CHIEF'S PREFACE

I am proud to present to you this updated policy manual for the University of Oklahoma Police Department. We have partnered with Lexipol to ensure our policies and procedures are always up-to-date and follow best practices for law enforcement. It is based on thorough research and nationally accepted law enforcement principles. This manual establishes the framework of rules and expected performance for all department members and represents the commitment of our department to perform our jobs in the most professional, legal, ethical, compassionate, and courageous manner possible. It exemplifies the commitment of our department to serve our community to the standards included in our mission statement: Accountability, Integrity, Loyalty, Respect, and Professionalism.

Chief Nate Tarver

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LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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 both in my personal and official life, I will be exemplary in obeying the law 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, political beliefs, aspirations, 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 ill will, never employing unnecessary force or abuse 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

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BLANK FOR MISSION STATEMENT

MISSION.01 MISSION

The mission of the University of Oklahoma Police Department is:

To maintain and enhance the quality of life for the university community

by protecting life, liberty, property, and the preservation of peace.

MISSION.02 AGENCY MOTTO

The motto of the University of Oklahoma Police Department is:

“To Serve and Protect”

MISSION.03 ORGANIZATIONAL VALUES

In pursuit of our mission, the University of Oklahoma Police Department Employees’ core values are:

(A) Accountability: The obligation to account for one’s actions and results.

(B) Integrity: Holding ourselves to the highest level of truthfulness and ethical conduct.

(C) Loyalty: Faithfulness to the agency mission.

(D) Respect: Treating all persons equally with dignity and courtesy.

(E) Professionalism: Performing with civility, honesty, integrity, competence, and

excellence of service to both our peers and community.

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Chapter 1 - Law Enforcement Role and Authority

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Law Enforcement Authority

100.1 PURPOSE AND SCOPE

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

100.2 POLICY

It is the policy of the University of Oklahoma 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.

100.3 PEACE OFFICER POWERS

Certified members of this department, or newly appointed members awaiting certification, are authorized to exercise peace officer powers pursuant to applicable state law.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT

The arrest authority within the jurisdiction of the University of Oklahoma Police Department includes (22 O.S. § 196; 11 O.S. § 34-101; 74 O.S. § 360.17):

(a) In compliance with an arrest warrant.

(b) Without a warrant:

1. For a felony
2. For a public offense committed or attempted in the officer's presence
3. When an officer has probable cause to believe a person was under the influence of alcohol or drugs when driving or in physical control of a vehicle involved in an accident
4. When the officer, observing a recent injury, has probable cause to believe the person has, within the preceding 72 hours, committed an act of domestic abuse
5. When the officer is acting on a violation of a court protective order
6. When the officer has probable cause to believe the person has threatened another with serious injury or death
7. When the officer has probable cause to believe that the person has committed retail larceny (22 O.S. § 1342)
8. When a traffic offense for which an arrest is permissible is observed or perceived with electronic equipment by the officer or by another officer who communicates the same to the officer (47 O.S. § 16-114)

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9. An officer may issue a traffic citation to any driver involved in a traffic collision when, based on personal investigation, the officer has probable cause to believe the person has committed a traffic related offense (47 O.S. § 16-109.1)

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT

The arrest authority of officers outside the jurisdiction of the University of Oklahoma Police Department includes (74 O.S. § 360.17):

(a) Arrests on areas authorized by an agreement pursuant to the Campus Security Act that identifies jurisdictional boundaries and provides for mutual assistance with any municipality or county having overlapping or concurrent jurisdiction.

(b) In the absence of an agreement, arrests for offenses on campus may be completed off campus if completed in a timely manner and in coordination with the local law enforcement agency having jurisdiction in the off-campus area.

100.3.3 OTHER AUTHORITY

With the appropriate approval, resolution or interlocal agreement of the governing body of the University, officers of this department (11 O.S. § 34-103; 74 O.S. § 360.17):

(a) Have the same powers and duties as police officers of another municipality upon request by the mayor, chief of police or the authorized designee of the municipality requesting their assistance.

