. A felony arrest warrant may be served at any time of the day or night.
2. A misdemeanor arrest warrant may be served at night only if:
   (a) The magistrate has endorsed authorization to do so on the warrant.
   (b) The person to be arrested is upon a public highway or in a public place open to or accessible to the public.
   (c) The person is to be arrested is encountered by a peace officer in the regular course of that peace officers investigation of a criminal offense unrelated to the misdemeanor warrant for arrest. UCA 77-7-5.

(b) Arrests with a Warrant:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(a) Who: An arrest warrant may be issued by any magistrate or judge of any circuit court, district court, juvenile court, or justice court. UCA 77-7-5, 78-5-106(2), and URCr.P 6.

(b) When to issue, what to recite: A magistrate or judge may issue a warrant for arrest upon finding probable cause to believe that the person to be arrested has committed a public offense. UCA 77-7-5(1).

(c) What the warrant contains: If the magistrate determines that the accused must appear in court, the magistrate shall include in the arrest warrant the name of the law enforcement agency in the county municipality with jurisdiction over the offense charged. The warrant must not be too general or leave too much discretion to the officer to decide which suspect to arrest. UCA 77-7-5(2).

(c) Serving a warrant:

(a) Service when not in possession of warrant - Any peace officer who has knowledge of an outstanding warrant of arrest may arrest a person he/she reasonably believes to be the person described in the warrant, without the peace officer having physical possession of the warrant. UCA 77-7-11.

(b) Warrant to show upon request - The officer need not have possession of the warrant at the time of arrest, but upon request shall show the warrant to the defendant as soon as practical. URCr.P 6(c)(3).

(c) Informing arrested person of charges - If the officer does not have possession of the warrant at the time of the arrest, the arrested person will be informed of the charges and the fact that a warrant exists. URCr.P 6(c)(3).

(d) A warrant shall be executed (the arrest of the accused) by a peace officer at any place within the State.

(e) A summons may be served by anyone authorized to serve a summons in a civil action. URCr.P 6(c)(3).

(f) Upon executing the warrant, the date of execution shall be noted on the warrant itself, and the warrant shall be returned to the magistrate as soon as practicable. URCr.P 6(c)(4).

(d) Exemption of witnesses from arrest or service of process:

(a) If a person comes into this state in obedience to a summons directing him/her to attend and testify in this state he/she shall not, while in this state pursuant to such summons, be subject to arrest or the service of process, civil or criminal, in connection with matters which arose before his/her entrance into this state under the summons.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) If a person passes through this state while going to another state in obedience to a summons to attend and testify in that state or while returning there from, he/she shall not while so passing through this state be subject to arrest or the service of process, civil or criminal, in connection with matters which arose before his/her entrance into this state under the summons. UCA 77-21-5, 78-24-12, 77-33-8.

(e) Authority to Arrest Without a Warrant:

(a) The United States Constitution allows arrests to be made upon probable cause, without a warrant (except where a warrant is required to enter private premises). Utah law, however, requires that arrests be made pursuant to warrants except in certain specified circumstances.

(b) Officers have the power and authority, without process, to arrest and take into custody any person who shall commit or threaten to commit in the presence of the officer, or in the officer's view, any breach of the peace, or any offense directly prohibited by the laws of this State or by ordinance. UCA 10-3-915, 77-7-13, 77-7-2.

(c) Pursuant to 77-7-2 and 77-7-13, an officer may make a warrant-less arrest when:

(a) A person commits or attempts a crime in the officer's presence.

(a) "Presence" includes all of the physical senses or any device that enhances the acuity, sensitivity, or range of any physical sense, or records the observations of any of the physical senses.

(b) The officer has reasonable cause to believe a person has committed a felony, in or out of the officer's presence.

(c) The officer has reasonable cause to believe a person has committed a public offense, and there is reasonable cause to believe that the person may:

(a) Flee or conceal him/herself to avoid arrest.

(b) Destroy or conceal evidence of the commission of the offense.

(c) Injure another person or damage property belonging to another person.

(d) The officer has reasonable cause to arrest a person for shoplifting or library theft.

(e) The officer has reasonable information that the accused stands charged in the courts of a state with a crime punishable by death or imprisonment for a term exceeding one year. (Private citizen my also arrest under these conditions.)

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) When so arrested, the accused must be taken before a judge or magistrate with all practicable speed and complaint must be made against him/her under oath, setting forth the grounds for the arrest and thereafter his/her answer shall be heard as if he/she had been arrested on a warrant. UCA 77-30-14.

(f) The person is arrested based on a fugitive warrant from another state, see UCA 77-30-13. Any person who is found to be a fugitive from another state:

(a) Should be listed in a police report that will be active to investigations for further screening.

(b) Should be arrested based on the NCIC listing of the fugitive warrant and transported to a local detention facility until the screening and/or extradition process has been satisfied.

(g) Officers may conduct warrant-less searches only in those areas within reach of the suspect for weapons and contraband unless otherwise directed by current case law.

(h) Officers should advise every person of their constitutional rights, as directed by case law and prosecutorial direction.

(a) In most cases, this advisement should be done prior to the time a suspect is being questioned concerning the crime and when a suspect is in custody.

(i) Regardless of the officer's knowledge of current case law, if any doubt exists as to whether a search warrant is needed or not, the officer should opt for a search warrant.

(j) Officers should, after discussing the situation with their supervisor, utilize advice from the pertinent prosecutor's office whenever a question exists as to application of the laws of arrest, search and seizure, etc.

901.4 CITIZEN'S ARRESTS

A citizen's arrest, or a private person arresting another, is authorized under UCA 77-7-3.

(a) A private person may arrest another:

1. For a public offense committed or attempted in his/her presence.

2. When a felony has been committed and he/she has reasonable cause to believe the person arrested has committed it. UCA 77-7-3.

(b) Utah law requires a citizen making an arrest to take the arrested person before a magistrate or deliver him/her to a peace officer without delay.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. Officers are not required to accept the arrested person but must make an independent judgment of the situation.
2. In such cases, officers shall first determine the legality of the arrest.
3. If the officer finds that probable cause exists, he/she can take custody of the arrested and take him/her before a magistrate.
4. If he/she does not find probable cause, he/she shall advise the citizen to proceed directly to a magistrate or to the prosecutors office.

(c) An officer who determines that a citizen's arrest is lawful may take one of the following courses of action:

1. Accepting custody and transporting:
   (a) Before the officer accepts custody, the arresting person must complete a witness statement articulating the facts supporting probable cause for the citizens arrest.
   (b) The officer may accept custody, but release the arrested person on a misdemeanor citation, subject to the standard requirements of the citation.
   (c) Whenever possible, the officer should issue a misdemeanor citation, and have the arresting person co-sign the citation, and thereby avoid booking the prisoner.

(d) Off-duty Peace Officer arrests:

(a) Officers shall use good judgment and discretion when making off-duty arrests.

(b) Officers shall respond, at any time, to an emergency requiring an arrest, particularly if a crime of violence is involved.

(c) Arrests for minor misdemeanors, neighborhood disputes, and domestic disturbances are discouraged unless the circumstances are so severe that arrest is unavoidable.

(d) In such instances, officers shall call an on-duty officer to handle the matter.

901.5 PROCEDURES

(a) When an arrest is affected on a South Salt Lake Justice Court warrant, the following alternative courses of action may be available. The alternatives are listed below in the order of preference:

1. If the Justice Court is in session, take the defendant before the court without necessary delay.
2. If the defendant is able to post bond and the municipal court clerk's office is open for business, take the defendant before the court clerk to post bond.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

3. If the defendant is unable to post bond, the officer may transport the prisoner to the Salt Lake County Jail or other facility for incarceration.
   (a) Prior to transporting to jail, call the jail. If they refuse to take the defendant, include the name of the person refusing custody in a follow-up report.
   (b) The officer preparing the custody forms will obtain copies of the warrant from the records section and attach a warrant copy to the custody forms submitted to the jail and the custody forms retained by this department.
   (c) A copy of the custody form becomes the return for the warrant, and will contain the date and time served, name of server, to whom process was served or on whom executed, method of service, and location of service.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Alternative to Arrest

902.1 PURPOSE AND SCOPE

(a) Officers of the South Salt Lake City Police Department, when attempting to resolve the various types of problems to which they respond, are encouraged to seek alternatives to physical arrest (with incarceration) when no hazard(s) to the community, the victim or suspect will result. This department is allowed the use of discretion within the guidelines of department standards, statutory and case law, and to some extent, prevailing community standards.

1. Officers will exercise arrest powers in felony situations. Dependent upon the felony offense (non-hazardous) and prosecutorial approval, certain felony arrestees may be released pending arraignment, after interview, without being formally incarcerated.
2. Officers may exercise the concept of "verbal warning" on those traffic and simple misdemeanor offenses where the facts indicate proper resolution of the event can be achieved without formal charge.
3. A supervisor or department administration may restrict this discretionary action or selective traffic enforcement, in those areas of directed patrol requiring stricter attention to enforcement or where community need warrants formal charges.
4. Officers should not use the "verbal warning" to evade resolving the situation properly.
5. Supervisors will ensure that each incident response and resolution by police officers is properly documented as directed by applicable standards and orders.

(b) Certain situations require the physical arrest and incarceration of a crime suspect, either by law or by virtue of the circumstances confronting the officer(s) at the time of the contact. Many other contacts however, do not require a physical arrest and incarceration, and should thus be handled through the implementation of an appropriate alternative:

1. Detention/Holding - Generally used in cases involving juveniles who may not be incarcerated, while awaiting disposition or acceptance by a juvenile holding facility, release to parent(s), relative, or a responsible adult.
2. Misdemeanor Citations - Officers shall use misdemeanor citations in lieu of arrest for persons charged with misdemeanors under most circumstances, when the person can be identified beyond reasonable doubt and has been a local resident for at least six months.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) If the person has outstanding warrants, may be chargeable for multiple offenses, or the original charge might escalate into a felony, then a custodial arrest is required.

(b) An arresting officer may issue a citation to appear at a time and place specified in the citation whenever any person is detained by or in the custody of an arresting officer for a misdemeanor infraction charge 77-7-18.

(c) Anything in this subsection to the contrary not withstanding, if the arresting officer believes that (1) any person is likely to disregard a citation, or (2) is likely to cause harm to him/herself or to any other person, then the person should be brought forthwith before a magistrate, and the procedure for warrant-less arrest, shall be followed.

3. Diversion

(a) The South Salt Lake City Police Department is not directly or indirectly involved with any organized diversion programs. However, the South Salt Lake City Police officers may use their discretion and divert a juvenile offender to his/her parent(s), guardian(s), school, etc., if the officer feels that the juvenile, the department and the community are best served by doing this. The officer must consider the following factors when making a decision to divert:

1. Has the juvenile committed any other offenses in the past?
2. If so, what type of crime(s) did the juvenile commit?
3. How serious was the nature of the crime(s) committed?

902.1.1 OFFICER DISCRETION

The purpose of establishing limits to the officer's discretionary powers is to eliminate discriminatory enforcement of the law and to protect the officer by establishing policy governing certain enforcement situations.

While most circumstances require department personnel to adhere to department policies and procedures to the best of their ability, it is also recognized that no policy or procedure can be adopted that will cover the particulars of every circumstance.

With this in mind, it shall be the policy of this department that sworn personnel are given the authority and responsibility to employ individual judgment and discretion in those circumstances where strict adherence to procedure would be to the obvious detriment of the public or the department. Personnel deviating from such procedure should make every attempt to notify a supervisor prior to such deviation taking place.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Alternative to Arrest

(a) Reasonable and appropriate police action varies with each situation. Different facts or circumstances may justify an investigation, a detention, a search, an arrest, or no action at all. Department employees must continually exercise discretionary judgment, in order to ensure that the safety of the public is properly protected.

(b) Department employees shall exercise discretionary judgment in a reasonable manner and shall limit such judgment within the confines directed by:

1. The oath of office.
2. The confines of authority as described by law.
3. The decisions and interpretations established by judicial bodies.
4. The written directives of the Police Department and the City of South Salt Lake.
5. Verbal direction of a supervisor.

(c) Sworn employees of the department are required to initiate investigative action when allegations for violations of the ordinances of South Salt Lake City, laws of the State of Utah and the United States come to their attention. Such actions by sworn employees shall be conducted with the restrictions established by departmental directives and may range in scope from referral to the appropriate agency to the arrest of the violator.

(d) Enforcement action shall be expected of all sworn employees of the department while on duty when one or any of the following criteria exists:

1. All the elements of a crime exist.
2. Probable cause exists indicating the suspect committed the offense.
3. All departmental policies and procedures are complied with.
4. A willing complainant requesting police action or the officer observes the crime.
5. Enforcement action may be based upon UCA 77-7-18.

(e) Unless directed by other departmental regulations or law, the officer may conclude police incidents by informal disposition. Informal disposition includes referral to another agency, agreement among affected parties and warning.

(f) In the officer's decision-making process to initiate enforcement action or upon arrest, the decision for continued physical custody shall not be based upon:

1. The attitude of the subject of arrest, including the subject's disrespect toward law enforcement.
2. The subject's race, creed, color, sex, or religious, ethnic or national origin.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Private Persons Arrests

903.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of private persons' arrests made pursuant to Utah Code 77-7-3.

903.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

If a peace officer does not immediately exercise arrest powers or initiate criminal proceedings by citation or otherwise, he shall notify the victim of domestic violence of his/her right to initiate a criminal proceeding and of the importance of preserving evidence, in accordance with the requirements of Utah Code 77-36-2.1 (Utah Code 77-36-2.2(2)(c)).

(a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest.

(b) Private individuals should be discouraged from using force to effect a private person's arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

903.3 ARRESTS BY PRIVATE PERSONS

Utah Code 77-7-3 provides that a private person may arrest another:

(a) For a public offense committed or attempted in his/her presence.

(b) When a felony has been in fact committed, and he/she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed. The felony must in fact have taken place.

903.3.1 MANNER OF MAKING PRIVATE ARREST

The person making the arrest shall inform the person being arrested of his intention, cause and authority to arrest him. Such notice shall not be required when (Utah Code 77-7-6):

(a) There is reason to believe the notice will endanger the life or safety of the person or another or will likely enable the party being arrested to escape.

(b) The person being arrested is actually engaged in the commission of, or an attempt to commit, an offense.

(c) The person being arrested is pursued immediately after the commission of an offense or an escape.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

903.3.2 FORCE TO MAKE A PRIVATE PERSONS ARREST
Any person is justified in using any force, except deadly force, that he/she reasonably believes to be necessary to effect an arrest or to defend himself/herself or another from bodily harm while making an arrest (Utah Code 76-2-403).

903.4 OFFICER RESPONSIBILITIES

Any officer presented with a private person wishing to make an arrest must determine whether there is reasonable cause to believe that such an arrest would be lawful.

(a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.

1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual. The officer must include the basis of such a determination in a related report.
2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

(b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:

1. Take the individual into physical custody for booking.
2. Release the individual pursuant to a Citation (Notice to Appear Form). The private person's name who made the arrest must appear on the citation (Utah Code 77-7-20(2)(f)).
3. Release the individual and file a formal complaint with the District Attorney's Office through the Investigations Division (complaint route).

903.5 REPORTING REQUIREMENTS

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a department Private Person's Arrest Form under penalty of perjury.

In addition to the Private Person's Arrest Form (and any other related documents such as citations, booking forms), officers shall complete a narrative report regarding the circumstances and disposition of the incident.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Arrest or Detention of Foreign Nationals

904.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the South Salt Lake Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

904.2 POLICY

The South Salt Lake Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

904.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

904.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
4. Honorary consular officers

904.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

904.5.1 DOCUMENTATION PROCEDURES

An officer who stops a person holding a driver's license issued by the DOS or otherwise claiming privileges or immunities, for a moving traffic violation or any of the following offenses while operating a vehicle shall document all of the relevant information from the driver's license or identification card (Utah Code 41-6a-1901):

(a) Negligently operating a vehicle resulting in death

(b) Manslaughter

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Negligent homicide

(d) Aggravated assault

(e) Reckless endangerment

The Records Section shall forward such information with a copy of the traffic citation, vehicle accident report or written report of the incident, as applicable, to the Department of Public Safety (DPS) within five working days (Utah Code 41-6a-1901).

904.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or	Enter	Issued	Subpoenaed	Prosecuted	Recognized
Diplomatic	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability
Member of	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Honorable	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Consulate	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Diplomatic-	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity and inviolability
Support	Yes	Yes	Yes	Yes	No for official act Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Temporary Custody of Juveniles

905.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the South Salt Lake Police Department (34 USC § 11133).

905.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for the juvenile's own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for the juvenile's protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person. Juveniles engaged in commercial sex or sexual solicitation are non-offenders (Utah Code 76-10-1315).

Juvenile offender - A juvenile under 18 who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense). It also includes possession of a handgun by a person under 18 years of age in violation of Utah Code 76-10-509.4 (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other [department/office] member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Safety checks - Direct visual observation by a member of this [department/office] performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- A juvenile handcuffed to a rail.
- A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- A juvenile being processed in a secure booking area when a non-secure booking area is available.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
- A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

905.2 POLICY

The South Salt Lake Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and to keeping juveniles safe while in temporary custody at the South Salt Lake Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

905.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at the South Salt Lake Police Department. These include:

(a) Unconsciousness or having been unconscious while being taken into custody or transported.

(b) Serious injuries or a medical condition requiring immediate medical attention.

(c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Civil Commitments Policy).

1. If the officer taking custody of a juvenile believes that the juvenile may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release, or transfer to an appropriate facility is completed.

(d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(e) Extremely violent or continuously violent behavior.

(f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation. These juveniles should not be held at the South Salt Lake Police Department unless they have been evaluated by a qualified medical and/or mental health professional, as appropriate for the circumstances.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

905.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the South Salt Lake Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the South Salt Lake Police Department without authorization of the arresting officer's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable, and in no event shall a juvenile be held beyond six hours from the time of the juvenile's entry into the South Salt Lake Police Department (34 USC § 11133; Utah Code 80-6-203; Utah Code 80-6-204).

905.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the South Salt Lake Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

905.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

905.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the South Salt Lake Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

A juvenile offender may be taken into custody without order of the court if the officer has probable cause to believe the juvenile has violated a state law, federal law, local law, or municipal ordinance (Utah Code 80-6-201).

A juvenile offender may not be held in temporary custody any longer than is reasonably necessary to obtain the juvenile's name, age, residence, and other necessary information, and to contact the juvenile's parents, guardian, or custodian (Utah Code 80-6-203).

The juvenile offender shall be released to the care of a parent or other responsible adult, unless the officer reasonably believes the juvenile's immediate welfare or the protection of the community requires the juvenile's detention or a warrant has been issued under Utah Code 80-6-202 or Utah Code 80-6-806 (Utah Code 80-6-203). Before releasing the juvenile offender, the parent or other

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

person taking custody of the juvenile shall be required to sign a written promise to bring the juvenile to the court at the specified date and time (Utah Code 80-6-203).

If the juvenile offender is not released, the juvenile shall be taken to a place of detention or shelter without unnecessary delay (Utah Code 80-6-203).