(b) Have the same powers and duties as law enforcement officers for a sheriff's office upon request by a county sheriff or the authorized designee requesting their assistance.

(c) Have the same powers and duties as law enforcement officers for the Oklahoma Highway Patrol upon request by a commissioned law enforcement officer of the Oklahoma Highway Patrol for their assistance.

(d) May be deputized by the county sheriff.

(e) May respond to requests from another jurisdiction for assistance in case of emergency.

100.3.4 GRANTING AUTHORITY TO OTHERS

When executing an arrest warrant, officers may summon the aid of other persons to assist (22 O.S. § 188).

100.4 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 and Kansas to arrest the person for a crime committed in Oklahoma (CRS § 16-3-104; K.S.A. § 22-2404).

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2. In New Mexico and Texas to arrest the person for a felony committed in Oklahoma (NMSA § 31-2-1; Tex. Code of Crim. Pro. art. 14.051).
3. In Missouri to arrest a person for a felony or for driving while intoxicated in Oklahoma (§ 544.155, RSMo).
4. In Arkansas to arrest a person for a felony committed in Oklahoma or for the offense of driving or operating a vehicle while intoxicated, impaired or under the influence (A.C.A. § 16-81-404).

When an arrest is made in another state, the officer shall take appropriate action so that the person arrested is taken without unnecessary delay before the proper judicial official in the county where the arrest was made (A.C.A. § 16-81-405; CRS § 16-3-104; K.S.A. § 22-2404; § 544.155, RSMo; NMSA § 31-2-2; Tex. Code of Crim. Pro. art. 14.06).

100.5 ARREST IMMUNITY

Persons who meet certain criteria may be exempt from arrest on particular charges or service of process. If a person who is otherwise subject to arrest claims immunity, the officer should contact his or her supervisor. Unless exigent circumstances dictate otherwise, an officer who is unsure of the validity of an immunity claim should consider, as an option to arrest. presentation of information for late filing charges.

Typical categories of immunity include:

a.Diplomatic Immunity - See Foreign Diplomatic and Consular Representatives Policy. (22 U.S.C. § 253.a-e and 21 O.S. § 160)

b.United States Senators and Representatives - Exempted from civil process only while traveling to and from a session of their respective house. (U.S. Constitution, Art. I, Sec. 6)

c.Voters on Election Day - Exempt from arrest on a misdemeanor charge excep for breach of peace while going to and from a poling place and while voting. (OK Constitution, Art. III, Sec. 5)

d.Oklahoma State Legislators - Exempted from civil process only while traveling to and from a session of their respective house. (OK Constitution, Art. V, Sec. 22)

e.Members of the National Guard - Exempted from civil process only while in attendance at, or going to or from drills, parades, inspection, or while on active duty. (44 O.S. § 223)

100.6 INVESTIGATIVE TASK FORCES

The following guidelines govern the formation of temporary or permanent task forces.

(a) Formation of, or participation in, departmental or multi-jurisdictional task forces is permitted only with the authorization of the Chief of Police. The Chief of Police may consider participation in the task force upon receipt of a written proposal including, at a minimum, the following information:

1. The number of personnel requested,

2. The specific purpose of the task force,

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3. The goals and objectives,

4. The responsibility and authority,

5. A budget, or cost, analysis,

6. Evaluation frequency, format and criteria; and,

7. Any other information deemed necessary by the Chief of Police.

(b) The specific purpose for which a task force may be authorized shall be identified in the written proposal and may include:

1. Burglary or theft,

2. Gambling,

3. Prostitution,

4. Armed robbery surveillance,

5. Serial rapist surveillance,

6. Illegal drug activity; or

7. Juvenile alcohol or tobacco stings.

(c) A periodic written evaluation of every task force will be required to determine the effectiveness of the operation. The Chief of Police may determine whether to continue the operation based partially on the evaluations. Short-term temporary task forces may require a single evaluation when the operation is completed. Long-term task forces may requiremonthly or quarterly evaluations.