The officer who takes a juvenile offender to a detention or shelter facility shall complete and promptly file with the detention or shelter facility a written report on a form provided by the Division of Juvenile Justice Services. This should include the details of the presently alleged offense, the facts that bring the juvenile within the jurisdiction of the juvenile court, the reason the juvenile was not released by the [Department/Office], and if the juvenile is under consideration for detention, the eligibility of the juvenile for detention under the detention guidelines (Utah Code 80-6-203).

905.5 ADVISEMENTS

If a juvenile offender is taken into custody under Utah Code 80-6-201 for a violent felony, or an offense in violation of Title 76, Chapter 10, Part 5 (Weapons), the officer should notify the appropriate school superintendent or principal within five days for the purposes of the juvenile's supervision and student safety. The notice shall disclose only (Utah Code 80-6-103):

(a) The name of the juvenile.

(b) The offense for which the juvenile was taken into custody or detention.

(c) If available, the name of the victim, if the victim either resides in the same school district as the juvenile or attends the same school as the juvenile.

(d) The Investigation Commander/Lieutenant has the responsibility to have South Salt Lake Police adhered to the required State laws.

905.6 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the [Department/Office] (34 USC § 11133; Utah Code 80-6-204). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the South Salt Lake Police Department shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

905.7 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the South Salt Lake Police Department shall ensure:

(a) The Watch Commander is notified if it is anticipated that a juvenile may need to remain at the South Salt Lake Police Department more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the South Salt Lake Police Department more than six hours.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) Safety checks and significant incidents/activities are noted on the log.

(c) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.

1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

2. This does not apply to surreptitious and legally obtained recorded interrogations.

(d) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(e) There is reasonable access to toilets and wash basins.

(f) There is reasonable access to a drinking fountain or water.

(g) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

(h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(i) There is privacy during family, guardian, and/or attorney visits.

(j) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(k) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(l) Adequate shelter, heat, light, and ventilation are provided without compromising security or enabling escape.

(m) Adequate furnishings are available, including suitable chairs or benches.

(n) Juveniles have the right to the same number of telephone calls as adults in temporary custody (see the Temporary Custody of Adults Policy).

(o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse.

905.8 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the South Salt Lake Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

905.8.1 PREGNANT JUVENILES
Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

905.9 PERSONAL PROPERTY
The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

905.10 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE
The Patrol Division Commander will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the South Salt Lake Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate

(b) Immediate notification of the Watch Commander, Chief of Police, and Investigation Division Commander

(c) Notification of the parent, guardian, or person standing in loco parentis of the juvenile

(d) Notification of the appropriate prosecutor

(e) Notification of the City Attorney

(f) Notification of the Medical Examiner

(g) Notification of the juvenile court

(h) Evidence preservation

905.11 INTERVIEWING OR INTERROGATING
No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation.

No interrogation of a juvenile should occur unless (Utah Code 80-6-206):

(a) The juvenile has been advised of the juvenile's constitutional rights, and the right to have a parent, a guardian, or a friendly adult present during the interrogation.

(b) The juvenile voluntarily waives the juvenile's constitutional rights.

(c) A parent, guardian, or friendly adult gives consent after being present for the waiver. A parent, guardian, or friendly adult is not required to be present for the waiver or give consent if reasonable attempts to contact such an individual have been unsuccessful for one hour after taking the juvenile into custody.

905.12 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING
An officer should not photograph or fingerprint a juvenile who has not been adjudicated of an offense (Utah Code 80-6-608).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

905.13 RECORDS

Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a minor. Juvenile record disclosures are governed by Utah Code, Title 63G, Chapter 2, Government Records Access and Management Act (GRAMA) and the federal Family Educational Rights and Privacy Act (FERPA) (Utah Code 80-6-103).

Officers shall not divulge any information regarding juveniles in situations where they are uncertain of the legal authority to do so.

Only information authorized by law will be released to other agencies. It shall be the responsibility of the Records Supervisor and the appropriate Investigation Division supervisors to ensure that personnel of those bureaus act within legal guidelines.

905.14 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

905.15 TRAINING

Members should be trained on and familiar with this policy and any supplemental procedures.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Custodial Searches

906.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the South Salt Lake Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

906.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

906.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

906.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

906.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the South Salt Lake Police Department facilities. Except in exigent circumstances, the search should be

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

906.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's South Salt Lake Police Department identification number and information regarding how and when the property may be released.

906.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

906.5 STRIP SEARCHES

No individual in temporary custody at any South Salt Lake Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include but are not limited to:

(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual's actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

906.5.1 STRIP SEARCH PROCEDURES

Strip searches at South Salt Lake Police Department facilities shall be conducted as follows (28 CFR 115.115):

(a) Written authorization from the Watch Commander shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The written authorization for the search, obtained from the Watch Commander.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

906.5.2 TRANSPORT VEHICLE SEARCH

(a) Prior to utilizing any assigned police vehicle each officer shall inspect the vehicle to ensure that contraband, weapons, and/or dangerous mechanical conditions are not present.

(b) A search of the police vehicle for weapons and/or contraband shall be conducted immediately before and after each prisoner transport.

(c) In the event that contraband or weapons are located during the beginning of shift search, the assigned officer shall notify the supervisor on-duty or in his/her absence, the on-duty watch commander.

1. Every effort should be made to determine if the contraband and/or weapon is evidence.

2. If so, the items will be processed as evidence and the appropriate supplement report will be written.

3. If the items are not evidence, they will be processed as "found property."

(d) Prior to operating a policy vehicle for a shift or transport, the officer shall ensure the vehicle is operating properly, and that the equipment necessary for emergency road repairs is available and in good working order.

1. The inspection shall include the confirming the presence of flares and first aid kits.

2. Additionally, fluid levels shall be checked at each gasoline fill-up, and the officer should have means to obtain fuel and operational fluids.

3. The officer shall report any police vehicle mechanical condition to his/her supervisor and make arrangements to transport the vehicle to the city shop to correct the problem as soon as possible.

906.5.3 SECURITY OF TRANSPORTING OFFICER - GUIDELINES

(a) Normally, a barrier-equipped vehicle should be used for transporting prisoners.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. The prisoner will be secured beyond the access of the transporting officer in control of the vehicle.
2. The barrier should be located between the front and rear seat compartments.

(b) Transport vehicles should have the rear window cranks and door handles removed or disabled. Electric door locks, if present, will only be operable from the driver's compartment.

(c) If a non-barrier equipped vehicle is utilized for transport, a single prisoner should be secured in the right front seat in such a manner that he/she cannot reasonably become a hazard to the officer in control of the vehicle.

(d) The transporting officer shall utilize additional officers as necessary to ensure prisoner supervision and prevention of escape.

1. The additional officer shall seat him/herself directly behind the prisoner being transported.
2. If two prisoners are transported in the same vehicle, one will be secured in the right front seat and one in the right rear seat, and the additional officer will seat him/herself in the left rear seat directly behind the vehicle operator.

906.5.4 EXTENDED PRISONER TRANSPORT - GUIDELINES

(a) During lengthy transports, prisoners shall be afforded the opportunity to use toilet facilities only after the officer is satisfied that adequate security can be maintained.

(b) In the event of a long transport, such as during an extradition, transporting officers may allow meals for the prisoner.

1. Selection of the type of meal and the location of the eating facility should be random to diminish the likelihood of escape.
2. Feeding prisoners in transit may require summoning assistance from other agencies to ensure adequate security.
3. Whenever possible, this will be arranged in advance of the transport.

(c) In the event that it is necessary to transport a prisoner via commercial transportation, meals will be provided in conjunction with the carrier's regular schedule. Officers will continue to ensure that food and eating utensils are not capable of being used as weapons, and that the best possible security is maintained.

(d) An officer transporting any prisoner has the primary responsibility of the safe delivery of that prisoner.

1. A transport should not be interrupted to render police services.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. Only in situations where there is grave and imminent danger to third parties and assistance can be rendered with a minimum of danger to the prisoner, may an officer stop to render police service.
3. Any such interruption will require that the transporting officer notify communications as to his/her location and the nature of his/her activity.
4. Officers should use extreme caution in these situations, in that the perceived incident may in fact be a ruse for the prisoner to escape.

906.5.5 COMMUNICATION WITH PRISONER DURING TRANSPORT

(a) Due to the difficulty in providing security and safety to the public, the prisoner and the transporting officer, a prisoner in transit to or from custodial facilities, will not be allowed to communicate with others.

1. The transporting officer shall deny all requests for such communication.
2. The transporting officer may explain the following to persons requesting communication with the prisoner:
   (a) The destination of the prisoner.
   (b) The availability or lack of visitor facilities at the destination.
   (c) Whether the prisoner will have access to a telephone at the destination.
   (d) Any other information pertinent to the availability of the prisoner for communication at the destination.

906.5.6 TRANSPORTING A PRISONER TO A FACILITY

(a) Any officer transporting a prisoner to another facility shall comply with the regulations of that facility.

1. The officer shall secure his/her weapon prior to allowing a prisoner to exit the vehicle, when security storage is made available.
2. Officers will secure their weapons before entering any security perimeter of any facility.
3. Handcuffs or other restraining devices shall not be removed until the prisoner is within the security perimeter of that facility.

(b) Any officer transporting a prisoner from one facility to another shall provide all documents required by the accepting facility, and will further provide any special notations on the prisoner's health, behavior, potential for escape, or propensity to violence.

(c) Any officer relinquishing custody of a prisoner to a facility shall obtain the receiving officer's signature.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) If the transporting officer has property belonging to the prisoner, either the prisoner or the receiving officer must sign the property release section of the property receipt.

906.5.7 PRISONER ESCAPE DURING TRANSPORT

(a) In the event a prisoner escapes while being transported, the transporting officer shall:

1. Immediately notify communications of such occurrence and provide at least the following information:

(a) The location of the escape and the prisoner's last direction and method of travel.

(b) What the prisoner was in custody for, and if the prisoner is a danger to the public, him/herself, or others.

(c) A complete physical description of the prisoner including any clothing.

2. Make every attempt to immediately return the prisoner to custody, if it is safe and practical to do so.

3. Request assistance and coordinate the placement and activities of responding units through the supervisor.

4. Advise the on-duty supervisor of any information which will assist in determining other department resources the supervisor may want to utilize.

5. Prepare the necessary reports concerning the incident to include case/crime reports, prosecutor forms, teletypes, and patrol information sheets.

(b) If the prisoner is recaptured, the transporting or arresting officer shall additionally process the prisoner through another booking on escape charges, if appropriate.

(a) Immediately notify communications to make the appropriate notifications to surrounding agencies.

(c) In the event a prisoner escapes while being transported in another jurisdiction, the transporting officer shall:

(a) Immediately notify the local or statewide dispatcher of the occurrence.

(b) Notify the local jurisdiction he/she is in, by using the primary or statewide radio frequency and request appropriate aid from the local jurisdiction.

(c) Make every effort to immediately return the prisoner to custody, if it is safe and practical to do so.

(d) Notify the on-duty supervisor, as well as, the Division Commanders as soon as possible.

(e) Assist the jurisdiction in which the escape took place by:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(a) Providing all information concerning the escape, including descriptions, reason for in-custody status, possible destinations, etc.

(b) Preparing any necessary reports requested by such jurisdiction.

(c) Prepare the necessary reports for this department, concerning the incident to include: case reports, prosecutor forms, teletypes, and patrol information sheets.

(d) In the event that a prisoner escapes in another jurisdiction and is recaptured by that jurisdiction or by a South Salt Lake City police officer in that jurisdiction:

1. The local jurisdiction shall have priority in arresting and charging offenses against the prisoner.

2. In the event that the local jurisdiction declines to process the prisoner or proceed with charges, the South Salt Lake City police officer shall take custody of the prisoner and proceed with the transport as before the escape.

3. Charges for the escape may be added or screened with the appropriate prosecutor's office by the transporting officer.

906.5.8 TRANSPORT OF SICK, INJURED AND/OR DISABLED PRISONER

(a) A disabled prisoner who requires the use of a wheelchair may be transported in a police vehicle as long as the officer is satisfied that it can be done safely, for both the officer and the prisoner.

1. Wheelchairs, crutches, some prosthetic devices, etc., should be transported in the trunk of the transporting vehicle and not in a compartment of the vehicle where the prisoner has access.

(b) Prisoners with prosthetic devices may be transported in a police vehicle.

1. Restraining prisoners wearing prosthetic devices frequently requires ingenuity and concern for the safety of both the prisoner and the officer.

2. A prisoner wearing a prosthetic device must be thoroughly searched, including the prosthetic device(s).

3. Handcuffs and/or the leg cord cuff restraint (hobble) may be used to restrain prisoners wearing prosthetic device(s).

4. Whatever restraining device or combination thereof is utilized should not interfere with the prisoner's ability to balance or protect him/herself during transport.

(c) Prior to transporting a physically and/or mentally disabled prisoner or a prisoner wearing a prosthetic device(s) to a custodial facility, the transporting officer should

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

contact the facility and advise them of the prisoner's condition so that any special arrangements may be made at the facility prior to the prisoner's arrival.

(d) If a prisoner is so physically and/or mentally disabled that the officer feels the prisoner cannot be safely transported in a police vehicle, the officer shall contact the on-duty supervisor.

1. The prisoner will, if possible, be processed and released in the field if a full booking procedure is not absolutely necessary.

2. The prisoner may be transported to a booking or holding facility by ambulance. Any prisoner in custody for a criminal offense must be accompanied by an officer during transport in an ambulance.

(e) Any prisoner complaining of sickness or injury, or who in the judgment of the officer appears to be sick or injured, whether complaining of same or not, will be treated as follows:

1. A fire department aid unit will be called to the prisoner's location. Based upon the aid unit member's recommendation, the prisoner will be:

(a) Administered first aid by the aid crew.

(b) If medically indicated, transported to a department-approved emergency medical facility.

1. The sick injured prisoner will likely be transported to a medical care facility by ambulance.

2. If, in the opinion of the aid crew members, the prisoner can be safely transported in a police vehicle in restraints, the police vehicle may be used for transport.

3. If the prisoner has insurance providing medical care at a local medical care facility, he/she may be treated at that facility if he/she requests and it is practical to do so.

4. Any prisoner in custody for a criminal offense must be accompanied by an officer during transport in an ambulance.

5. If ambulance transportation to a medical facility is provided by ambulance for a person <u>not</u> under arrest, the officer will use his/her discretion on whether to accompany the prisoner in the ambulance or follow the ambulance in his/her patrol vehicle.

(f) A written report will be made regarding any medical attention or first aid provided to a prisoner. The report shall include the dates, times, places, and names and/or identification numbers of the provider(s). The report will be filed with the case report. A copy of the aid unit report should be included in the case.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(g) If a prisoner requires hospitalization, or dies in custody, command level personnel will be notified immediately.

(h) Any medications belonging to a prisoner will be kept with the prisoner's property.

1. No member of this department will administer medication of any kind to any prisoner.

906.5.9 CONTROL OF PRISONERS TRANSPORTED TO MEDICAL FACILITIES

(a) An officer will accompany any person who is under arrest and is transported to or from a medical care facility for treatment.

1. If the person being transported is not under arrest, the officer may follow the ambulance or medical aid unit to the medical facility.

(b) Prisoners will remain restrained unless treatment dictates that the restraints are removed.

1. If restraints are removed the officer must exercise extreme caution to prevent the prisoner from causing undue harm to medical care providers, the officer, and/or him/herself.

2. An officer should evaluate a suspects security risk based on criminal background, the nature of the offense, physical condition, and statements and actions observed.

3. The officer will maintain visual contact with the prisoner as much as realistically possible, and will always maintain good security practices.

(c) Anyone who is in-custody on South Salt Lake City criminal charges who, due to illness or injury are being housed as an in-patient in a medical care facility, will be the responsibility of this department.

1. If the prisoner is a security risk, it may be necessary for an officer to be posted outside of the prisoner's room to maintain the custody and security of the prisoner.

(a) This will be done at the request of the shift supervisor, who will notify the on-call commander at the earliest opportunity.

(b) Suspects under arrest for violent felony(s) will require an officer to be posted outside of the prisoner's room.

(c) Only the Chief of Police or his/her designee may make an exception to this section of the policy.

(d) All officers who are in charge of an in-patient prisoner will be rotated at regular intervals to prevent boredom and/or carelessness.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(e) Officers will also inspect any health care personnel allowed to enter the room, all food trays for utensils that may be used as weapons, and prohibit any personal contact by the prisoner, including telephone contact.

2. If the prisoner does not pose a security risk, arrangements can be made with the medical facility to notify this agency when he/she is ready for discharge, and an officer can be dispatched at that time to take the prisoner into custody.

(d) When a prisoner is released from a medical facility, whether in-patient or not, the officer should carefully record the prisoner's condition, treatment, and medication received.

(a) Ideally, an attending physician should provide this information in writing with his/her signature.

(e) Before transporting the prisoner, the officer search the prisoner again for weapons and/or contraband and properly restrain him/her in the vehicle.

906.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (Utah Code 77-7-17.5):

(a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander and only upon a search warrant or approval of legal counsel. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) Only a physician may conduct a physical body cavity search.

(c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including (Utah Code 77-7-17.5):

1. The facts that led to the decision to perform a physical body cavity search of the individual.

2. The reasons less intrusive methods of searching were not used or were insufficient.

3. The Watch Commander’s approval.

4. A copy of the search warrant.

5. The time, date, and location of the search.

6. The medical personnel present.

7. The names, sex, and roles of any department members present.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

8. Any contraband or weapons discovered by the search.
9. The procedures followed in performing the search and a description of the body areas searched.

(f) A copy of the written authorization shall be retained and made available to the individual who was searched or other authorized representative upon request.

906.7 TRAINING

The Training Coordinator shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Prison Rape Elimination

907.1 PURPOSE AND SCOPE

This policy provides guidance for complying with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse, harassment and retaliation against prisoners in the South Salt Lake Police Department Temporary Holding Facilities (28 CFR 115.111).

907.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the prisoner does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation (28 CFR 115.6)

Sexual abuse also includes abuse by a staff member, contractor or volunteer as follows, with or without consent of the prisoner or resident:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- Any attempt, threat or request by a staff member, contractor or volunteer to engage in the activities described above
- Any display by a staff member, contractor or volunteer of his/her uncovered genitalia, buttocks or breast in the presence of a prisoner or resident
- Voyeurism by a staff member, contractor or volunteer (28 CFR 115.6)

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one prisoner or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to a prisoner or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

907.2 POLICY

The South Salt Lake Police Department has zero tolerance toward all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment or who cooperates with a sexual abuse or sexual harassment investigation.

The South Salt Lake Police Department will take immediate action to protect prisoners who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162).

907.3 PREA COORDINATOR

The Chief of Police shall appoint an upper-level manager with sufficient time and authority to develop, implement and oversee department efforts to comply with PREA standards in the South Salt Lake Police Department Temporary Holding Facilities (28 CFR 115.111). The PREA Coordinator's responsibilities shall include:

(a) Developing and maintaining procedures to comply with the PREA Rule.

(b) Ensuring that any contract for the confinement of South Salt Lake Police Department prisoners includes the requirement to adopt and comply with applicable PREA and the PREA Rule, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).

(c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect prisoners from sexual abuse (28 CFR 115.113). This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.

(d) Developing methods for staff to privately report sexual abuse and sexual harassment of prisoners (28 CFR 115.151).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(e) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators and department leadership to an incident of sexual abuse (28 CFR 115.165).

(f) Ensuring a protocol is developed for investigating allegations of sexual abuse in the Temporary Holding Facility. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):

1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice's (DOJ) Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/ Adolescents#? or a similarly comprehensive and authoritative protocol.

2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.

3. A process to document all referrals to other law enforcement agencies.

4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.

5. In accordance with security needs, provisions to permit, to the extent available, prisoner access to victim advocacy services if the prisoner is transported for a forensic examination to an outside hospital that offers such services.

(g) Ensuring that prisoners with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect and respond to sexual abuse and sexual harassment. This includes, as appropriate, access to interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills, intellectual, hearing or vision disabilities) (28 CFR 115.116).

1. The agency shall not rely on other prisoners for assistance except in limited circumstances where an extended delay in obtaining an interpreter could compromise the prisoner's safety, the performance of first-response duties under this policy, or the investigation of a prisoner's allegations of sexual abuse, harassment or retaliation.

(h) Publishing on the department's website:

1. Information on how to report sexual abuse and sexual harassment on behalf of a prisoner (28 CFR 115.154).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. A protocol describing the responsibilities of the Department and any other investigating agency that will be responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122).

(i) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under this agency's direct control (28 CFR 115.187).

1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.

2. The data shall be aggregated at least annually.

(j) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all Temporary Holding Facilities used to house prisoners overnight (28 CFR 115.193).

(k) Ensuring contractors or others who work in the Temporary Holding Facility are informed of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment (28 CFR 115.132).

907.4 REPORTING SEXUAL ABUSE AND HARASSMENT

Prisoners may make reports verbally, in writing, privately or anonymously of any of the following (28 CFR 115.151):

- Sexual abuse
- Sexual harassment
- Retaliation by other prisoners or staff for reporting sexual abuse or sexual harassment
- Staff neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

During intake the Department shall notify all prisoners of the zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Department and that is able to receive and immediately forward prisoner reports of sexual abuse and sexual harassment to agency officials. This allows the prisoner to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

907.4.1 MEMBER RESPONSIBILITIES

Department members shall accept reports from prisoners and third parties and shall promptly document all reports (28 CFR 115.151).

All members shall report immediately to the Watch Commander any knowledge, suspicion or information regarding:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) An incident of sexual abuse or sexual harassment that occurs in the Temporary Holding Facility.

(b) Retaliation against prisoners or the member who reports any such incident.

(c) Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

907.4.2 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander shall report to the department's designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a vulnerable adult, the Watch Commander shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that a prisoner was sexually abused while confined at another facility, the Watch Commander shall notify the head of the facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Watch Commander shall document such notification (28 CFR 115.163).

If an alleged prisoner victim is transferred from the Temporary Holding Facility to a jail, prison or medical facility, the Department shall, as permitted by law, inform the receiving facility of the incident and the prisoner's potential need for medical or social services, unless the prisoner requests otherwise (28 CFR 115.165).

907.5 INVESTIGATIONS

The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

907.5.1 FIRST RESPONDERS

The first officer to respond to a report of sexual abuse or sexual assault shall (28 CFR 115.164):

(a) Separate the parties.

(b) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.

(c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

If the first responder is not an officer the responder shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify a law enforcement staff member (28 CFR 115.164).

907.5.2 INVESTIGATOR RESPONSIBILITIES

Investigators shall (28 CFR 115.171):

(a) Gather and preserve direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.

(b) Interview alleged victims, suspects and witnesses.

(c) Review any prior complaints and reports of sexual abuse involving the suspect.

(d) Conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.

(e) Assess the credibility of the alleged victim, suspect or witness on an individual basis and not by the person's status as a prisoner or a member of the South Salt Lake Police Department.

(f) Document in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.

(g) Refer allegations of conduct that may be criminal to the prosecutor's office for possible prosecution, including any time there is probable cause to believe a prisoner sexually abused another prisoner in the Temporary Holding Facility (28 CFR 115.178).

(h) Cooperate with outside investigators and remain informed about the progress of any outside investigation.

907.5.3 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations shall include an effort to determine whether staff actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this department shall not be used as a basis for terminating an investigation (28 CFR 115.171).

907.5.4 SEXUAL ASSAULT AND ABUSE VICTIMS

No prisoner who alleges sexual abuse shall be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Prisoner victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

907.5.5 CONCLUSIONS AND FINDINGS

All completed investigations shall be forwarded to the Chief of Police, or if the allegations may reasonably involve the Chief of Police, to the Mayor. The Chief of Police or Mayor shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All personnel shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for department members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member's disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and reported to any relevant licensing body (28 CFR 115.176).

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with prisoners and reported to any relevant licensing bodies (28 CFR 115.177). The Chief of Police shall take appropriate remedial measures and consider whether to prohibit further contact with prisoners by a contractor or volunteer.

907.6 RETALIATION PROHIBITED

All prisoners and members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other individual who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that individual.

The Watch Commander or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for prisoner victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for prisoners or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

The Watch Commander or the authorized designee shall identify a staff member to monitor the conduct and treatment of prisoners or members who have reported sexual abuse and of prisoners who were reported to have suffered sexual abuse. The staff member shall act promptly to remedy any such retaliation. In the case of prisoners, such monitoring shall also include periodic status checks.

907.7 REVIEWS AND AUDITS

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

907.7.1 INCIDENT REVIEWS

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials and seek input from line supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

(a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.

(b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility.

(c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.

(d) Assess the adequacy of staffing levels in that area during different shifts.

(e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Chief of Police and the PREA Coordinator. The Chief of Police or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

907.7.2 DATA REVIEWS

The facility shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

(a) Identification of any potential problem areas.

(b) Identification of any corrective actions taken.

(c) Recommendations for any additional corrective actions.

(d) A comparison of the current year's data and corrective actions with those from prior years.

(e) An assessment of the department's progress in addressing sexual abuse.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

The report shall be approved by the Chief of Police and made readily available to the public through the department website or, if it does not have one, through other means. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the Temporary Holding Facility. However, the nature of the redacted material shall be indicated.

All aggregated sexual abuse data from South Salt Lake Police Department facilities and private facilities with which it contracts shall be made readily available to the public at least annually through the department website or, if it does not have one, through other means. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

907.8 RECORDS

The Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Department, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

907.9 TRAINING

All employees, volunteers and contractors who may have contact with prisoners shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Training Coordinator shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

- The Department's zero-tolerance policy and prisoners' right to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- The dynamics of sexual abuse and harassment in confinement settings, including which prisoners are most vulnerable.
- The right of prisoners and staff members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- Detecting and responding to signs of threatened and actual abuse.
- Communicating effectively and professionally with all prisoners.
- Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):

- Techniques for interviewing sexual abuse victims.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- Proper use of *Miranda* and *Garrity* warnings.
- Sexual abuse evidence collection in confinement settings.
- Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Training Coordinator shall maintain documentation that employees, volunteers, contractors and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Chapter 10 - Personnel

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the South Salt Lake Police Department and that are promulgated and maintained by the Department of Human Resources.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the South Salt Lake Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Administration Division Commander should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.

(e) Employee referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

The Administration Division Commander shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks

(h) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

1000.4.1 VETERAN AND SERVICE MEMBER PREFERENCE

The [Department/Office] will provide preference eligibility for veterans and service member applicants as required by Utah Code 71A-2-102.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the South Salt Lake Police Department (Utah Code 53-6-203; Utah Code 53-6-302).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Administration Division Commander shall not require candidates to provide passwords, account information or access to password-protected social media accounts (Utah Code 34-48-201).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

The Administration Division Commander should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate and validated.

(c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administration Division Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law (Utah Code 53-6-203; Utah Code 53-6-302). Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by the Utah Peace Officer Standards and Training (POST) Council (Utah Code 53-6-203):

(a) Citizen of the United States or lawful permanent resident who has legal authorization to work in the United States and has been in the United States legally for at least five years immediately preceding the day on which the application is made

(b) At least 21 years old

(c) High school graduate or possess an equivalent achievement

(d) Not have been convicted of a crime for which the candidate could be punished by imprisonment

(e) Demonstrate good moral character as determined through a background investigation. A candidate shall be considered to be of good moral character if he/she has not engaged in conduct that would violate Utah Code 53-6-211(1)

(f) Be free of any physical, emotional, or mental condition that might adversely affect the performance of the candidate's duties as a peace officer

(g) Criminal background check of local, state, and national criminal history files

(h) Not prohibited from possessing a firearm under state or federal law

(i) Meet all other standards required by POST

In addition to the standards established by POST, the department may establish additional standards concerning peace officer candidates (Utah Code 53-6-207).

1000.7.2 STANDARDS FOR DISPATCHERS

Candidates shall meet the following minimum standards (Utah Code 53-6-302):

(a) Citizen of the United States or lawful permanent resident who has legal authorization to work in the United States and has been in the United States legally for at least five years immediately preceding the day on which the application is made

(b) At least 18 years old

(c) High school graduate or possess an equivalent achievement

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(d) Not have been convicted of a crime for which the candidate could be punished by imprisonment

(e) Demonstrate good moral character as determined through a background investigation. A candidate shall be considered to be of good moral character if he/she has not engaged in conduct that would violate Utah Code 53-6-309(1)

(f) Be free of any physical, emotional, or mental condition that might adversely affect the performance of the candidate's duties as a dispatcher

(g) Criminal background check of local, state, and national criminal history files

(h) Meet all other standards required by POST

In addition to the standards established by POST, the department may establish additional standards concerning dispatcher candidates (Utah Code 53-6-305).

1000.8 PROBATIONARY PERIODS

The Administrative Division Commander should coordinate with the South Salt Lake Department of Human Resources to identify positions subject to probationary periods and procedures for:

(a) Appraising performance during probation.

(b) Assessing the level of performance required to complete probation.

(c) Extending probation.

(d) Documenting successful or unsuccessful completion of probation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Promotion Process

1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion within the ranks of the South Salt Lake Police Department.

1001.1.1 POLICY

(a) Responsibility for promotion process activities is shared between the police department and the Human Resources Department.

1. Entrance into the promotional process is designed to favor qualified individuals who are employees of the department, providing for advancement from within whenever possible.
2. The evaluation and selection of personnel for department promotions will be conducted in a fair manner, allowing candidates an equal opportunity to compete in the process.
3. The police department will determine the skills, knowledge, and abilities required of employees for promotion.

(b) The Chief of Police or his/her designee is responsible for the promotional process procedures employed by this department.

1. This responsibility includes maintaining a liaison with the Human Resource Department and overseeing the deployment of promotional process activities in the department. Such activities may include:

(a) Oral interviews, written tests and assessment centers.

(b) The promotional processes and minimum qualifications.

(c) The administration of promotional probationary periods.

1001.2 PROCESS AND PROCEDURES

(a) The following may be used to evaluate potential promotional candidates:

1. Testing which measures the dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in a written job task analysis.
2. Testing using multiple assessors who have administrative experience and good standing in this department or another agency.

(a) Assessors shall be instructed and briefed prior to participating in a process.

3. Testing using techniques designed to provide information, which is used in evaluating the dimensions, attributes, and/or qualities previously determined.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

4. Use of simulated job-related exercises that have been pre-tested to ensure they provide reliable, objective, and relevant information.
5. Use of a form(s) to record and document the observations of assessors at each stage of the process.

(b) The promotional processes may include all or part of the following procedures:

(a) Notification of promotional opportunity via email or other written notice. The notice will include but is not limited to minimum qualifications, and dates and times of any testing to be conducted.

(b) Applications will be accepted from qualified employees by submitting resumes and/or letters of intent.

(c) Assessment centers may be conducted and may include written abilities testing and oral interviews. Tests and oral questions will be specific to the vacant position.

(d) After the assessment center, the top five (5) candidate's names will go to the Chief of Police as equals.

(a) The Chief of Police may interview those candidates, as well as review personnel files and prior performance evaluations.

(b) Some promotional opportunities may have qualified candidate eligibility pools from previous tests.

(e) The Chief of Police will make the final selection based on all elements in the promotional process and the needs of the department.

(f) Eligibility for lateral entry (if any) into vacancies shall be established by those assigned by the Chief of Police or his/her designee and will not be held to any portion of this policy.

(c) Promotional Process Records:

1. Records related to any promotional process shall be secured in a file and accessed only by those individuals authorized by the Chief of Police or the Human Resources Department.

1001.2.1 PROMOTIONAL REVIEW AND APPEALS

(a) Any promotional candidate may review their own answer key and other written results of the promotional process, no sooner than five (5) days after the completion of the total process.

(b) Any employee contesting the promotional process or any element of the process, may accomplish this under the rules and regulations as set forth in the South Salt Lake City Policy Manual regarding grievance procedures.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(c) Any re-application, re-testing, or re-evaluation regarding an appeal of the promotional process is done solely at the discretion of the Chief of Police.

1001.3 PROMOTIONAL EVALUATION LIMITATIONS

(a) Procedures and processes used for promotions will be job-related and non-discriminatory.

(b) The South Salt Lake City Police Department may use commercially available written tests for promotional and hiring assessments.

1. The vendor providing the test shall validate all test results.

(c) The South Salt Lake City Police Department may, with the permission of the Human Resource Director, use an in-house written test when considering candidates for promotional opportunities.

1. All questions on such a test will be job-related to the promotional opportunity and approved by the Chief of Police or his/her designee.

1001.4 PROMOTIONAL TESTING

(a) The Department will make a written announcement for each promotional opportunity. Such announcement(s) shall include at a minimum:

1. Description of the duties and responsibilities of the open position or job classification.
2. When possible, a schedule of dates, times, and locations for all elements of the selection process.
3. Description of eligibility requirements/minimum qualifications.
4. Description of the process(es) to be used in selecting personnel for the vacancies.
5. There may be times when it is not possible, because of time constraints and/or personnel deficiencies, to announce openings for promotions. In such circumstances, the Chief of Police reserves the right to make a selection and waive the promotional processes detailed in this policy.

(b) Promotional candidates who are successful throughout the selection processes will be place on an eligibility pool list. All candidates are equal once they arrive at this stage of the promotional process.

1. The eligibility pool is valid for twelve (12) months from the published date of the pool.
2. The Chief of Police shall review the results, address any issues that arise, and certify the pool in accordance with City and department policies and rules.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

3. The Human Resources Department may extend the life of the eligibility pool, at the request of the Chief of Police or his/her designee.
4. The Chief of Police is allowed to select a promotee from any of the top five (5) eligible candidates.
5. The Chief of Police will notify the Human Resources Department of those candidates who have been promoted.

(c) Minimum Qualifications and Eligibility Requirements:

1. Sergeant: Refer to job description.
2. Lieutenant: Refer to job description

1001.4.1 PROMOTIONAL PROBATIONARY STATUS

(a) Promotional probationary procedures shall be in compliance with South Salt Lake City Personnel Policy.

1. All newly promoted personnel shall be subjected to a one (1) year probationary period, per South Salt Lake City Personnel Policy, Section III, (4) (ii).
2. During the probationary period, the progress of the individual will be monitored and evaluated by an immediate supervisor.
3. Any unsatisfactory performance should be immediately documented and brought to the attention of the employee.
4. Repeated unsatisfactory performance may result in the demotion of the employee to their former rank, or the return of the employee to their former position.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Reporting of Employee Convictions

1002.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Department Director of any past and current criminal convictions.

1002.2 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Federal law prohibits individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Utah Code 76-10-503).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

Any person applying for or holding a concealed firearm permit and who is convicted of any offense involving domestic violence may have the permit refused, revoked or suspended (Utah Code 53-5-704(2)(a)(vi)).

1002.3 OTHER CRIMINAL CONVICTIONS

Utah Code 53-6-203(1)(d) prohibits any person convicted of a felony from being a peace officer in the State of Utah. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty or nolo contendere plea.

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of the Department may be inherently in conflict with law enforcement duties and the public trust.

1002.4 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest or conviction, regardless of whether the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Reporting of Employee Convictions

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Drug- and Alcohol-Free Workplace

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1003.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

1003.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see Work Restrictions in this policy).

1003.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician.

Possession of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1003.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

1003.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1003.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1003.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1003.7 REQUESTING SCREENING TESTS

A supervisor may require an employee to submit to a screening test under any of the following circumstances:

(a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.

(b) The employee discharges a firearm, other than by accident, in the performance of his/her duties (excluding training or authorized euthanizing of an animal).

(c) The employee discharges a firearm issued by the Department while off-duty, resulting in injury, death, or substantial property damage.

(d) The employee drives a motor vehicle in the performance of his/her duties and becomes involved in an incident that results in bodily injury, death, or substantial damage to property.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1003.7.1 SUPERVISOR RESPONSIBILITY

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.

(b) The result of the test is not admissible in any criminal proceeding against the employee.

(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1003.7.2 DISCIPLINE

An employee may be subject to disciplinary action if he/she:

(a) Fails or refuses to submit to a screening test.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

1003.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1003.9 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Sick Leave

1004.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable collective bargaining agreement or any memorandum of understanding.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.).

1004.2 POLICY

It is the policy of the South Salt Lake Police Department to provide eligible employees with a sick leave benefit.

1004.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1004.3.1 NOTIFICATION

All members should notify the Watch Commander or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30 days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1004.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

1004.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Department of Human Resources as appropriate.

(c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:

1. Negatively affected the member's performance or ability to complete assigned duties.
2. Negatively affected department operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Communicable Diseases

1005.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1005.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the South Salt Lake Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1005.2 POLICY

The South Salt Lake Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1005.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

(a) Exposure prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that [department/office] members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them.

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:

1. The mandates of the Utah Occupational Safety and Health Act (Utah Code 34A-6-102 et seq.; UAC R614-1-1 et seq.).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. Reporting known or suspected cases of communicable diseases to the local health department (Utah Code 26B-7-206; UAC R386-702-4).
3. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
4. Exposure control mandates in 29 CFR 1910.1030 (UAC R614-1-4).

The ECO should also act as the liaison with the Utah Occupational Safety and Health Division (UOSH) and may request voluntary compliance inspections. The ECO should annually review and update the exposure control plan and review implementation of the plan.

1005.4 EXPOSURE PREVENTION AND MITIGATION

1005.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; UAC R614-1-4):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1005.4.2 IMMUNIZATIONS
Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; UAC R614-1-4).

Members shall also be screened for tuberculosis pursuant to the guidelines established by UOSH (UAC R388-804).

1005.5 POST EXPOSURE

1005.5.1 INITIAL POST-EXPOSURE STEPS
Members who experience an exposure or suspected exposure shall (29 CFR 1910.1030; UAC R614-1-4):

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practicable.

1005.5.2 REPORTING REQUIREMENTS
The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; UAC R614-1-4):

(a) Name of the member exposed

(b) Date and time of the incident

(c) Location of the incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury and Death Reporting Policy).

1005.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT
Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (29 CFR 1910.1030; UAC R614-1-4).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1005.5.4 COUNSELING
The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; UAC R614-1-4).