100.7 CONSTITUTIONAL REQUIREMENTS

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

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Chief Executive Officer

101.1 PURPOSE AND SCOPE

All law enforcement Chief Executive Officers employed within the State of Oklahoma are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the University of Oklahoma Police Department, who is required to exercise the powers and duties of the office as prescribed by state law (11 O.S. § 34-102; 11 O.S. § 12-111; 19 O.S. § 513.2; 19 O.S. § 514; 19 O.S. § 516).

101.2 POLICY

It is the policy of the University of Oklahoma Police Department that the Chief of Police meets the minimum standards for exercising his/her authority granted by law.

101.3 CHIEF OF POLICE REQUIREMENTS

The Chief of Police of this department appointed after Nov. 1, 2006, as a condition of employment, shall (11 O.S. § 34-102):

(a) Be at least 21 years of age.

(b) Be a citizen of the United States.

(c) Possess at least a high school diploma or General Education Diploma (GED).

(d) Be certified as a peace officer in this state by the Council on Law Enforcement Education and Training (CLEET) or meet all requirements necessary for CLEET certification and obtain such certification within six months of assuming the position of Chief of Police or as otherwise allowed by 70 O.S. § 3311.

(e) Successfully complete the approved course of training developed by the Oklahoma Association of Chiefs of Police (OACP) and approved by CLEET within 12 months of assuming the position of Chief of Police.

Failure to meet CLEET or OACP training may result in disqualification of, or revocation of, certification and removal from office.

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Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY

It is the policy of the University of Oklahoma 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.

102.3 LOYALTY OATH

All department members, when appropriate, shall take and subscribe to the following oath or affirmation applicable to his/her position (51 O.S. § 36.1; 51 O.S. § 36.2A).

“I do solemnly swear (or affirm) that I will support the Constitution and the laws ofthe United States of America and the Constitution and laws of the State ofOklahoma, and that I will faithfully discharge, according to the best of my ability,the duties of my office of employment during such time as I am an employee ofthe University of Oklahoma.”

See attachment: Loyalty_Oath_9-27-2016.pdf

102.3.1 POLICE OFFICER OATH OF OFFICE

“I, _____ do solemnly swear or affirm that I will support, obey, and defend the Constitutions and duly enacted laws of the United States of America, the State of Oklahoma, the Ordinances of the City of Norman and the Regulations of the University of Oklahoma; that I will conduct myself in accordance with the OUPD Law Enforcement Code of Ethics and the OUPD Professional Standards Contract while honorably upholding departmental core values in the performance of my duties to the best of my ability.”

Subscribed and sworn by _____ at University of Oklahoma, this ____ day of _____ 20___.

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (51 O.S. § 36.3). All other oaths should be similarly filed and retained.

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Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the University of Oklahoma 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, procedures, 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, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 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 that circumstances may arise that 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.

103.2.1 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 University of Oklahoma Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the University, its officials or department members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training or discipline. The University of Oklahoma Police Department reserves the right to revise any policy content, in whole or in part.

103.3 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 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.

103.4 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:

ACHS - Oklahoma Automated Criminal History System.

Adult - Any person 18 years of age or older (30 O.S. § 3-302).

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Policy Manual

University - The University of Oklahoma.

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

CLEET - Council on Law Enforcement Education and Training.

Department/OUPD - The University of Oklahoma Police Department.

DHS - Oklahoma Department of Human Services.

DPS - Oklahoma Department of Public Safety.

Employee - Any person employed by the Department.

Employment agreement - Includes any collective bargaining agreement, memorandum of understanding, memorandum of agreement or any other employment contract or conditions of employment.

Manual - The University of Oklahoma Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the University of Oklahoma Police Department, including:

- Full- and part-time employees
- Certified officers
- Non-sworn employees
- Volunteers
- Reserve, auxiliary officers

MVD - Oklahoma Tax Commission, Motor Vehicle Division.

OAC - Oklahoma Administrative Code.

Officer - Those employees, regardless of rank, who are certified peace officer employees of the University of Oklahoma Police Department (21 O.S. § 99; 70 O.S. § 3311).