1005.5.5 SOURCE TESTING
Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) Requesting testing through the local health department (Utah Code 26B-7-204).

(c) Seeking a court order or warrant pursuant to Utah Code 78B-8-402.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if the person refuses.

1005.6 CONFIDENTIALITY OF REPORTS
Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law) (29 CFR 1910.1030; UAC R614-1-4; Utah Code 26B-7-217). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1005.7 TRAINING
All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (29 CFR 1910.1030; UAC R614-1-4):

(a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Smoking and Tobacco Use

1006.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in South Salt Lake Police Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1006.2 POLICY

The South Salt Lake Police Department recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the [Department/Office] and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all [department/office] facilities, buildings, and vehicles, and as is further outlined in this policy (Utah Code 26B-7-503).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Personnel Complaints

1007.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the South Salt Lake Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1007.1.1 CATEGORIES OF COMPLAINTS AND INVESTIGATIONS

(a) Complaints and/or investigations shall be classified as one of three (3) categories:

1. Category I - Complaints/investigations handled by the Professional Standards Unit may include, but are not limited to:

    (a) Situations in which an employee has been killed or injured by the willful or deliberate act of another person.

    (b) Situations in which a citizen has been injured or killed by an employee, whether on- or off-duty if under color of police authority, or if there is suspicion of criminal intent, or violation of statute by the employee.

    (c) Situations on- or off-duty involving the discharge of a firearm by an employee in other than lawful sport activity or at an approved firing range, when personal injury or property damage has occurred.

    (d) Allegations of false arrest or excessive force which may result in civil litigation against the employee or the police department.

    (e) Alleged or suspected breach of integrity or moral misconduct that affects the department.

    (f) Complaints alleging criminal conduct by a police department employee.

    (g) Allegations regarding the use of racial slurs by a police department employee.

    (h) Allegations of civil rights violations committed by a police department employee.

    (i) Allegation of or incidents involving a violation of department or city policy, as directed by the Chief of Police or his/her designee.

2. Category II - Complaints/investigations of a minor or informal nature may be handled by handled by a supervisor and include, but are not limited to:

    (a) A complaint regarding organizational procedures.

    (b) Legal issues.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) Policy interpretations.

(d) Allegations of rudeness or discourtesy by a police department employee.

(e) Traffic violations by a police department employee.

(f) Violations of department or city policy that do not include a use of deadly force.

(g) Allegations of errors or inaccuracies in a written report or traffic citation.

(h) If a supervisor determines that the complaint is based on a lack of information or understanding on the part of the complainant, the complaint may be resolved without a formal investigation.

3. Category III - Background investigations for potential police department employees.

1007.2 POLICY

The South Salt Lake Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any memorandum of understanding or collective bargaining agreement.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1007.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1007.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Watch Commander is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Professional Standards Unit, depending on the seriousness and complexity of the investigation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Professional Standards Unit, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1007.3.2 SOURCES OF COMPLAINTS
The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

1007.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1007.4.1 COMPLAINT FORMS
Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other City facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1007.4.2 ACCEPTANCE
All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1007.5 DOCUMENTATION
Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1007.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1007.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The Chief of Police or any other supervisor who is made aware of an allegation against a certified peace officer or dispatcher employed by the South Salt Lake Police Department shall conduct an administrative or internal investigation and report substantiated allegations to the Division of Peace Officer Standards and Training (POST) within 90 days (Utah Code 53-6-211; Utah Code 53-6-309; UAC R728-409-18).

If an officer or dispatcher who is the subject of the investigation resigns, retires, or otherwise separates from the agency before the conclusion of the investigation, the Chief of Police shall report the allegations and any investigation results to POST (Utah Code 53-6-211; Utah Code 53-6-309).

The Chief of Police shall notify POST within 30 days after the officer's termination date if the date occurs during an open internal investigation for an alleged violation of Utah Code 53-6-211(1) (Utah Code 53-6-209).

If the South Salt Lake Police Department receives credible allegations and opens an internal investigation within two years after the day of an officer's termination date, the Chief of Police shall provide notice 30 days after the day of opening the investigation and an estimated date of completion to POST. If the allegations involve violations of Utah Code 53-6-211(1), whether or not they result in an internal investigation, the Chief of Police shall notify POST (Utah Code 53-6-209).

The responsibilities of supervisors include but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.

    1. The original complaint form will be directed to the Watch Commander of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.

    2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

is at issue, a supervisor shall orally report the matter to the member's Division Commander or the Chief of Police, who will initiate appropriate action.

(b) Responding to all complainants in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.

  (a) Follow-up contact with the complainant should be made within 24 hours of the [Department/Office] receiving the complaint.

  (b) If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Watch Commander.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Watch Commander and Chief of Police are notified via the chain of command as soon as practicable.

(e) Promptly contacting the Department of Human Resources and the Watch Commander for direction regarding the supervisor's role in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.

(f) Forwarding unresolved personnel complaints to the Watch Commander, who will determine whether to contact the complainant or assign the complaint for investigation.

(g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.

(h) Investigating a complaint as follows:

  1. Making reasonable efforts to obtain names, addresses, and telephone numbers of witnesses.

  2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(i) Ensuring that the procedural rights of the accused member are followed.

(j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1007.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Professional Standards Unit, the following applies to employees:

(a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, he/she shall be compensated.

(b) Unless waived by the employee, interviews of an accused employee shall be at the South Salt Lake Police Department or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused employee.

(d) Prior to any interview, an employee should be informed of the nature of the investigation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(e) All interviews should be for a reasonable period and the employee's personal needs should be accommodated.

(f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.

(g) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

1. An employee should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the employee has been given a *Garrity* advisement and after the investigator has consulted with the prosecuting agency. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

2. No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(h) The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview shall be provided to the employee prior to any subsequent interview.

(i) All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual’s statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(j) All employees shall provide complete and truthful responses to questions posed during interviews.

(k) No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1007.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1007.6.4 DISPOSITIONS
Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1007.6.5 COMPLETION OF INVESTIGATIONS
Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.

1007.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS
The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1007.7 ADMINISTRATIVE SEARCHES
Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1007.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1007.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The South Salt Lake Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1007.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include their comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1007.10.1 DIVISION COMMANDER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Division Commander of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Division Commander may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Prior to forwarding recommendations to the Chief of Police, the Division Commander may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Division Commander shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1007.10.2 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Division Commander for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

(a) Access to all of the materials considered by the Chief of Police, except materials protected by attorney client privilege, in recommending the proposed discipline.

(b) An opportunity to respond in writing to the Chief of Police within 10 days of receiving the notice.

1. Upon a showing of good cause by the member, the Chief of Policemay grant a reasonable extension of time for the member to respond.

2.

Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

1007.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1007.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.

(d) In the event that the Chief of Police elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1007.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1007.13 POST-DISCIPLINE APPEAL RIGHTS

An employee discharged, transferred to another position with less pay, or suspended without pay for more than two days may, within 10 days from the issuance by the Chief of Police of the order of discharge, transfer, or suspension, appeal to an appeal board or a hearing officer if one has been established. However, if the Department has established an internal grievance procedure, the employee must exhaust all available grievance remedies before making such an appeal (Utah Code 10-3-1106).

The employee may appear in person and may have counsel and a public hearing. The findings and decision of the appeal board or hearing officer shall be final.

Any final action or order of the appeal board or hearing officer may be appealed to the Court of Appeals within 30 days of the issuance of the final action or order of the appeal board or hearing officer.

1007.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Any probationary period may be extended at the discretion of the Chief of Police in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1007.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Seat Belts

1008.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213 (Utah Code 41-6a-1601).

1008.2 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department, while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members of the Department, are properly restrained (Utah Code 41-6a-1803).

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

1008.3 TRANSPORTING CHILDREN

A child younger than 8 years of age shall be secured using a child restraint system in the manner prescribed by the manufacturer of the system unless an exemption exists due to the child's height (Utah Code 41-6a-1803).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

1008.4 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1008.5 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1008.6 POLICY

It is the policy of the South Salt Lake Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1008.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1008.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Body Armor

1009.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1009.2 POLICY

It is the policy of the South Salt Lake Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1009.3 ISSUANCE OF BODY ARMOR

The Deputy Chief shall ensure that body armor is issued to all officers when the officer begins service at the South Salt Lake Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Deputy Chief shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1009.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

(a) Officers shall only wear agency-approved body armor.

(b) Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.

(c) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.

(d) Body armor shall be worn when an officer is working in uniform or taking part in Department range training.

(e) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1009.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic documented inspections. Annual inspections of body armor should be conducted by an authorized designee for fit, cleanliness and signs of damage, abuse and wear.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1009.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

1009.4 FIREARMS SUPERVISOR RESPONSIBILITIES

The Firearms Supervisor should:

(a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.

(b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

(c) Provide training that educates officers about the safety benefits of wearing body armor.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Personnel Records

1010.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1010.2 DEPARTMENT FILE

The department file shall be maintained as a record of a person's employment/appointment with this department. The department file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.

(b) Election of employee benefits.

(c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.

(d) Original performance evaluations. These should be permanently maintained.

(e) Discipline records, including copies of sustained personnel complaints.

(f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
2. Any member response shall be attached to and retained with the original adverse comment.
3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.

(g) Commendations and awards.

(h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1010.3 DIVISION FILE

Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1010.4 TRAINING FILE

An individual training file shall be maintained by the Training Coordinator for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Training Coordinator or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Training Coordinator or supervisor shall ensure that copies of such training records are placed in the member's training file.

1010.5 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files. Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record.

Members may be restricted from accessing files containing any of the following information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1010.6 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

(a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

(c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

1010.7 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Utah (Utah Code 63G-2-302 et seq.).

1010.8 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Professional Standards Unit in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Professional Standards Unit supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file:

(a) Not sustained

(b) Unfounded

(c) Exonerated

1010.9 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.

(e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1010.10 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the Mayor, City Attorney or other attorneys or representatives of the City in connection with official business.

1010.10.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Records Officer or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1010.10.2 RELEASE OF PERSONNEL INFORMATION

Information such as the member's medical information, or the home address, telephone number and Social Security number of the member or of the member's family, that is contained in a personnel record is confidential and may not be released (Utah Code 63G-2-302; Utah Code 63G-2-303; Utah Code 63G-2-304).

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Specialty Assignments and Rotations

1011.1 PURPOSE AND SCOPE

The South Salt Lake Police Department allows its sworn personnel to be assigned to specialized assignments to provide opportunities for personal growth, improved job satisfaction, and increased performance effectiveness. As employees acquire additional skills, knowledge and abilities, the department benefits from an expanded pool of employees who are prepared to assume a variety of duties and responsibilities.

1011.2 POLICY

(a) The South Salt Lake City Police Department believes in career development for employees.

1. To support this belief, there is a three (3) year minimum commitment and a five (5) year recommended rotation policy to guide movement within different units and specialties.
2. Once an employee reaches a recommended rotation, and the transfer of the employee has been approved, the employee's supervisor, the employee, and the affected division commander, will work out a reasonable transfer process.
3. A transitional training period should be conducted for the employee selected to fill the assignment, with the employee leaving the assignment, prior to the scheduled rotation date.
4. Any employee who is selected for a specialty unit will not be eligible for selection to another unit or specialty until the three (3) year minimum commitment from the date of placement period has passed.
   (a) Employees in a specialty assignment who have fulfilled their three (3) year commitment are eligible to be selected for another specialty.
5. If an employee who is currently in a specialty unit has reached the recommended rotation time, the incumbent may remain in the assignment, based on the needs of the department as decided by the Chief of Police or his/her designee.
6. The Chief of Police maintains the right to exempt, extend or assign personnel wherever he/she feels is appropriate and/or necessary for both the needs of the department and/or employee(s).

(b) Any employee who is transferred out of a specialty unit because of poor performance will not be eligible for another specialized unit until the full three (3) year minimum commitment from the date of placement period has passed.

1011.2.1 FULL-TIME AND PART-TIME SPECIALTIES

(a) Full-Time Specialty - A lateral transfer to a specialty unit such as: Investigations Division, Community Resource Divsion, Police Service Dog (K-9) Unit, Traffic Unit, or other specialty designated by the Chief Police, which requires the attention of a full-time employee.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(b) Part-Time Specialty - A specialty unit that is on call, seasonal, or is work in addition to an officer's full-time duties and responsibilities.

(c) Employees of the South Salt Lake City Police Department will be limited to one (1) full-time specialty, and preferably no more than two (2) part-time specialties concurrently.

(d) Supervisors of a specialty unit will have the discretion to deny the placement of an employee into their unit, if they feel that the employee's current assignment(s) will conflict with the needs of the unit.

(e) Part-Time and Full-Time specialties will follow the three (3) year commitment and five (5) year recommended rotation policy.

(f) Any Assignment designated as a specialty or specialized assignment shall have a selection process.

1. The selection process will be designed by the specialty unit sergeant and approved by the respective division commander.

(g) The Chief of Police or his/her designee has the right to deny an employee's placement into a unit or specialty, based on the needs of the department.

1011.3 DESK OFFICER POSITION

(a) The desk officer position is not a fixed post at the police department/city hall, sub-stations or other location.

1. The assignment may be made, as the needs of the department require.

2. The assignment may be for an entire shift or portion of that shift as determined by the shift supervisor.

3. The desk officer will assist citizens who walk into the fixed post and/or provide information over the telephone, by either resolving a service request or by directing the citizen to the appropriate department or personnel.

4. When the desk officer determines and officer response to the scene is appropriate, he/she will forward the information to the VECC as soon as practical.

5. Desk officers may be assigned other duties based on their capabilities.

(b) If a caller is unwilling to provide the report details over the phone, or respond to the office, the desk officer should refer the incident to the shift supervisor.

(c) When a desk officer takes a report that requires an on-scene action, such as collection of evidence, photographs, or follow-up, the desk officer will notify the on-duty supervisor as soon as practical, of the need for a patrol officer.

(d) The desk officer will complete supplemental reports to any original report as required.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Commendations and Awards

1012.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the South Salt Lake Police Department and individuals from the community.

1012.2 POLICY

It is the policy of the South Salt Lake Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1012.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1012.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1012.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation should contain:

(a) Identifying information:

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1012.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the person submitting the documentation.

1012.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Division Commander for his/her review. The Division Commander should sign and forward the documentation to the Chief of Police for his/her review.

The Chief of Police or the authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Administration secretary for entry into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Administration Division Commander. The documentation will be signed by the Division Commander and forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1012.5 AWARDS

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

- Award of Merit.
- Award of Valor.
- Lifesaving Award.
- Meritorious Conduct.

Criteria for each award and the selection, presentation and display of any award are determined by the Chief of Police.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Fitness for Duty

1013.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of the Department remain fit for duty and able to perform the job functions.

1013.2 EMPLOYEE RESPONSIBILITIES

(a) It shall be the responsibility of each employee of the Department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.

(b) Each employee of the Department shall perform his/her respective duties without physical, emotional and/or mental constraints.

(c) During working hours, all employees are required to be alert, attentive and capable of performing assigned responsibilities.

(d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1013.3 SUPERVISOR RESPONSIBILITIES

(a) A supervisor observing an employee or receiving a report of an employee who is perceived to be unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.

(b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem, and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.

(c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.

(d) In conjunction with the Watch Commander or employee’s available Division Commander, a determination should be made whether the employee should be temporarily relieved from his/her duties.

(e) The Chief of Police and any other supervisor who is made aware that an officer may have a physical or mental disability affecting the officer's ability to perform his/her duties shall investigate the allegation (Utah Code 53-6-211).

(f) The Chief of Police or a designee shall ensure that any allegation that an officer has a physical or mental disability affecting the officer's ability to perform his/her duties is reported to Utah Peace Officer Standards and Training (POST) within 90 days if the

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

allegation is found to be true (UAC R728-409-18). This applies even in those instances where an employee resigns or is terminated (Utah Code 53-6-211).

(g) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

1013.4 NON-WORK-RELATED CONDITIONS

Any employee suffering from a non-work-related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other care.

1013.5 WORK-RELATED CONDITIONS

Any employee suffering from a work-related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Watch Commander or unit supervisor and concurrence of a Division Commander, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well being of the employee and until such time as the following may be completed:

(a) A preliminary determination that the employee's conduct appears to be in compliance with related policies.

(b) The employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1013.6 FITNESS FOR DUTY EVALUATIONS

Fitness for duty medical evaluations may be performed under any of the following circumstances:

(a) Return to work from injury or illness.

(b) When a supervisor determines there is a direct threat to the health or safety of the employee or others.

(c) In conjunction with corrective action, performance or conduct issues or discipline.

(d) When it is a bona fide occupational qualification for selection, retention or promotion.

1013.7 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than:

- 16 hours in one day (24-hour) period or
- 30 hours in any 2 day (48-hour) period or
- 84 hours in any 7 day (168-hour) period

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Except in very limited circumstances members should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any employee who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime, combination of on-duty and off-duty work and any other work assignments.

1013.8 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty exam shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Meal Periods and Breaks

1014.1 PURPOSE AND SCOPE

This policy outlines the requirements regarding meals and breaks.

1014.1.1 MEAL PERIODS

Sworn employees shall remain on-duty subject to call out during meal breaks. All other employees are not on-call during meal breaks unless directed otherwise by a supervisor.

Uniformed patrol and traffic officers shall request clearance from Dispatch prior to taking a meal period. Uniformed officers shall take their breaks within the City limits unless on assignment outside of the City or with the approval of a supervisor.

No more than two uniformed officers or marked patrol vehicles will be authorized to take a meal break or a break at one time. Exception is given to Field Training Officers with a recruit, and will be limited to no more than three officers and two marked patrol vehicles.

Uniformed officer is any employee wearing a uniform. IE;Patrol Officer, Detective, Support Staff

Officers/employees working 5 hours or less in duration are not authorized to take a meal break.

Non-sworn employees are entitled to a 30 minute uninterrupted lunch period, unless on-call or redirected by their supervisor.

All on-duty officers shall maintain radio contact with dispatch during any meal break or breaks.

Under normal circumstances, an employee may take a 30 minute meal break during each shift worked. On-duty patrol officers are encouraged to take their meal break within their assigned Community Zone if possible. Meal breaks outside of South Salt Lake City will only occur with supervisor approval.

The time spent for the meal period shall not exceed the authorized time allowed.

1014.1.2 BREAKS

Each employee is entitled to a 15-minute break, near the mid-point, for each four-hour work period (UAC R477-8-3). Only one 15-minute break shall be taken during each 4-hours of duty. No breaks shall be taken during the first or last hour of an employee’s shift unless approved by a supervisor.

Employees normally assigned to the police facility shall remain in the police facility for their breaks. This would not prohibit them from taking a break outside the facility if on official business.

Field officers will take their breaks in their assigned areas, subject to call, and shall monitor their radios. When field officers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of Dispatch.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Lactation Breaks

1015.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child.

1015.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her infant nursing child for up to one year after the child's birth (29 USC § 207).

1015.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding the regularly scheduled break time will be unpaid.

Employees desiring to take a lactation break shall notify Dispatch or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if it would seriously disrupt Department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1015.3.1 PRESENCE OF CHILDREN

The Department is not required to allow the child of the employee to be present at the Department for purposes of accommodating breastfeeding (Utah Code 34A-5-106).

1015.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied, and that the employee has a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Lactation Breaks

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

1015.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the employee ends her shift.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Payroll Records

1016.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

1016.2 POLICY

The South Salt Lake Police Department maintains timely and accurate payroll records.

1016.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1016.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administration as established by the City payroll procedures.

1016.5 RECORDS

The Administration Division Commander or designee shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Overtime Compensation Requests

1017.1 PURPOSE AND SCOPE

The City will pay at least minimum wages and overtime to all employees except those who are specifically exempt from minimum wage and overtime requirements under the Fair Labor Standards Act (FLSA) of 1938. The City will also provide equal pay to all employees doing similar work which requires substantially equal skill, effort, responsibility, and performed under similar working conditions, in accordance with the Fair Labor Standards Act of 1938 and the Equal Pay Act of 1963.

1017.2 DEFINITIONS

Full-time: Employees hired for an indefinite period in a position for which the normal work schedule is forty (40) hours per week. Full-time employees may or may not qualify for specific City benefits and/or be members of the merit personnel system.

Part-time: Employees hired for an indefinite period in a position for which the normal work schedule is less than forty (40) hours per week. Part-time employees may or may not qualify for specific City benefits and/or be members of the merit personnel system. Unless otherwise specified, part-time employees must be scheduled and work at least (20) hours per week in order for the part-time position to be considered or designated as a benefited part-time position.

Temporary/Seasonal: Employees hired for a position which is required for only a specific, known duration, usually less than six (6) months. Temporary/seasonal employees may or may not qualify for specific City benefits and/or be members of the merit personnel system.

1017.3 POLICY

It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime by payment of wages. The employee must complete and submit a Request for Overtime Payment Form as soon as practical after overtime is approved and worked.

1017.4 DEPARTMENT GUIDELINE

For employees engaged in public safety activities within the Police Department: overtime pay would apply for over eighty (80) hours worked period consisting of fourteen (14) consecutive days, and shall be compensated at the rate of one and one-half (1 and 1/2) times the regular hourly rate of the employee.

If a holiday, vacation, or sick day falls with in the eighty (80) hours pay period. The sworn public safety employee must work over and above these hours before overtime must be paid.

For employees not engaged in public safety activities: overtime pay would apply for over forty (40) hours worked in a work week, and shall be compensated at the rate of one and one-half (1 and 1/2) times the regular hourly rate of the employee.

If a holiday, vacation, or sick day falls within a work week, the employee must work forty (40) hours over and above these hours before overtime must be paid. If employees work on a holiday

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

because of an emergency situation, they will receive their regular straight-time pay for the time worked, plus holiday pay.

Overtime shall be approved by the Department Head or designee, before worked. In case of emergency conditions, overtime compensation may be authorized after the work has been performed. Violation of this policy may result in disciplinary action, up to and including termination.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift, and in no case later than the end of shift in which the overtime is worked.

Short periods of work at the end of the normal duty day (e.g., less than one-hour in duration) may be handled unofficially between the supervisor and the employee by flexing a subsequent shift schedule to compensate for the time worked rather than by submitting requests for overtime payments. If the supervisor authorizes or directs the employee to complete a form for such a period, the employee shall comply.

1017.5 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Administration Division. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1017.5.1 EMPLOYEE'S RESPONSIBILITY

Employees shall complete the request immediately after working the overtime and turn the request in to the immediate supervisor or the Watch Commander. Employees submitting overtime cards for on-call pay when off-duty shall submit cards to their immeidate supervisorthe first day after returning for work.

1017.5.2 SUPERVISOR'S RESPONSIBILITY

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

After the entry has been made on the employee's time card, the Overtime Payment Request Form is forwarded to the employee's Division Commander for final approval.

1017.5.3 DIVISION COMMANDER'S RESPONSIBILITY

Division Commanders, after approving payment, will then forward the form to the Chief of Police for review.

1017.6 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status.

1017.6.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as illustrated below:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- 1 to 15 minutes worked - Indicate .25 hour on card
- 16 to 30 minutes worked - Indicate .50 hour on card
- 31 to 45 minutes worked - Indicate .75 hour on card
- 46 to 60 minutes worked - Indicate 1.0 hour on card

1017.6.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same activity, case or court trial, and the amount of time for which payment is requested varies from that reported by the other officer, the Watch Commander or other approving supervisor may require each employee to include the reason for the variation on the back of the overtime payment request.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Outside Employment

1018.1 PURPOSE AND SCOPE

This policy sets forth rules governing outside employment in an effort to avoid actual or perceived conflicts of interest. Outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy and Utah Code 53-13-114.

1018.1.1 DEFINITIONS

Outside Employment - Any employee of the Department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered;for purposes of this section, the definition includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered. Outside employment does not include volunteer, charitable, or religious work.

Law Enforcement Related Outside Employment: Outside employment that is conditioned on the actual or potential use of law enforcement powers by the police officer (employee).

Non-Law Enforcement Related Outside Employment: Outside employment that will NOT require the use or potential use of law enforcement powers.

1018.2 OBTAINING APPROVAL

No employee of the Department may engage in law enforcement outside employment without first obtaining prior written approval of the Chief of Police or his/her designee. Failure to obtain prior written approval for law enforcement outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

Employees who have not satisfactorily completed their initial field training, who are on medical leave of any kind or are on light duty status are not permitted to engage in outside employment.

In order to obtain approval for law enforcement related outside employment, the employee must provide a written request by completing the "Request for Law Enforcement Related Outside Employment" and submitting the request to employee's direct supervisor, at least 7 days prior to the proposed start date of the law enforcement related outside employment. The application will be presented to the Chief of Police for consideration.

If approved, the employee will be provided with a copy of the written documentation of the approval. Unless otherwise indicated in writing on the approval documentation the approval will be be valid for a term of one year from the date of application, subject to the terms of this policy. Employees are responsible for tracking the expiration date of their law enforcement related outside employment approval.

Any employee seeking approval of law enforcement related outside employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1018.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT
If a decision is made to deny, suspend, or revoke an employee's outside employment request, the employee may file written notice of appeal within 10 days of the date of the denial. Such appeal shall be filed pursuant to the City's grievance procedures as set forth in South Salt Lake Municipal Code 2.60.050.

1018.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT APPROVAL
Any outside employment approval may be revoked or suspended under the following circumstances:

(a) Decline in employee's performance to an unsatisfactory level or overall level of competency.

(b) As a term or condition of sustained discipline.

(c) Employee's conduct or outside employment conflicts with the provisions of Department policy, the permit may be suspended or revoked.

(d) When an employee is unable to perform at a full-duty capacity due to an injury or other condition or circumstance.

(e) any violation of the terms of this policy.

1018.3 PROHIBITED OUTSIDE EMPLOYMENT
The Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which:

(a) Interferes with an employee's efficiency performance.

(b) Conflicts with the interests of the Department or the State of Utah.

(c) Gives reason for criticism or suspicion of conflicting interests or duties.

No employee may enter into a contract to serve as a broker to provide outside employment.

Outside employment that constitutes a threat to the status or dignity of a police officers as professional occupation will not be approved. This includes but is not limited to, employment in establishments which sell pornographic books, magazines, sexual devices or videos, or that otherwise provide entertainment or services or a sexual nature; employment in establishments involving the sale of alcohol for on-site consumption, manufacture or transportation of alcohol.

No employee may engage in outside employment with any business or entity that:

(a) does not comply with State and Federal income reporting and withholding requirements regarding the employee's wages;

(b) that requires the employee to disclose confidential information obtained by reason of his or her employment with the Department; or

(c) restricts or interferes with the employee's ability to perform duties required of a sworn peace officer or respond to a law enforcement emergency.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1018.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT
No employee shall engage in law enforcement related outside employment outside the corporate limits of the City of South Salt Lake, unless the employment is pursuant to a current agreement between the City and the employing entity or the law enforcement related outside employment is solely teaching and/or instructing.

1018.4 RULES GOVERNING OUTSIDE EMPLOYMENT

Employees engaged in outside employment shall not schedule shifts that would conflict or interfere with the employee's regularly assigned shift with the Department.

An employee engaged in outside law enforcement related employment is subject to call-out in case of emergency, and is expected to leave his/her outside employment in such situations.

An employee engaged in any outside employment is subject to all rules, regulations, policy and procedures of the City of South Salt Lake and the South Salt Lake Police Department.

Employees may work a maximum of twenty-four (24) hours of outside employment, or a total of sixty-four (64) hours in combination with their regular duty in each calendar week, beginning on Sunday.

Employees may not use City property, including but not limited to, vehicles, laptops, police uniforms bearing the Department's logo, when engaged in non-law enforcement related outside employment. The use of City property for law enforcement related employment is permitted when such employment is within the jurisdictional boundaries of the City of South Salt Lake or when such use is authorized pursuant to the Department's written contract with the outside law enforcement related employer outside the City's jurisdictional boundaries.

Employees are prohibited from scheduling more than one outside employment shift during the same time period and date.

Employees are required to utilize BWC and activate per policy during department approved outside employment.

Employees are prohibited from testify in a civil cases unless legally summoned or subpoenaed. Employees shall not serve civil processes while on duty or in uniform, except those initiated by a lawful court order.

1018.5 DUTY TO NOTIFY

If an employee arrives at an outside employment assignment and finds that fulfilling the assignment will violate this policy or any Department or City policy, he/she will immediately notify the on-duty Lieutenant. Employees of the department will immediately report in writing, any incident or situations arising from or connected with their outside employment which might adversely affect the department or its personnel. All notifications will be directed to the Chief of Police through the chain of command.

In the event of the necessity to make an arrest during an outside employment assignment while working in plain clothes, the officer must call for a uniformed officer whenever possible prior to

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

intervening. If enforcement action is required, the officer must identify him/herself by visual and verbal means.

1018.6 OUTSIDE EMPLOYMENT RELATIONSHIP

Outside employment assignments will be determined by agreement between the outside employer and the requesting employee.

Employees working any outside employment are responsible for paying all appropriate taxes and reporting all income to the Internal Revenue Service, pursuant to the I.R.S. regulations.

The City of South Salt Lake and/or the Department are not responsible for payment conflicts, or lack of payment between the employee and the outside employer.

Officers approved to perform Law Enforcement Related Outside Employment within the jurisdictional boundaries, subject to the provisions set forth below, will be covered by benefits established under the workers compensation act and injured employee salary continuation plan, if it is determined that the officer was in the course and scope of police duties.

For the purpose of this policy, course and scope of law enforcement related duties will include:

(a) Incidents where an officer is injured while in the act of enforcing a federal law, state law, or an ordinance of the City of South Salt Lake.

(b) Incidents where an officer is injured solely because of his/her representation as a law enforcement officer or member of the South Salt Lake City Police Department.

1018.7 VIOLATIONS / GROUNDS FOR DISCIPLINARY ACTION

One or more violations of this policy may result in discipline up to, and including, termination.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Occupational Disease and Work-Related Injury and Death Reporting

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases and work-related injuries and deaths.

1019.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related injury or occupational disease - An accidental injury or occupational disease that arises out of and in the course of employment with the South Salt Lake Police Department. The disease must be medically caused or aggravated by that employment. An occupational disease may include a physical, mental or emotional disease related to mental stress that arises out of and in the course of employment (Utah Code 34A-3-103; Utah Code 34A-3-106; UAC R612-100-2).

1019.2 POLICY

The South Salt Lake Police Department will address occupational diseases and work-related injuries and deaths appropriately, and will comply with applicable state workers' compensation requirements (Utah Code 34A-2-407; UAC R612-200-1).

1019.3 RESPONSIBILITIES

1019.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate.

1019.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related Citywide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1019.3.3 DIVISION COMMANDER RESPONSIBILITIES

The Division Commander who receives a report of an occupational disease or a work-related injury or death should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police, the City's risk management entity, and the Administration Division Commander to ensure any required Utah Occupational Safety and

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Health Administration (OSHA) reporting is made as required in the injury and illness prevention plan identified in the Illness and Injury Prevention Policy.

1019.3.4 CHIEF OF POLICE RESPONSIBILITIES
TheChief of Police shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1019.4 OTHER DISEASE OR INJURY

Diseases, injuries or deaths caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Division Commander through the chain of command and a copy sent to the Administration Division Commander.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1019.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1019.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL
No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Personal Appearance Standards

1020.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the Department, it is the policy of the Department that employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1020.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1020.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect. It can be worn up or in a tightly wrapped braid or ponytail.

1020.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1020.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the earlobe and shall be trimmed and neat.

1020.2.4 FACIAL HAIR

Traditional full beards may be worn if they are well groomed and neatly trimmed at all times in order to prevent a ragged appearance. Full Beards and goatees are authorized, but patchy, spotty clumps of facial hair are not considered beards and as such are not permitted. Full beards are defined as facial hair covering the upper lip and mouth, extending just below the cheekbones, down under the chin and jawbone, with the neck remaining clean shaven. Other variations or partial beards are prohibited.

Officers may work during a "grow-in" period; however, officers are prohibited from repeatedly starting and stopping the "grow-in" period in an effort to maintain an unshaven look. Facial hair may not be longer than 3/8 of an inch.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1020.2.5 FINGERNAILS
Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1020.2.6 JEWELRY
For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

(a) Necklaces shall not be visible above the shirt collar.

(b) Earrings shall be small and worn only in or on the earlobe.

(c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

(d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.

(e) Wristwatches shall be conservative and present a professional image.

(f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1020.3 TATTOOS
Tattoos, Brands, or body art which include offensive language or images, as determined by the department, or are located on the Face, Neck, Head or Hands is prohibited. Elaborate Tattoos in prominent locations and extreme hair colors or styles that loudly call attention to the employee, distract from the professionalism, propriety and decorum the public expects of those who conduct its business

Visible jewelry inserted into body piercing(s), aside from modestly pierced earlobes, is prohibited on the job.

1020.4 BODY PIERCING OR ALTERATION
Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

(a) Tongue splitting or piercing.

(b) The complete or transdermal implantation of any material other than hair replacement.

(c) Abnormal shaping of the ears, eyes, nose or teeth.

(d) Branding or scarification.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Uniform Regulations

1021.1 PURPOSE AND SCOPE

The uniform policy of the South Salt Lake Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of Department uniforms. Employees should also refer to the following associated Policy Manual sections:

- § 700 - Department-owned and Personal Property
- § 1024 - Body Armor
- § 1044 - Grooming Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or designee. That manual should be consulted regarding authorized equipment and uniform specifications.

1021.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

(a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.

(b) All peace officers of the Department shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Personnel shall wear only the uniform specified for their rank and assignment.

(d) The uniform is to be worn in compliance with the specifications set forth in the Department's uniform specifications which are maintained separately from this policy.

(e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

(f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

(g) Uniforms are only to be worn while on-duty, while in transit to or from work, for court or at other official Department functions or events.

(h) Employees are not to purchase or drink alcoholic beverages while wearing any part of the Department uniform including the uniform pants.

(i) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or designee.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1. Wrist watch.
2. Wedding ring(s), class ring or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
3. Medical alert bracelet.

1021.2.1 DEPARTMENT-ISSUED IDENTIFICATION

The Department issues each employee an official Department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their Department-issued identification card at all times while on-duty or when carrying a concealed weapon.

(a) Whenever on-duty or acting in an official capacity representing the Department, employees shall display their Department-issued identification in a courteous manner to any person upon request and as soon as practical.

(b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.

1021.2.2 CLOTHING AND EQUIPMENT ALLOWANCE

(a) Employees assigned to areas requiring them to wear a uniform shall receive a clothing allowance as determined by the City of South Salt Lake.

1. Support staff will receive a clothing allowance. The annual amount and the payment schedule will be determined by the Chief of Police or his/her designee.
2. Sworn personnel and approved support staff will be issued a STAR Card to purchase approved uniforms and equipment, with an annual credited amount determined by the Chief of Police each fiscal year.

(a) The STAR Card is an individually credited account established at SKAGGS Public Safety Uniforms & Equipment, a supplier in the City of South Salt Lake for sworn and non-sworn personnel to purchase needed uniforms and equipment related to their current police assignments at the South Salt Lake Police Department.

1. A "Purchasing Profile" will be created at SKAGGS, identifying all items approved for purchase.
2. The STAR Card is valid for approved purchases between July 1st and May 15th each fiscal year.
3. Any credited STAR Card funds remaining at the May 15th deadline are forfeited.
4. STAR Card purchases are prohibited if any employee has:

(a) Submitted a Notice of Resignation.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(a) Upon resignation, purchased items from the STAR car will be turned in to immediate supervisor prior to last day of employment.

(b) Has been placed on Administrative Leave.

(c) Is on Medical Leave or any approved Leave of Absence.

(b) Supervisors are expected to monitor daily grooming and attire of personnel and can direct employees as to their cleanliness, appropriateness of attire, and overall condition of clothing.

1. Uniforms shall include duty equipment and other related items unless otherwise designated by the Chief of Police. Refer to South Salt Lake Police Policy, Chapter 7, 705 concerning "Uniform Requirements and Components".

2. Required equipment and uniforms for Specialty Units shall be provided by the department with approval of the Chief of Police or his/her designee.

1021.3 UNIFORM CLASSES

1021.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions, such as funerals, graduations, ceremonies or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform includes the standard issue uniform with:

(a) Long-sleeve shirt with tie.

(b) Polished shoes.

Boots with pointed toes are not permitted.

1021.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

(a) The long- or short-sleeve shirt may be worn with the collar open. No tie is required.

(b) A white, navy blue or black crew-neck tee-shirt must be worn with the uniform.

(c) All shirt buttons must remain buttoned except for the last button at the neck.

(d) Shoes for the Class B uniform may be as described in the Class A uniform.

(e) Approved all black unpolished shoes may be worn.

(f) Boots with pointed toes are not permitted.

1021.3.3 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units, such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1021.3.4 FOUL WEATHER GEAR
The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

1021.4 INSIGNIA AND PATCHES

(a) Shoulder Patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, 3/4-inch below the shoulder seam of the shirt, and should be bisected by the crease in the sleeve.

(b) Service stripes and/or stars - Service stripes and other indicators for length of service may be worn on long-sleeve shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of 1-1/2 inches above the cuff seam, with the rear of the service stripes sewn-on the dress of the sleeve. The stripes are to be worn on the left sleeve only.

(c) The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first and last name. If an employee's first and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.

(d) When a jacket is worn, the nameplate or an authorized sewn-on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.

(e) Assignment Insignias - Assignment insignias (SWAT, FTO) may be worn as designated by the Chief of Police.

(f) Flag Pin - A flag pin may be worn, centered above the nameplate.

(g) Badge - The Department-issued badge or an authorized sewn-on cloth replica must be worn and visible at all times while in uniform.

(h) Rank Insignia - The designated insignia indicating the employee’s rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

1021.4.1 MOURNING BADGE
Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

(a) An officer of the Department - From the time of death until midnight on the 14th day after the death.

(b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) National Peace Officers Memorial Day (May 15) - From 0001 hours until 2359 hours.

(e) As directed by the Chief of Police.

1021.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

(a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

(b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button-style shirts with a collar, and slacks or suits that are moderate in style.

(c) All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses or suits that are moderate in style.