ODOT - Oklahoma Department of Transportation.

OHP - Oklahoma Highway Patrol.

OLETS - Oklahoma Law Enforcement Telecommunications System.

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.

O.S. - Oklahoma Statutes Annotated.

OSBI - Oklahoma State Bureau of Investigation.

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Policy Manual

Peace officer - Any sheriff, police officer, federal law enforcement officer, tribal law enforcement officer or any other law enforcement officer whose duty it is to enforce and preserve the public peace. Peace officer also includes every United States Marshal, Marshals Service deputy or other federal law enforcement officer employed full-time as a law enforcement officer or acting under the authority of a Federal Bureau of Indian Affairs Commission who has been certified by the Council on Law Enforcement Education and Training (CLEET) and is authorized by federal law to conduct investigations and make arrests for a violation of federal law (21 O.S. § 99).

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 that may include responsibility for 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.

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.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing. 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.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

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

103.7 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.

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Policy Manual

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.

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Chapter 2 - Organization and Administration

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Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY

The University of Oklahoma Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command

See attachment: OUPD Table of Organization 2022.pdf

200.3 DIVISIONS

The Chief of Police is responsible for administering and managing the University of Oklahoma Police Department. There are two divisions in the Department:

- Administration and Support Division
- Operations Division

200.3.1 ADMINISTRATION AND SUPPORT DIVISION

The Administration Division is commanded by an assigned Major, whose primary responsibility is to provide general management, direction and control for the Administration and SupportDivision. The Administration and Support Division consists of the Communications Section, Records Section, administrative services, maintenance and supply, IT/Network Section, electronic forensic services, and small athletic event planning.

200.3.2 OPERATIONS DIVISION

The Operations Division is commanded by an assigned Major, whose primary responsibility is to provide general management, direction and control for the Operations Division. The Operations Division consists of uniformed patrol, the Training Section, Property and Evidence Section, Community Service Officers (CSOs), purchasing, major event planning, and the Public Information Officer.

200.3.3 OFFICE OF THE CHIEF OF POLICE

The Office of the Chief of Police consists of the Chief of Police, Deputy Chief of Police, and the Managerial Assistant.

200.4 COMMAND PROTOCOL

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200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the University of Oklahoma Police Department. During planned absences, the Chief of Police will designate a representative to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

(a) The Deputy Chief of Police

(b) The on-call Administrator

(c) Major

(d) Captain

(e) The senior on-duty Lieutenant

(f) Lieutenant

200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.5 AUTHORITY AND RESPONSIBILITIES

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

200.6 INTERNAL INSPECTIONS

Division Commanders are responsible for ensuring that line and staff inspections are conducted for reviewing and evaluating the operations of programs under their command. The focus of the inspections should include adherence to the department's goals and mission statement, policies and procedures, and performance targets, as well as adequacy of resources and staffing or other subject matter as directed by the Chief of Police or the authorized designee.

(a) User level inspections

1. Employees shall conduct inspections of issued and assigned pool equipment at the beginning of each work shift. Deficiencies / defects should be identified and resolved as soon as possible at the lowest level. Deficiencies that cannot be immediately corrected shall be promptly reported for timely resolution to the extent reasonably possible.

2. Employees are responsible to ensure the issued and assigned pool equipment is serviceable and safe to use / operate to the best of their ability.

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(b) Line inspections should be conducted at least once every six months, and more often if directed by the Chief of Police, by personnel who supervise the program being inspected and include:

1. Announced or unannounced inspections of facilities, equipment, uniforms, procedures and performance capabilities.
2. An assessment of compliance with the program's goals, mission, policies and procedures, and target performance levels.
3. A written report noting any serious or recurring deficiencies.
4. A written plan to correct any identified deficiencies.

(c) Staff inspections should be conducted at least every three years at the direction of the Chief of Police by personnel who do not directly supervise the program being inspected and include:

(a) Announced formal inspections of facilities, equipment, uniforms, procedures and performance capabilities.

(b) An assessment of compliance with the program's goals, mission, policies and procedures, and target performance levels.