(d) The following items shall not be worn on-duty:

1. Tee-shirt alone.
2. Open-toed sandals or thongs.
3. Swimsuit, tube tops or halter-tops.
4. Spandex-type pants or see-through clothing.
5. Distasteful printed slogans, buttons or pins.

(e) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.

(f) No item of civilian attire may be worn on-duty that would adversely affect the reputation of the South Salt Lake Police Department or the morale of the employees.

1021.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, South Salt Lake Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a Department badge, patch or other official insignia, or cause to be posted, published or displayed, the image of another employee, or identify himself/herself as an employee of the South Salt Lake Police Department to do any of the following:

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support or oppose any product, service, company or other commercial entity.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) Appear in any commercial, social or non-profit publication, or any motion picture, film, video, public broadcast or any Web site.

1021.7 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

(a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department-issued item.

(b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.

(c) Replacement of items listed in this order as optional shall be done as follows:

1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property outlined in the Department-Owned and Personal Property Policy.

1021.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

South Salt Lake Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

South Salt Lake Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Nepotism and Conflicting Relationships

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or other actual or potential conflicts of interest by or between members of the Department. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Appointee - An employee whose salary, wages, pay, or compensation is paid from public funds (Utah Code 52-3-1).

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture, or other transaction where the Department employee's annual interest, compensation, investment, or obligation is greater than $250.

Conflict of interest - Any actual, perceived, or potential conflict of interest in which it reasonably appears that a Department employee's action, inaction, or decisions are or may be influenced by the employee's personal or business relationship.

Household member - A person who resides in the same residence as the public officer (Utah Code 52-3-1).

Nepotism - The practice of showing favoritism to relatives in appointment, employment, promotion, or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating, or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer, or employee who is vested with authority by law, rule, or regulation, or to whom authority has been delegated. The term also includes an employee's uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law (Utah Code 52-3-1).

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted, or step), sibling, grandchild, or grandparent. The term also includes an employee's uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law (Utah Code 52-3-1).

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation, and/or performance of a subordinate employee.

1022.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply.

(a) A public officer may not employ, appoint, vote for, or recommend the appointment of an appointee when the appointee will be directly supervised by a relative or a household member, unless the appointment occurs in compliance with the requirements of Utah Code 52-3-1.

(b) Employees are prohibited from directly supervising, occupying a position in the line of supervision, or being directly supervised by any other employee who is a relative, household member, or with whom they are involved in a personal or business relationship unless the supervision occurs in compliance with the requirements of Utah Code 52-3-1.

1. If circumstances require that such a supervisor/subordinate relationship exists temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.

2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.

(c) Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluations, transfers, or other personnel decisions affecting an employee who is a relative, household member, or with whom they are involved in a personal or business relationship.

(d) Whenever possible, FTOs and other trainers will not be assigned to train relatives or household members. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

(e) To avoid actual or perceived conflicts of interest, members of the Department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of, or as a direct result of, any official contact.

(f) Except as required in the performance of official duties or in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individuals they know or reasonably should know are under criminal investigation, are convicted felons, parolees, fugitives, or registered sex offenders, or anyone who engages in serious violations of state or federal laws.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Nepotism and Conflicting Relationships

1022.2.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor.

In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1022.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations, through the chain of command.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Department Badges

1023.1 PURPOSE AND SCOPE

The South Salt Lake Police Department badge and uniform patch as well as the likeness of these items and the name of the South Salt Lake Police Department are property of the Department and their use shall be restricted as set forth in this policy.

1023.2 STANDARD

The uniform badge shall be issued to Department members as a symbol of authority. The use and display of Department badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1023.2.1 FLAT BADGE

Sworn officers, with the written approval of the Chief of Police may purchase, at his/her own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to the same policies as the uniform badge.

(a) An officer may sell, exchange or transfer the flat badge to another officer within the South Salt Lake Police Department with the written approval of the Chief of Police.

(b) Should the flat badge become lost, damaged or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Department-Owned and Personal Property Policy.

(c) An honorably retired officer may keep his/her flat badge upon retirement.

(d) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

1023.2.2 NON-SWORN PERSONNEL

Badges and Department identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the employee (e.g. Parking Control, Dispatcher).

(a) Non-sworn personnel shall not display any Department badge except as a part of his/her uniform and while on-duty or otherwise acting in an official and authorized capacity.

(b) Non-sworn personnel shall not display any Department badge or represent him/herself, on- or off-duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1023.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement employees may purchase his/her assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia, as other uses of the badge may be unlawful or in violation of this policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1023.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and non-sworn uniformed employees for official use only. The Department badge, shoulder patch or the likeness thereof, or the Department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda and electronic communications such as electronic mail, or Web sites and Web pages.

The use of the badge, uniform patch and Department name for all material (printed matter, products or other items) developed for Department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her Department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1023.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the Department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

(a) The employee associations may use the likeness of the Department badge for merchandise and official association business provided they are used in a clear representation of the association and not the South Salt Lake Police Department. The following modifications shall be included:

1. The text on the upper and lower ribbons is replaced with the name of the employee association.
2. The badge number portion displays the acronym of the employee association.

(b) The likeness of the Department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Temporary Modified-Duty Assignments

1024.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, or current collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1024.2 POLICY

Subject to operational considerations, the South Salt Lake Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1024.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Utah Antidiscrimination Act (Utah Code 34A-5-101 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the South Salt Lake Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1024.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

Temporary Modified-Duty Assignments

Employees seeking a temporary modified-duty assignment should submit a written request to their Division Commanders or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.

(b) The prognosis for recovery.

(c) The nature and scope of limitations and/or work restrictions.

(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.

(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Division Commander will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Department of Human Resources or the City Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Watch Commander or Division Commander, with notice to the Chief of Police.

1024.4.1 ASSIGNMENT TO MODIFIED DUTY

At the direction of the Division Commander or other assigning supervisor, employees assigned to modified duty shall work the scheduled shift of the unit to which they are assigned or the shift, hours and duties specified in the modified assignment until re-assigned to another modified assignment, cleared for full duty or removed/excluded from assignment to modified duties. The Division Commander or other assigning supervisor has the discretion of re-assigning modified duty schedules to suit Department needs.

The employee and supervisors should be informed in writing of the schedule, modified duty assignment, supervisor and limitations and/or restrictions as directed by the treating physician or the Department.

1024.4.2 ACCOUNTABILITY

Supervisors of the regular and modified duty assignments for the employee shall coordinate efforts to ensure proper time accountability. The supervisor for the modified duty assignment shall complete a change of shift/assignment form and process the form appropriately.

While on duty, employees on modified duty are responsible for coordinating required doctor visits and physical therapy in advance with their supervisor and must properly account for the time.

Employees shall immediately notify their supervisor if there is a change in their condition, which causes their physician to modify their duty assignment in any fashion and shall submit a status report for each visit to the treating physician. A duty status report shall be provided by employees

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

assigned to light duty to their supervisor no less than every 30 days the employee is on modified duty.

Supervisors of employees on modified duty shall keep the Division Commander appraised of the employee's status and ability to perform the modified duty assignment. Modified duty assignments which extend beyond 60 days will require a written status report and request for extension to the Division Commander updating the history, current status and anticipated date of return to regular duty. Extensions require approval by the Chief of Police. When it is determined that an employee is no longer to perform a modified duty assignment, the supervisor of the modified duty assignment shall notify the Division Commander, documenting and coordinating the change as necessary, completing a change of shift/assignment form and process the form appropriately. All training and certification necessary for return to regular duty shall be reviewed and updated as necessary.

1024.4.3 MEDICAL EXAMINATIONS

The Department may request a medical examination by a physician retained by the Department prior to the employee's return to work and/or release to full duty. The Department may also request a medical examination by a physician retained by the Department to determine if it is appropriate for the employee to work a modified duty assignment. Such medical examinations shall be at the expense of the Department.

Employees shall return to their regularly assigned duties when they have recovered from their illness, injury or condition and the treating physician provides the Department with a signed clearance for full duty indicating that they are capable of performing the basic and essential job functions of his/her assignment.

1024.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee’s medical appointments, as mutually agreed upon with the Division Commander.

1024.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(d) Submitting a written status report to the Division Commander that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

1024.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but not be limited to:

(a) Periodically apprising the Division Commander of the status and performance of employees assigned to temporary modified duty.

(b) Notifying the Division Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.

1024.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1024.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1024.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1024.8 DESK OFFICER POSITION

This position and the requirement for this position are set forth in Chapter 10, Policy # 1012.3 Specialty Assignments and Rotations.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1024.9 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1024.10 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Training Unit and Police Officer Training Academy

1025.1 PURPOSE AND SCOPE

(a) The South Salt Lake Police Department maintains a training unit

1. The unit is overseen and directed by a designee, who is assigned by the Chief of Police.

(b) The training unit shall make necessary arrangements for training.

1. Authorized training will be based upon the needs of the department, recommendations or requests from division commanders and/or sergeants, or as directed by the Office of the Chief of Police.

2. The Chief of Police or his/her designee shall make the final decision on any training that involves a financial expenditure.

1025.1.1 POLICE OFFICER TRAINING ACADEMY

(a) The South Salt Lake Police Department utilizes an academy certified by the State of Utah, Peace Officer's Standards and Training (POST). Utah State Law UCA 53-6-103, 104,105, establishes the legal authority for departmental participation in a POST academy.

1. The training unit shall maintain a liaison with personnel at the Utah Division of POST.

2. The police department may provide staff, instructors, and other resources to the academy, when approved by the Chief of Police or his/her designee.

(b) Minimum basic training curriculum shall be established by POST and be based on job-task analysis of the most frequent assignments of officers who complete recruit training.

1. Evaluation techniques shall be designed and utilized to measure competency in the required skills, knowledge, and abilities of a police officer.

2. If the department feels curriculum should be introduced or changed, the training unit shall prepare a letter of request, with documentation to be signed by the Chief of Police or his/her designee.

3. Departmental influence upon training curriculum is governed by the field officer training manual.

(c) Department personnel may identify deficiencies in academy training, especially when the subject matter concerns topics directly related to the police department. The

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

training coordinator shall schedule supplemental training to offset those deficiencies in the following areas:

1. Department policies and procedures.
2. Local criminal justice system.
3. Certifications on various instruments used in the course of duty.
4. Any other areas not sufficiently covered which the Supervisor/Commander feels should be addressed.

(d) The financial relationship between the South Salt Lake City Police Department and Utah POST is governed by Utah Rules of Administrative Procedure.

1025.2 ATTENDANCE REQUIREMENTS

(a) All personnel are required to attend assigned training.

1. The Training Unit, via the chain of command, will notify officers when they have been selected to attend outside training.
2. Students will not leave the class while it is in session.
3. Unexcused absences by an employee will be documented and forwarded to the officer's respective division commander.
4. When a mandatory training class is missed, the employee will contact the training coordinator to see if makeup training can be scheduled.
5. Makeup training is scheduled at the mutual convenience of the training unit and the employee's regular work unit.
6. If the employee does not have an acceptable reason for missing the class, provisions for a make-up shall not be considered a high priority for the training unit, unless otherwise directed.

(b) The following are requirements for all employees attending in-service or external training.

1. Employees attending any training are expected to fully participate and to conduct themselves in such a manner as to promote an atmosphere of learning.
2. Students attending in-service training or training outside the department will be dressed in business casual wear, further defined as slacks or "Docker" type pants, collared shirt or polo shirt.
   (a) Jeans may be worn if they are free of holes and clean.
   (b) No thongs or similar footwear will be worn.
   (c) For training involving physical activities such as ACT or firearms, the student will be notified prior to the class of the type of attire to be worn.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

3. Cell phones will be turned off or on set to "silent" and will not be answered during class. Messages can be checked and returned during the breaks.
   (a) Sergeants and the on-call detective may keep their cell phone on while attending class, for the purpose of handling emergencies.
4. There will be no magazines, newspapers or other non class related materials allowed in the class room.
5. As with any on-duty activity, Sergeants are responsible for the behavior and compliance of officers.

(c) When the training room is used for inter-office training or meetings, it is the responsibility of the instructor or the person reserving the room to prepare the room for its intended use. It will also be that person's responsibility to return the room to its original condition at the end of the class/ meeting.

(d) If an employee fails to attend a class or pass required training and it results in a penalty to the employee's pay, in relation to the department pay plan, subsequent successful completion of the training will not result in retroactive payment of the penalty.

(e) When an employee has completed a session or series of mandatory training classes, the training coordinator will document the attendance, to include the nature of the instruction and the date(s) attended.

1025.3 TRAINING LESSON PLANS AND TESTING

(a) All training courses or programs require lesson plans. Lesson plans should include the following:
   1. Statement of goals or purpose.
   2. Performance and job-related objectives.
   3. Subject material to be covered.

(b) Lesson plans will be routed to the training coordinator for approval prior to commencement of any scheduling or training.
   1. A copy of each approved lesson plan will be maintained in the training coordinator's files.

(c) Training programs involving certification will also require an evaluation of each employee's learning retention, once the training has been completed.
   1. Such evaluation should be accomplished by a competency-based test.
   2. Employees are required to pass all tests given during training. Tests may include, but are not limited to:
      (a) Written tests.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) Verbal tests.

(c) Minimum-scoring tests.

(d) Physical activity tests.

(e) Other tests as required.

1025.4 TYPES OF TRAINING

(a) Field Training:

1. The department Field Training Unit shall be responsible for ensuring the probationary police officers receive training in city and department policies, procedures, regulations, and rules.
2. Such training shall include issuance of all required department manuals and directives, firearms training and training in defensive tactics, arrest control and search and seizure.
3. All recruits, upon completion of the POST academy, shall be required to attend and pass a department FTO program with acceptable evaluations.
4. Failure to successfully complete the FTO program could result in an extended FTO program and/or dismissal.
5. Final decisions concerning a recruits employment will be decided by the Chief of Police in consultation with those parties involved in the recruit officers training and supervision.
6. Cause for termination during a probationary period is not required.

(b) In-Service Training:

1. The department supports the concept of in-service training.
   (a) 40-hours of in-service training per year will be considered the minimum for all sworn employees.
   (b) Additional training, based on the needs and benefits to the department and employee, will be an objective of the division or a departmental yearly goal, if so determined by the appropriate division commander.
   (c) It is, however, not the legal responsibility of the department to provide training to an officer for the purpose of maintaining peace officer certification.
   (d) In-service training will be designed to keep personnel up-to-date on new laws, technological improvements, and revisions in department standards (policy, procedure, and regulations).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(e) In-service training may also be designed to provide supervisory, management or specialized training to participants, and/or items of general interest and concern.

(f) The training coordinator will be responsible for the implementation of an in-service training program designed to keep employees proficient in their current assignments.

(g) In-service training may be accomplished by utilizing training officers within the department, classes offered through Utah POST, and other sources as available.

2. In-Service Training for Career Specialty Positions:

(a) Additional in-service training in "specialty positions" such as hostage negotiations, special responses, and police service dogs shall also be presented not only to enhance the employee's skill level, but also to stimulate personnel to compete in new areas of interest and specialization.

3. In-Service Training for Management Specialty Positions:

(a) In-service training for management personnel will be provided through mid-management workshops and appropriate classes through POST and other sources as available.

(b) The Chief of Police encourages and participates in informal training in management information systems, fiscal management, organizational behavior, budget preparation, and decision-making.

4. Resources Provided to Develop in-Service Training Opportunities:

(a) The training coordinator will make available to all officers, a current listing of schools available through POST.

(b) This list will be updated at least annually.

(c) A list of available schools will be posted on the bulletin board in the roll-call and mail rooms.

(d) Any school or workshop notification received by the training coordinator, in addition to those noted above, will be posted.

5. Refresher Training:

(a) Refresher training will be provided as a part of in-service training to update information on advancements in investigative processes.

6. All sworn officers will, at least annually, prove proficiency in the use of their duty and off-duty firearms, emergency vehicle operation (EVO), OC-based pepper spray deployment, Taser, basic arrest control techniques, first aid/CPR, and may

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

be required to pass a physical agility course at the descretion of the Chief of Police.

7. The Chief of Police or his/her designee may exempt certain ranks or positions from training qualifications.

(c) Employee Training:

(a) Sworn and non-sworn employees whose responsibilities include victim/witness assistance will receive training in victim/witness rights and needs through the academy and their FTO program.

(d) Shift Briefing Training:

(a) Roll call training is a viable method of reinforcing past training as well as introducing new information to personnel.

(b) Roll call training may be impromptu or assigned by the training coordinator and/or affected supervisor.

(c) Roll call training may take into account the special needs of personnel who, by virtue of their assignments, are not able to participate in normally scheduled training.

(d) The shift supervisor will coordinate planning for roll call training.

(a) Requests for specific training should be directed through one's immediate supervisor to the training section.

(e) Techniques/methods used to conduct roll call training may vary depending on the nature of the material presented.

(a) Oral presentation may be supplemented with videotape, handouts, hands-on application, audio cassette recording, or whatever method best serves to communicate the training information.

(b) The South Salt Lake Police Department recognizes Utah POST as the principle source of formal training and education of its officers.

(a) Roll call training instruction should emphasize consistency and concurrence with POST instruction.

(f) The training section will function as liaison with POST to ensure that mutually recognized standards of instruction are maintained.

(g) Those personnel who participate in roll call training may provide a verbal and/or written evaluation of the training material as may be required by the training section.

(h) The training section may coordinate the assignment and scheduling of roll call training.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(i) Additionally, supervisors may accomplish this function by delegating the task of such training to shift officers.

(j) Roll call training will occur as special needs arise or upon request by department personnel for this type of instruction.

(k) Roll call training will be pre-announced in order for supervisors to schedule personnel to achieve the maximum level of attendance possible.

(e) Specialized In-Service Training:

(a) Certain positions or specialized assignments within the department will require skills training prior to or shortly after appointment or promotion to the position.

(b) This training may be on the job, in the form of specialized schools, or it may come through department in-service training efforts.

(c) When practical, this training shall be initiated within thirty (30) days of appointment or promotion.

(d) The Chief of Police and/ or division commanders will identify the specialized assignments.

(e) The respective division commander will maintain a list of specialized assignments within their division.

(f) Specialized assignments may include but are not limited to:

(a) Police Service Dog Officer (PSD).

(b) Special Weapons and Tactics team (SWAT).

(c) Special Investigations.

(d) Internal Affairs.

(e) Motorcycle Officer.

(f) DARE / GREAT Officer.

(g) School Resource Officer.

(h) Investigator.

(i) Metro Gang Investigator.

(j) DEA Investigator.

(k) FBI Violent Crimes Task Force Investigator.

(l) Cyber Crimes Task Force Investigator.

(m) Hostage Negotiator.

(n) Crime Scene Investigator.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(o) Bicycle Patrol Officer.

(g) It is the intent of the department to maximize its potential by providing specialized training that meets the needs of the individual(s) and the organization.

(h) The training coordinator, in conjunction with supervisors and commanders, shall ensure that employees receive the appropriate training necessary to safely and completely accomplish their assignment(s).

(i) The training coordinator will communicate directly with those supervisors overseeing officers in specialized assignments for the purpose of determining special training needs.

(j) In many of the specialized assignments, such as the tasks forces and crime scene, the training is provided through outside sources, in some cases the training is also financed by the federal agency overseeing the task force.

(f) Tactical Team Training:

1. The South Salt Lake City Police Department maintains a part-time SWAT team.
2. In order to maintain the highest degree of readiness, regular training will be held.
3. This training will maintain the appropriate level of performance needed for high-risk incidents.
4. A sergeant will be in charge of the SWAT team. There will also be SWAT team members designated as team leaders.
5. The team will train a minimum of 10 hours per month.
6. The training will be scheduled through the training coordinator and posted on the training calendar.
7. SWAT team training will consist of:
   (a) Physical conditioning.
   (b) Tactics and procedures necessary for deployment.
   (c) Firearms training.
8. The SWAT team Sergeant, in conjunction with the Training Coordinator, will maintain all SWAT team training records.

(g) Non-Sworn Employee Training:

(a) All employees at the police department, whether sworn or non-sworn, will be afforded training designed to promote job safety and job task understanding.

(b) The training may take the form of orientation training, on-the-job training, in-service training, formal schooling or any combination thereof.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(c) All newly hired non-sworn employees shall receive job orientation training from his/her immediate supervisor or his/her designee. Orientation training shall include, but is not limited to:

(a) The department's role, purpose, goals, policies, and procedures.

(b) The rules, regulations, and working conditions of the department as embodied in the code of conduct manual and elsewhere.

(c) The responsibilities of associated with a job description and the rights of the employee assigned that job classification.

(d) Safety matters such as the location of fire exits, first aid equipment, etc.

(h) Instructor Training:

1. Instructors in agency-operated training programs should attend training or provide proof of prior training in the following areas:

(a) Lesson plan development.

(b) Performance objective development.

(c) Instructional techniques.

(d) Testing and evaluation techniques.

(e) Resource availability and use.

2. The South Salt Lake City Police Department employs no full-time instructors.

(i) Training Upon Promotion:

(a) Prior to promotion or as soon afterward as classes are available, personnel promoted to new positions will be provided with training to enable them to fulfill their new duties and responsibilities.

(j) Remedial Training:

(a) Identifying an employee's job performance and comparing it the standards set for the job is the best way to determine the need for remedial training.

(b) An employee whose job performance is determined to be lower than standard due to a lack of requisite knowledge shall become a candidate for remedial training.

(c) Prior to recommending remedial training or performing direct action to remedy an employee's training issues, the employee's supervisor shall make a reasonable effort to determine the extent of the performance inadequacy. This may be done by:

(a) Reviewing the employee's performance appraisal(s).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(b) Direct observation of the employee's performance.

(c) Consultation with other department staff.

(d) Examination of complaint investigation reports and inspection reports pertinent to the employee's job performance.

(e) Examination of test scores given in training areas pertinent to the inadequate performance.

(f) When it has been determined that an employee's performance inadequacy should be properly dealt with via remedial training, the employee's supervisor shall provide the necessary training to correct the deficiency as soon as possible.

(g) Employees who fail to attend or participate in scheduled remedial training may be subject to disciplinary action up to and including termination.

1025.5 TRAINING RECORDS

(a) The training unit will be responsible for the maintenance of all department training records.

1. The training records system will be used as an integral part of the career development program and for any other authorized purposes as may benefit the employee, the department, and its goals or programs.

2. Training records will be maintained and filed by employee name and other such methods as may be appropriate to the needs of the department.

3. It is the responsibility of the employee who has completed training to supply the training coordinator with the written signed documentation stating that such training was received. There are three approved methods of providing the training unit with documentation of training received:

(a) Complete and submit a signed "Training Notification Form" along with an attached copy of any certificate received. (This method is used primarily for non-in-service training).

(b) Sign an inter-departmental training roster (this method is used primarily for in-service type training).

(b) Training files on each employee will be updated regularly to include information on new or recently received training documentation and should include at a minimum:

(a) The date and type of training received.

(b) A statement verifying attendance and the number of hours of training received.

(c) The results (scores) of any tests taken during the training.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

(d) Copy of any certificate/degree awarded.

(e) Copy of the syllabus.

(c) Training records will be made available to any employee for review or inspection only through specific request and approval of the training coordinator.

(d) Inspection of the training records system shall be conducted on an as-needed basis by the Chief of Police or his/her designee and/or the training unit.

(e) Inter-departmental training files are used to record the type and amount of training afforded by the department. Records found in department training files should consist of, at a minimum:

(a) The lesson plan for the course of instruction.

(b) A roster of the names of each employee attending the training, along with the date of the training and the number of hours.

(c) If competency tests were administered, the score or pass/fail documentation of each person taking the test(s).

(f) The training unit will keep written records pertaining to all proficiency and career specialty in-service training.

1025.6 TRAINING REIMBURSEMENT PROCESS

(a) When an employee is selected to attend a department approved school or training, the following expenses are reimbursable:

1. Transportation costs:

(a) Airfare to/from the school/training.

(b) Use of a department vehicle and operating expenses.

(c) Payment of mileage at the current city rate when use of a privately owned vehicle is authorized.

2. City authorized per diem.

3. City authorized lodging expenses.

4. City authorized tuition and/or fees.

(a) Any fees for college credit, out-of-state tuition, or books, requires review and approval through the reimbursement process.

5. Depending on the circumstances, additional expenses may be authorized by the Chief of Police or his/her designee.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Employee Speech, Expression and Social Networking

1026.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

The purpose of this policy is to establish guidelines for South Salt Lake City Police Department (SSLPD) employees on the use of social media in both Department Sanctioned Use and Personal Use. Social Media provides a potentially valuable means of assisting SSLPD and its personnel in meeting community outreach needs, community based problem-solving, criminal investigations, crime prevention, and other related objectives.

The personal use of social media can also have bearing on SSLPD personnel in their official capacity; and as such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel. This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1026.1.1 APPLICABILITY

This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting. This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

1026.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the South Salt Lake Police Department will carefully balance the individual employee's rights against the Department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

1026.3 SAFETY

For safety and security reasons, SSLPD personnel are cautioned not to disclose their employment with the SSLPD, nor shall they post information pertaining to any other member of the department without their permission. Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the South Salt Lake Police Department employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

As such, SSLPD personnel are cautioned not to do the following:

a. Display SSLPD logos, uniforms, or similar identifying items on personal web pages, social media sites, or forum.

b. SSLPD personnel are free to express themselves as private citizens on social media sites to the degree their speech does not impair working relationships of the SSLPD for which loyalty and confidentiality are important, impede the performances of duties, impair the discipline and harmony among coworkers, or negatively affect the public perception of the department.

c. As public employees, SSLPD personnel are cautioned that speech, on or off-duty, made pursuant to their official duties is not protected speech under the First Amendment, and may be the basis for discipline, up to including termination, if deemed detrimental to the department.

d. SSLPD employees should be aware that privacy settings and social media sites are constantly changing, and they should never assume that their personal information posted on any social media site is protected.

1026.4 DEPARTMENT SANCTIONED SOCIAL MEDIA USE

The South Salt Lake City Police Department social media sites, or pages, shall be approved by the Chief of Police, or designee, and shall be administered by the Public Information Officer or designee.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

a. Where possible, social media pages shall clearly indicate they are maintained by SSLPD and shall have all SLLPD contact information prominently displayed.

b. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not necessarily reflect the opinions of the SSLPD.

1026.5 PERSONAL SOCIAL MEDIA USE

Employees of the South Salt Lake City Police Department are reminded that their conduct both on and off duty must meet a high standard. This is not limited to conduct related to materials posted on the internet or disseminated electronically. Employees should note that anytime they engage in social media, they are representing the SSLPD and therefore should not do anything that will discredit themselves or SSLPD.

a, Social media applications will not be downloaded or installed on department issued equipment unless authorized by the Chief of Police and in accordance with South Salt lake City IT Policy.

b. As such, no employee will allow or permit any information to be posted to the internet that:

1. Could reasonably be interpreted to express the opinions of the SSLPD. An employee may comment on a subject of general interest and of value and concern to the public provided that, in doing so, the employee does not suggest or imply that the views expressed are those of SSLPD.

2. Has both a reference to the employee being affiliated with SSLPD and which contains content that is unprofessional, unbecoming, or illegal, such as:

a. Speech containing obscene or sexually explicit language, profanity, images, or acts;

b. Statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals;

c. Excessive alcohol consumption;

d. Speech, or images involving themselves or other SSLPD personnel which displays behavior that would reasonably be considered reckless or irresponsible. Employees are reminded that courts may scrutinize the credibility of a witness from unintentional sources like the internet.

e. Could reasonably be interpreted as having an adverse effect upon agency morale, discipline, operation of the agency, safety of staff or perception of the public.

f. Contains any recording, including images, obtained while engaged in the performance of enforcement activities, tactical situations, or any department assignment that may have an adverse effect upon the agency. Posting digital images of certain activities such as police sponsored community events, promotions, etc. may be permissible. Clarification on appropriate postings, if needed, will be directed to the Chief of Police, public information officer or designee.

1026.6 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen,

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the South Salt Lake Police Department or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the South Salt Lake Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the South Salt Lake Police Department or its employees. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
2. Expression that demonstrates support for criminal activity.
3. Participating in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the South Salt Lake Police Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee (Utah Code 67-16-4).

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the South Salt Lake Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

(h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

2. During authorized breaks, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

i. An employee of the SSLPD may not be held accountable for any third party social media postings in violation of this policy. This policy is not intended to supersede but is intended to supplement applicable federal, state, and local laws and regulations.

j. Reporting violations: Any employee becoming aware of, or having knowledge or, a posting of any website/webpage in violation of this policy shall notify their supervisor immediately for further follow-up action.

1026.6.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the South Salt Lake Police Department or identify themselves in any way that could be reasonably perceived as representing the South Salt Lake Police Department in order to do any of the following, unless specifically authorized by the Chief of Police (Utah Code 20A-11-1206):

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or any website.

(e) Use the email of South Salt Lake Police Department for any political purpose (Utah Code 20A-11-1205).

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g. bargaining group), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the South Salt Lake Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1026.7 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose for whatever reason any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department e-mail system, computer network or any information placed into storage on any department system or device. This includes records of all key strokes or web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through department computers or networks.

Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

1026.8 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1026.9 TRAINING

Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Anti-Retaliation

1027.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement, or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety, or well-being of members (Utah Code 53-6-210.5).

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause (Utah Code 53-6-210.5).

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance, or collective bargaining agreement.

1027.2 POLICY

The South Salt Lake Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1027.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1027.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Director of Human Services.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1027.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1027.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

1027.7 WHISTLE-BLOWING

The Utah Protection of Public Employees Act protects an employee who (Utah Code 67-21-1 et seq.):

(a) Communicates in good faith the waste or misuse of public funds, property, or manpower.

(b) Communicates in good faith a suspected violation of a state or federal law, rule, or regulation.

(c) Objects to or refuses to carry out a directive that the member reasonably believes violates state or federal law.

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Professional Standards Unit for investigation pursuant to the Personnel Complaints Policy.

1027.7.1 NOTICE OF EMPLOYEE PROTECTIONS AND OBLIGATIONS

The Department shall post a notice and use appropriate means to keep employees informed of their protections and obligations under the Utah Protection of Public Employees Act. The Department shall provide the employee with a copy of the Act (Utah Code 67-21-9):

(a) When the employee is hired.

(b) Upon a request by the employee.

(c) When the employee files a grievance under the Utah Protection of Public Employees Act.

1027.8 RECORDS RETENTION AND RELEASE

The Records Supervisor shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1027.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Workplace Violence

1028.1 PURPOSE AND SCOPE

The South Salt Lake Police Department institutes this policy as part of its commitment to a safer and more supportive organizational climate and to the prevention and reduction of the incidence and effects of domestic violence, sexual violence, and stalking [hereinafter "violence"] at the workplace. The department recognizes that domestic violence, sexual violence, and stalking present unique issues for its workforce.

Domestic violence, sexual violence, and stalking are workplace issues even if incidents occur elsewhere. Domestic violence, sexual violence, and stalking cross economic, educational, cultural, age, gender, racial, and religious lines and occur in a wide variety of contexts. Therefore, the department will take every appropriate measure to prevent and/or address such violence in the context of:

•Subordinate/superior relationships;

•Heterosexual and same-sex intimate partner relationships, including marital, cohabiting, or dating;

•Heterosexual or same sex non-intimate partner relationships, such as between coworkers;

•Parent/child relationships; and

•Violent acts of others that could potentially occur within the workplace.

The purposes and goals of this policy are to:

1. Support a comprehensive workplace education and training program to prevent violence and promote healthy relationships for employees and their families;

2. Create a supportive and healthful work environment that helps employees to avoid the use of violence in any context;

3. Institutionalize responsive policies and procedures to assist employees who are impacted by violence, including the provision of training on this policy to employees and management;

4. Provide assistance to employees who are perpetrators of violence and take disciplinary action to hold them accountable for violent behavior; and

5. Provide immediate assistance and support to survivors of violence, such as information and referrals to community resources, to facilitate safety and support for survivors and fellow employees.

1028.2 STATEMENT OF CONFIDENTIALITY

South Salt Lake Police Department recognizes and respects an employee's right to privacy and the need for confidentiality and autonomy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake Police Department shall maintain the confidentiality of an employee's disclosure regarding violence to the extent allowed by law, and unless to do so would result in physical harm to any person, and/or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals within the workplace.

South Salt Lake Police Department shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others, and to comply with the law.

South Salt Lake Police Department shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere.

South Salt Lake Police Department shall also provide the employee with the name and title of the person to whom the South Salt Lake Police Department intends to share the employee's statements, and shall explain the necessity and purpose regarding said disclosure.

1028.3 PERSONS COVERED BY THIS POLICY

Persons covered by this policy include: Any South Salt Lake Police Department employee to include full and part-time employees, interns, contractors, volunteers, or temporary workers.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Wellness Program

1029.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for [department/office] members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

1029.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident – An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

Critical Incident Stress Debriefing (CISD) – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

Peer support member – A member of the South Salt Lake Police Department who has been trained in peer support skills and has been appointed to the [department/office] peer support team (Utah Code 78B-5-902).

Peer support specialist – An individual in sustained recovery from substance use or mental health disorders who has obtained the proper training certificate and passed the required exam through the Utah Department of Health and Human Services (Utah Code 26B-5-102; UAC R523-5-8).

1029.2 POLICY

It is the policy of the South Salt Lake Police Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for [department/office] members. The [Department/Office] will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1029.3 WELLNESS COORDINATOR

The Chief of Police should appoint a trained wellness coordinator. The coordinator should report directly to the Chief of Police or the authorized designee and should collaborate with advisers (e.g., Department of Human Resources, legal counsel, licensed psychotherapist, qualified health

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

(a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).

1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
2. When practicable, the [Department/Office] should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.

(b) Developing management and operational procedures for [department/office] peer support members, such as (Utah Code 78B-5-903):

1. Peer support member selection and retention.
2. Training and applicable certification requirements.
3. Deployment.
4. Managing potential conflicts between peer support members and those seeking service.
5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
6. Using qualified peer support personnel from other public safety agencies or outside organizations for [department/office] peer support, as appropriate.

(c) Verifying members have reasonable access to peer support or licensed psychotherapist support.

(d) Establishing procedures for CISDs, including:

1. Defining the types of incidents that may initiate debriefings.
2. Steps for organizing debriefings.

(e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).

(f) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:

1. Obtaining a written description of the program services.
2. Providing for the methods to obtain program services.
3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

1029.4 [DEPARTMENT/OFFICE] PEER SUPPORT

1029.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of a [department/office] peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.

1029.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of [department/office] peer support members include:

(a) Providing pre- and post-critical incident support.

(b) Presenting [department/office] members with periodic training on wellness topics, including but not limited to:

1. Stress management.
2. Suicide prevention.
3. How to access support resources.

(c) Providing referrals to licensed psychotherapists and other resources, where appropriate.

1. Referrals should be made to [department/office]-designated resources in situations that are beyond the scope of the peer support member's training.

1029.4.3 PEER SUPPORT MEMBER TRAINING

A [department/office] peer support member shall complete a peer support training program approved by POST (Utah Code 78B-5-903).

1029.5 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support members and those directly involved in the incident.

1029.6 PEER SUPPORT COMMUNICATIONS

Although the [Department/Office] will honor the sensitivity of communications with peer support members, such communications are not confidential.

1029.6.1 RESTRICTIONS ON DISCLOSURE OF PEER SUPPORT COMMUNICATIONS

A peer support team member acting in that capacity and according to South Salt Lake Police Department guidelines for provision of peer support services may not be compelled to testify or disclose records regarding peer support sessions in court proceedings unless specific exceptions apply (Utah Code 78B-5-903).

1029.7 PHYSICAL WELLNESS PROGRAM

The coordinator is responsible for establishing guidelines for any on-duty physical wellness program, including the following:

(a) Voluntary participation by members

(b) Allowable physical fitness activities

(c) Permitted times and locations for physical fitness activities

(d) Acceptable use of [department/office]-provided physical fitness facilities and equipment.

(e) Individual health screening and fitness assessment

(f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting

(g) Standards for fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.

(h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)

(i) Ongoing support and evaluation

1029.8 FAMILY AND RETIREES SUPPORT

The [Department/Office] shall provide or make available mental health resources to qualified members, their spouses and children (including certain surviving spouses), and certain retired and separated members and their spouses, as required by law (Utah Code 53-21-102; UAC R714-570-3).

Mental health resources provided may include (Utah Code 53-21-101):

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- An assessment to determine appropriate mental health treatment that is performed by a mental health therapist.
- Outpatient mental health treatment provided by a mental health therapist.
- Peer support services provided by a qualified peer support specialist.

Any access of mental health resources provided by the [Department/Office] shall be kept confidential.

1029.9 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the [department/office]'s wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Chief of Police for review and consideration of updates to improve program effectiveness.

1029.10 TRAINING

The coordinator or the authorized designee should collaborate with the Training Coordinator to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of [department/office] wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Coordinator as appropriate for inclusion in training records.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Line-of-Duty Deaths

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the South Salt Lake Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1030.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a non-sworn member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1030.2 POLICY

It is the policy of the South Salt Lake Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1030.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member's supervisor shall provide all reasonably available information to the Watch Commander and Dispatch.

  (a) Communication of information concerning the member and the incident shall be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

(b) The Watch Commander shall ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

(c) If the member has been transported to the hospital, the Watch Commander or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(d) The Chief of Police or the authorized designee shall assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1030.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Watch Commander or the authorized designee should select at least two members to conduct notification of survivors.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital and should remain at the hospital while the survivors are present.

(e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.

(f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

(g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.

(h) Assist the survivors with meeting childcare or other immediate needs.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

(j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.

(k) Provide their contact information to the survivors before departing.

(l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.

(m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other South Salt Lake Police Department members may be apprised that survivor notifications are complete.

1030.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.

(b) The Department Liaison may assist in making transportation arrangements for the member’s survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1030.5 NOTIFYING MEMBERS OF THE POLICE DEPARTMENT

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and shall not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors shall direct members not to disclose any information outside the department regarding the deceased member or the incident.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1030.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

(a) [Department/Office] Liaison.