(c) A written report of the program's performance level, including notation of any serious or recurring deficiencies.

(d) A written plan to correct any identified deficiencies.

Summary reports of staff and line inspections shall be forwarded through the chain of command to the Chief of Police or the authorized designee.

200.7 RESEARCH, PLANNING AND STRATEGIC PLANNING

200.7.1 RESEARCH AND PLANNING

Research and planning needs are important to the Department and recommendations made by any member of the department or any citizen should be considered. Members should detail in writing to the Department the issue or problem and any information or recommendations they have. The Chief of Police or the authorized designee should consider the recommendation and take appropriate action.

200.7.2 STRATEGIC PLANNING

The Department should prepare a strategic plan that is reviewed and updated annually. The plan should include:

- Department goals and division objectives
- Personnel needs
- Training needs
- Equipment needs
- Facility needs

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- Maintenance needs
- Operation expenditure needs

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General Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing General Orders.

201.2 POLICY

General Orders will be used to modify policies of the University of Oklahoma Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable employment agreements and other alternatives should be considered before a General Order is issued.

201.3 PROTOCOL

General Orders will be incorporated into the Policy Manual, as required, upon approval. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Support Division Commander or the authorized designee should ensure that all General Orders are disseminated appropriately. General Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a General Order is rescinded or has been formally adopted into the Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review General Orders to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Chief of Police.

201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue General Orders.

201.5 ACCEPTANCE OF DIRECTIVES

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

See attachment: General Order 2019-0001.pdf

See attachment: General Order 2019-0002.pdf

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Emergency Operations Plan

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the University of Oklahoma Police Department and responsibilities of its members pertaining to large-scale emergencies and the State of Oklahoma Emergency Operations Plan.

202.2 POLICY

The University of Oklahoma Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The Univeristy of Oklahoma Emergency Operations Plan complies with the Oklahoma Emergency Management Act (63 O.S. § 683.1 et seq.). This plan provides guidance for the University of Oklahoma emergency operations personnel to perform local emergency management functions.

202.3 DEPARTMENT RESPONSIBILITIES

The Chief of Police or the authorized designee shall notify the local Emergency Management Director of all significant events occurring in the jurisdiction (63 O.S. § 683.11).

Upon request by the governor and/or a state emergency management organization, all department personnel shall cooperate and extend services and facilities to the maximum extent practicable (63 O.S. § 683.18).

202.4 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the University of Oklahoma Police Department, the Chief of Police or the highest ranking on-duty supervisor may activate the Emergency Operations Plan in response to a major emergency.

Upon activation of the Emergency Operations Plan:

(a) All personnel should operate under the National Incident Management System (NIMS).

(b) The Chief of Police or the authorized designee should contact the Oklahoma Department of Emergency Management to assist with mutual aid response from local, state and federal law enforcement agencies.

202.4.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the University of Oklahoma Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

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202.5 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the University of Oklahoma Emergency Operations Plan are available online www.ou.edu/content/dam/emergencypreparedness/docs/OU%20Emergency%20Operations%20Plan.FINAL.2015.8-31.pdf, on the Shift Supervisor's issued ICS flash drive, and a printed copy in Dispatch. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles members will play when the plan is implemented. The Administration Division Commander should ensure that department members are familiar with the roles they will play when the plan is implemented.

202.6 EMERGENCY OPERATIONS PLAN REVIEW

The Chief of Police or the authorized designee shall review the Emergency Operations Plan at least annually and ensure that the plan conforms to any revisions made by NIMS. The Chief of Police or the authorized designee should appropriately address any needed revisions.

202.7 TRAINING

The Department should provide annual training on the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.

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Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local and the Council on Law Enforcement Education and Training (CLEET) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of department members.

(c) Provide for continued professional development of department members.

(d) Ensure compliance with CLEET rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

The training plan should include the anticipated costs associated with each type of training. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Administrative Lieutenant shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other members.

203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

(a) Federally mandated training:

1. National Incident Management System (NIMS) training.

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2. Clery Act - Campus Security Authority Training.

(b) State-mandated training:

1. Officers must successfully complete certified basic law enforcement training or the equivalent (70 O.S. § 3311; 70 O.S. § 3311.5; OAC 390:15-1-1; OAC 390:15-1-3).

2. Officers of the Department shall annually complete no less than 25 hours of continuing law enforcement training accredited or approved by CLEET, including two hours on mental health issues (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).

(a) It is each commissioned member's responsibility to identify and request assignment to CLEET accredited training sufficient to meet the annual recertification mandate.

(b) Failure to meet the annual recertification mandate may result in suspension of certification.

1. Any member whose certification is suspended by CLEET for failure to meet annual training requirements is subject to suspension from duty without pay until certification is restored.

3. Reserve officers of the Department shall annually complete no less than eight hours of continuing law enforcement training accredited or approved by CLEET, including one hour on mental health issues (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).

4. Officers of the Department who worked during a calendar year only as reserve officers are required to meet only the annual training requirements for reserve certification (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).

(c) Locally mandated training (including University)

203.4.2 TRAINING SECTION

(a) The Administrative Lieutenant is responsible for gathering, evaluating, and disseminating in-service and specialized training materials, processing training requests, maintenance of all personnel training records; preparation of training reports to include training received, and training deficiencies.

(b) Personnel interested in attending specialized or advanced training shall submit a training request through the chain-of-command to the Deputy Chief of Police. Training with a total cost of over $1000.00 or out-of-state will be forwarded to the Chief of Police for consideration.

(c) The Administrative Lieutenant is responsible for assisting or enrolling personnel in agency approved training and coordinating travel related logistics such as lodging, airfare, meals, etc., only after the training request form is approved.

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203.4.3 BASIC NEW EMPLOYEE TRAINING

Every new employee shall receive, within the first 7 days of employment, information including the agency's role, purpose, goals, policies, procedures, working conditions, and the responsibilities and rights of employees.

203.4.4 COMMISSIONED OFFICER SPECIFIC TRAINING

(a) Upon successful completion of basic law enforcement training, or for officers already CLEET certified, each Training Police Officer (TPO) shall be assigned to the Police Training Officer (PTO) Program.

(b) Periodic in-service training will be provided, including supervised on-the-job training, for the benefit of both the department and its members. The scope and extent of all such programs may be determined by the Chief of Police based on recommendations from staff and members of the department.

(c) Personnel may be selected to attend advanced or specialized training. One purpose of personnel attending advanced or specialized training is to evaluate and improve the quality of the department by having those who have received the education participate in in-service training programs as instructors. Personnel may be selected to attend advanced or specialized training based upon the following criteria:

1. Needs of the department
2. Assignment within the department or special team assignment
3. Professional development needs and goals of the member
4. Cost and location of training.

203.4.5 CIVILIAN EMPLOYEE TRAINING

Civilian employee training will depend on their particular task. Some positions require on-the-job training while others, such as communications personnel, require more extensive and formal training. Position requirements will determine the training required.

203.4.6 SUPERVISORY TRAINING

a. Every employee who is promoted or appointed to a first-line supervisory position shall successfully complete the Foundations in Management course through the University of Oklahoma prior to, or within one year of promotion or appointment. If the employee is commissioned, an additional CLEET accredited (or equivalent) basic supervisory course shall be completed within the aforementioned time frame.

b. Every employee who is promoted or appointed to a mid-level supervisory position, shall successfully complete a mid-level management / leadership course prior to, or within one year of promotion or appointment. If the employee is commissioned, the training must be accredited by CLEET (or the equivalent).

203.4.7 OTHER TRAINING

Members selected for an assignment requiring certification or specific qualification should receive initial training within the first year of assignment and re-certify/qualify as credentials require.

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203.5 TRAINING COMMITTEE

The Administrative Lieutenant may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Administrative Lieutenant may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

(a) Any incident involving the death or serious injury of a member.

(b) Incidents involving a high risk of death, serious injury or civil liability.