(b) Hospital Liaison.

(c) Survivor Support Liaison.

(d) Wellness Support Liaison.

(e) Funeral Liaison.

(f) Mutual aid coordinator.

(g) Benefits Liaison.

(h) Finance coordinator.

Liaisons and coordinators will be directed by the [Department/Office] Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available [department/office] resources. The [Department/Office] Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1030.6.1 DEPARTMENT LIAISON

The Department Liaison shall be a Division Commander or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

(a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).

(b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.

(c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.

(d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.

(e) Coordinating all official law enforcement notifications and arrangements.

(f) Making necessary contacts for authorization to display flags at half-mast.

(g) Ensuring that department members are reminded of appropriate information–sharing restrictions regarding the release of information that could undermine future legal proceedings.

(h) Coordinating security checks of the member's residence as necessary and reasonable.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1030.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

(a) Arrange for appropriate and separate waiting areas for:

1. The survivors and others whose presence is requested by the survivors.
2. Department members and friends of the deceased member.
3. Media personnel.

(b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or South Salt Lake Police Department members (except for members who may be guarding the suspect).

(c) Ensure that survivors receive timely updates regarding the member before information is released to others.

(d) Arrange for survivors to have private time with the member, if requested.

1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
2. The Hospital Liaison should accompany the survivors into the room, if requested.

(e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.

(f) If applicable, explain to the survivors why an autopsy may be needed.

(g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1030.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the [Department/Office] Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term [department/office] contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Division Commander. The following should be considered when selecting the Survivor Support Liaison:

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include but are not limited to:

(a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes, and other locations, as appropriate.

(b) Communicating with the [Department/Office] Liaison regarding appropriate security measures for the family residence, as needed.

(c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.

(d) Providing assistance with travel and lodging arrangements for out-of-town survivors.

(e) Returning the deceased member's personal effects from the [Department/Office] and the hospital to the survivors. The following should be considered when returning the personal effects:

1. Items should not be delivered to the survivors until they are ready to receive the items.
2. Items not retained as evidence should be delivered in a clean, unmarked box.
3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
4. The return of some personal effects may be delayed due to ongoing investigations.

(f) Assisting with the return of [department/office]-issued equipment that may be at the deceased member's residence.

1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.

(g) Working with the Wellness Support Liaison to ensure that survivors have access to available counseling services.

(h) Coordinating with the [department/office]'s Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).

(i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal, and administrative investigations.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

(k) Introducing survivors to prosecutors, victim's assistance personnel, and other involved personnel as appropriate.

(l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).

(m) Inviting survivors to [department/office] activities, memorial services, or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The [Department/Office] recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the [Department/Office] to facilitate communications necessary to the assignment. The [department/office]-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1030.6.4 WELLNESS SUPPORT LIAISON

The Wellness Support Liaison should work with the [department/office] wellness coordinator or the authorized designee and other liaisons and coordinators to make wellness support and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the Wellness Support Liaison include but are not limited to:

(a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for wellness support and counseling services, including:

1. Members involved in the incident.
2. Members who witnessed the incident.
3. Members who worked closely with the deceased member but were not involved in the incident.

(b) Ensuring that members who were involved in or witnessed the incident are relieved of [department/office] responsibilities until they can receive wellness support.

(c) Ensuring that wellness support and counseling resources (e.g., peer support, Critical Incident Stress Debriefing) are available to members as soon as reasonably practicable following the line-of-duty death.

(d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available wellness support and counseling services and assisting with arrangements as needed.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional wellness support or counseling services are needed.

1030.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

(a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.

(b) Completing funeral notification to other law enforcement agencies.

(c) Coordinating the funeral activities of the Department, including, but not limited to the following:

1. Honor Guard
    - (a) Casket watch
    - (b) Color guard
    - (c) Pallbearers
    - (d) Bell/rifle salute
2. Bagpipers/bugler
3. Uniform for burial
4. Flag presentation
5. Last radio call

(d) Briefing the Chief of Police and command staff concerning funeral arrangements.

(e) Assigning an officer to remain at the family home during the viewing and funeral.

(f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1030.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

(a) Traffic control during the deceased member's funeral.

(b) Area coverage so that as many South Salt Lake Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Outside Agency Assistance Policy.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

1030.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

(a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury and Death Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:

1. Public Safety Officers' Benefits (PSOB) Programs.
2. Public Safety Officers' Educational Assistance (PSOEA) Program.
3. Social Security Administration.
4. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits.

1. Death benefits available under Title 49, Utah State Retirement and Insurance Benefit Act
2. Health coverage benefits (Utah Code 53-17-201)
3. Death benefit assistance (Utah Code 53-17-501)
4. Educational benefits (Utah Code 53B-8c-103)

(d) Researching and assisting survivors with application for other survivor benefits such as:

1. Private foundation survivor benefits programs.
2. Survivor scholarship programs.

(e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

South Salt Lake PD Policy Manual

1030.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

(a) Establishing methods for purchasing and monitoring costs related to the incident.

(b) Providing information on finance-related issues, such as:

1. Paying survivors' travel costs if authorized.
2. Transportation costs for the deceased.
3. Funeral and memorial costs.
4. Related funding or accounting questions and issues.

(c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.

(d) Providing accounting and cost information as needed.

1030.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the department's PIO should be the department's contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

(a) Collect and maintain the most current incident information and determine what information should be released.

(b) Ensure that department members are instructed to direct any media inquiries to the PIO.

(c) Prepare necessary press releases.

1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
2. Ensure that important public information is disseminated, such as information on how the public can show support for the Department and deceased member's survivors.

(d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.

(e) Respond, or coordinate the response, to media inquiries.

(f) If requested, assist the member's survivors with media inquiries.

1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.

(g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.

(h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

1030.8 INVESTIGATION OF THE INCIDENT

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1030.9 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1030.10 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Attachments

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

INDEX / TOPICS

. 30
. 34

A

ADMINISTRATIVE INVESTIGATIONS
OIS. 142
ADULT ABUSE
Investigations. 443
AIRCRAFT
Ambulance. 390
Flying while armed. 112
AIRCRAFT ACCIDENTS. 309
ALCOHOL. 652
ALCOHOL
Intoxicants. 50
ALCOHOL USE. 652
AMMUNITION. 108
ANIMALS
Euthanize. 111
Injured. 111
Line-of-duty death. 757
APPOINTMENTS
Audio/video coordinator. 340
Custodian of records. 565
Operations director. 494, 498
Petty cash fund manager. 535
ARRESTS
Authority. 10
Child and dependent adult safety. 253
Consular Notifications. 592
Domestic violence. 116
First amendment assemblies. 398
Seat belts. 674
Warrant service. 499
ASSET FORFEITURE. 454
AUDIO/VIDEO RECORDING
Body cameras. 336
Custodial interrogation. 442
Holding cells. 593
AUDITS
Informant files. 464
Petty cash. 535
Public safety video surveillance. 241
AUTHORITY. 10
Canine handler. 61
AUXILIARY RESTRAINTS. 103

B

BACKGROUNDS. 642
BADGE
Mourning Badge. 707
BADGES, PATCHES AND IDENTIFICATION
Conduct. 47
BARRICADED SUSPECTS. 285
BATON. 87
BIAS-BASED POLICING. 268
BIOLOGICAL SAMPLES
Hazards. 310
BODY ARMOR. 676
BODY ARMOR
Suspects. 105
BODY-WORN CAMERAS. 336
BOMBS. 290
Aircraft accidents. 310
MDT/MDC. 335
Portable audio/video recorders. 338
BREATH TESTS. 423

C

CANINE
Handler Compensation. 63
CANINES
Pursuits. 345
CASH
Audit. 467
Informants. 466
CASH. 535
CHANGE OF ASSIGNMENT. 682
CHIEF EXECUTIVE OFFICER. 13
CHILD ABUSE. 185
CHILD AND DEPENDENT ADULT SAFETY 253
CHILDREN
Child safety. 253
Drug endangered. 188
Firearms. 109
Transporting. 674
CITE AND RELEASE. 299
CIVIL
Subpoenas. 201
CIVIL DISPUTES. 377
COMMAND STAFF
Line-of-duty deaths. 747
Work-related injuries and illnesses. . . . 700
COMMENDATIONS AND AWARDS. . . . 684
COMMUNICABLE DISEASES. 657
COMMUNICATIONS CENTER

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Foot pursuits. 348
Mandatory sharing. 213
COMMUNICATIONS WITH HEARING IMPAIRED OR DISABLED. 230
COMPUTERS
Digital evidence. 443
CONDUCT. 44
Meritorious. 685
Standards of conduct. 49
CONFIDENTIALITY
Conduct. 47
Custodian of records. 565
Informants. 462
Radio broadcasts. 334
Surreptitious recording. 337
CONSTITUTIONAL REQUIREMENTS. . . . 11
CONTACTS AND TEMPORARY DETENTIONS
Bias-based policing. 268
Warrant service. 501
CONTROL DEVICES. 86
CONTROL DEVICES. 86
CONTROL DEVICES
Decontamination. 658
Training. 302
CORRESPONDENCE. 30
COURT ORDERS
Adult abuse. 162
Child custody. 254
Civil disputes. 377
Foreign. 117
Subpoenas. 200
Surreptitious recording. 337
CRIME SCENE AND DISASTER INTEGRITY. 272
CRIMINAL OFFENDER INFORMATION. 570
CRIMINAL STREET GANGS. 321
CRISIS INTERVENTION INCIDENTS. . . 383
CRISIS NEGOTIATION TEAM. 274
CRISIS RESPONSE UNIT. 274
CUSTODIAL INTERROGATIONS. . . . 442
CUSTODIAN OF RECORDS. 565
CUSTODY SEARCHES. 618

D

DAMAGE BY CITY PERSONNEL. . . . 193
DEADLY FORCE REVIEW. 78
DEATH
Custody. 593
DEATH NOTIFICATION. 220
DEBRIEFING
OIS. 143
Operation plans. 497
DEFECTIVE VEHICLES. 516
DEPARTMENT-OWNED PROPERTY. . . 504
DEPARTMENT PROPERTY
Loss Or Damage. 506
DEPENDENT ADULTS
Safety. 253
DISABLED
Motorist. 430
DISCLAIMER OF POLICIES. 14
DISPUTED CLAIMS. 548
DOG BITES. 59
DOG INJURIES. 59
DOMESTIC VIOLENCE. 114
DRIVING
MDT/MDC. 333
Safety. 50
DRIVING TACTICS. 127
DRUG USE. 652
DUI ENFORCEMENT. 423

E

ELDER ABUSE. 159
ELECTRICAL LINES. 308
ELECTRONIC CIGARETTES. 662
ELECTRONIC MAIL. 28
EMERGENCY UTILITY. 308
EMPLOYEE CONVICTIONS. 650
ENFORCEMENT. 404
EVIDENCE
Bombs. 294
Digital. 443
Personnel complaints. 665
Public safety video surveillance. 241
Seizing recordings. 381
EXPLOSIONS. 293
EXPOSURE CONTROL. 657
EXPOSURES. 282

F

FIELD IDENTIFICATION. 470
FIELD TRAINING OFFICER. 313
FIELS SOBRIETY TESTS. 423
FIREARMS
Conduct. 50
Retiree carry. 40
FIREARM SERIAL NUMBERS. 563
FIRST AMENDMENT ASSEMBLIES. . . 394
FITNESS FOR DUTY. 686

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

FLYING WHILE ARMED. 112
FORCE. 78
FOREIGN
Court orders. 117
Nationals. 592
FORMS
Child abuse and narcotics. 189

G

GANGS. 321
GANGS
Employee affiliation. 47
GENERAL ORDER. 33
GROOMING STANDARDS. 702

H

HANDCUFFING. 102
HATE CRIMES. 152
HAZARDOUS MATERIAL (HAZMAT) RESPONSE
Aircraft accidents. 310
Precautions. 658
HAZARDOUS MATERIALS RESPONSE. . 282
HAZMAT. 282
HEARING IMPAIRED. 230
HELICOPTER ASSISTANCE. 316
HOSTAGE AND BARRICADE INCIDENTS
Rapid response and deployment. 302
HOSTAGES. 285

I

INFORMANTS. 462
INFORMATION TECHNOLOGY USE. . . 508
INSPECTIONS
Firearms. 105
Holding cells. 593
INTERNAL AFFAIRS
Personnel records. 680
INVESTIGATION AND PROSECUTION. . 441

J

JURISDICTION
Aircraft accidents. 310
Authority. 10
Consular Notification. 592
Foreign court orders. 117
OIS. 136

K

KINETIC PROJECTILES. 90

L

LAW ENFORCEMENT AUTHORITY. . . 10
LEG IRONS. 103
LEG RESTRAINT. 101
LEG RESTRAINTS. 103
LIMITED ENGLISH PROFICIENCY. . . . 222
LINE-OF-DUTY DEATHS. 747
LIVE LINEUP. 470

M

MANDATORY EMPLOYER NOTIFICATION 238
MEAL PERIODS AND BREAKS. 689
MEDIA
Aircraft accidents. 311
First amendment assemblies. 398
Line-of-duty deaths. 756
OIS. 144
Operations plans. 497
Warrant service. 502
MEDIA RELATIONS. 195
MEDICAL
Aircraft accidents. 309
Child involuntary detention. 188
Examinations - adult abuse. 164
Examinations - Child abuse. 188
Leave Act (FMLA). 655
Personnel Records. 680
Releases. 390
Treatment for work-related injury or illness 700
MENTAL ILLNESS
Restraints. 295
MINIMUM STAFFING. 27
MISSING PERSON. 167
MOBILE AUDIO VIDEO. 326
MOBILE DIGITAL TERMINAL USE. . . 333
MODIFIED-DUTY ASSIGNMENTS. . . . 715
MUTUAL AID
Interstate peace officer powers. 12

N

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

NARCOTIC-DETECTION DOGS. 58
NONSWORN
Crisis intervention incidents. 386
NOTIFICATION
Consular. 592
NOTIFICATIONS
Aircraft accidents. 310
Cash. 536
Custody suicide attempt, death or serious injury. 593
Impaired driving. 424
Line-0f-duty deaths. 748
Mandatory employer. 238
OIS. 138
Sick leave. 655
NOTIFICATIONS,
Department of Corrections. 190

O

OATH. 20
OATH OF OFFICE. 20
OCCUPATIONAL DISEASE AND WORK-RELATED INJURY AND DEATH REPORTING. 700
OC SPRAY. 89
OFFICER-INVOLVED SHOOTING
OIS. 136
OFFICER SAFETY
Domestic violence. 114
Firearm confiscation. 138
Foot pursuits. 345
Informants. 463
LEOSA. 40
Portable audio/video recorders. 336
Seat belts. 674
Warrant service. 498
OPERATIONS PLANNING AND DECONFLICTION. 494
OUTSIDE AGENCY ASSISTANCE. . . . 212
OUTSIDE EMPLOYMENT. 696
Obtaining Approval. 696
Prohibited Outside Employment. 697
Security Employment. 698
OVERTIME
Court. 202

P

PATROL FUNCTION. 265
PAWN SHOP HOLDS. 479
PEPPER PROJECTILES. 89
PERFORMANCE EVALUATIONS
Sick leave. 656
PERSONAL APPEARANCE. 702
PERSONAL PROPERTY. 504
Loss Or Damage. 506
PERSONNEL COMPLAINTS
Bias-based policing. 269
PERSONNEL RECORDS. 678
PHOTOGRAPHIC LINEUP. 470
PHOTOGRAPHS
Aircraft accidents. 311
PHYSICAL AND MENTAL EXAMINATIONS. 687
POLICY MANUAL. 14
PRIVACY EXPECTATIONS
Audio/Video recordings. 336
MDT/MDC. 333
Technology use. 508
PROMOTION PROCESS. 646
PROPERTY PROCEDURES
Disputed Claims. 548
Property Booking. 543
PROTECTED INFORMATION. 570
PROTECTED INFORMATION
Unauthorized release. 47
PROTECTIVE CUSTODY
Dependent adults. 162
PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITY. 380
PUBLIC RECORD REQUEST. 566
PUBLIC SAFETY VIDEO SURVEILLANCE VIDEO RECORDING
Audio/Video. 239
PURSUIT INTERVENTION. 131
PURSUITS
Foot. 345
PURSUIT UNITS. 126

R

RANGEMASTER
Firearms. 105
INSPECTIONS. 105
RAPE KITS. 450
RAPID RESPONSE AND DEPLOYMENT. 301
RECORDS BUREAU
Administrative hearings. 427
Impaired driving. 426
RECORDS RELEASE
Adult abuse. 165
Audio/video recordings. 340

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department

Personnel records. 681
Public safety video surveillance. 241
Subpoenas and discovery requests. . . . 568
RECORDS REQUESTS
Personnel records. 681
RECORDS RETENTION
Audio/video recordings. 339, 340
Oath of office. 21
Personnel records. 680
RECRUITMENT AND SELECTION. . . . 641
REPORT PREPARATION. 191
Report corrections. 194
RESERVE OFFICERS
Auxiliary Officers. 203
Firearms Requirements. 208
RESPONSE TO CALLS. 53
RESTRAINTS. 101
REVIEWS
Bias-based policing - annual. 269
Crisis intervention incidents. 386
Mobile audio/video. 269
RIDE-ALONG. 279

S

SAFETY
Conduct. 50
SAFETY EQUIPMENT
Seat belts. 674
SEARCHES
Custody. 618
Pat Down. 618
Strip. 618
SEARCH WARRANTS. 499
SEAT BELTS. 674
SECURITY
Personnel records. 681
SECURITY EMPLOYMEN. 698
SICK LEAVE. 655
SMOKING AND TOBACCO USE. 662
SOCIAL MEDIA
Backgrounds. 642
SPIT HOOD. 102
SPIT MASK. 102
STAFF. 14
STAFFING LEVELS. 27
STANDARDS OF CONDUCT. 44
SUBPOENAS. 200
Records release and discovery requests. . 568
SUBPOENAS AND COURT APPEARANCES 200
SURVEILLANCE
Imaging notification. 502

T

TATTOOS. 703
TEAR GAS. 87
TECHNOLOGY USE. 508
TERMINATE A PURSUIT. 124
TRAINING. 573
TRAINING
Adult abuse. 165
Child and dependent adult safety. . . . 256
Communicable disease. 660
Crisis intervention incidents. 387
Custody. 595
Fair and objective policing. 269
Firearms. 110
First amendment assemblies. 399
Operation planning and deconfliction. . 497
Personnel records. 679
Public safety video surveillance. 242
Rapid response and deployment. 302
Records maintenance and release. . . . 568
Warrant service. 502
TRANSFER PROCESS. 646
TRANSPORT BELTS. 103

U

UNIFORM REGULATIONS. 704
UNIFORMS
Courtroom attire. 201
URINE TESTS. 424
UTILITY SERVICE. 308

V

VEHICLE MAINTENANCE. 516
VEHICLE PURSUITS. 122

W

WARRANT SERVICE. 498
WASHING OF VEHICLES. 517
WATCH COMMANDERS. 325
WATER LINES. 308

Copyright Lexipol, LLC 2023/06/05, All Rights Reserved.
Published with permission by South Salt Lake Police Department