(c) Incidents identified by the Department to determine possible training needs.

(d) At the request of the Deputy Chief of Police or the Chief of Police.

The Training Committee should convene on a regular basis, as determined by the Administrative Lieutenant, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Administrative Lieutenant. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Administrative Lieutenant will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Administrative Lieutenant shall be submitted to the command staff for review.

203.6 TRAINING ATTENDANCE

(a) All members assigned to attend training shall attend as scheduled unless previously excused by their Division Major. Excused absences should be limited to:

1. Court appearances.
2. Previously approved vacation or time off.
3. Illness or medical leave.
4. Physical limitations preventing the member’s participation.
5. Emergency situations or department necessity.

(b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:

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1. Document his/her absence in a memorandum to his/her supervisor.
2. Make arrangements through his/her supervisor or the Administrative Lieutenant to attend the required training on an alternate date.

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a Web-accessed system that provides training on the University of Oklahoma Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Administrative Lieutenant.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Administrative Lieutenant. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.8 TRAINING RECORDS

The Administrative Lieutenant is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule and state law (OAC 390:25-1-7).

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Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

204.2 POLICY

University of Oklahoma Police Department members shall use email in a professional manner in accordance with this policy and current law (e.g., Oklahoma Open Records Act).

204.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

204.4 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system shall be in compliance with the OU Acceptable Use of Information and Technology Resources policy.

See attachment: OU Acceptable Use of Information and Technology Resources.pdf

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

204.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Oklahoma Open Records Act and must be managed, by the OU office of Information Technology, in accordance with the established records retention schedule and in compliance with state law.

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Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Department communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Department.

205.2 POLICY

The University of Oklahoma Police Department will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and content.

205.3 MEMORANDUM

Memorandums may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

205.4 CORRESPONDENCE

To ensure that the letterhead and name of the Department are not misused, external use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal purposes.

Official, work-related electronic correspondence shall contain the sender’s department-approved signature. Approved signatures may contain the user's name, title, position, and contact information.

205.5 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or the authorized designee.

205.6 OTHER COMMUNICATIONS

General Orders and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee (see the General Orders Policy).

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Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Department and members throughout all Divisions.

206.2 POLICY

The University of Oklahoma Police Department will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Department. The needs of its members should be balanced with the needs of the Department for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Department.

206.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Division Commanders for each Division and work group. The supervision staffing levels should support proper supervision, and span of control, to meet the needs of members and the goals of the Department.

206.3.1 TEMPORARY SUPERVISORS

In order to accommodate special events, training, and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary supervisor.

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Retiree Firearms Carry

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of University of Oklahoma Police Department identification cards/Commission Cards to qualified former or retired law enforcement officers under the Law Enforcement Officers' Safety Act (LEOSA) (18 USC § 926C).

207.2 POLICY

It is the policy of the University of Oklahoma Police Department to provide identification cards/ Commission Cards and qualification card to qualified former or retired officers to facilitate the lawful carrying of weapons by those individuals.

207.3 LEOSA

The Chief of Police may issue an identification card/Commission Card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

(a) Separated from service in good standing from this department as an officer.

(b) Before such separation, had regular employment as a peace officer for an aggregate of 10 years or more or, if employed as a peace officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearms qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA CARD FORMAT

The LEOSA identification card/Commission Card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the University of Oklahoma Police Department qualifies the former officer, the LEOSA identification card/Commission Card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active-duty standards for qualification to carry a firearm.

207.3.2 AUTHORIZATION

Any qualified former peace officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

(a) In possession of photographic identification that identifies him/her as having been employed as a peace officer, and one of the following:

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1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty peace officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Oklahoma law or by a private person or entity on his/her property if such prohibition is permitted by Oklahoma law.

207.4 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Shift Supervisor of his/her arrest or conviction in any jurisdiction for any felony crime or domestic violence, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

207.4.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card/Commission Card, the former officer shall:

(a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.4 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card/Commission Card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card/Commission Card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

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207.5 FIREARM QUALIFICATIONS

The Rangemaster shall provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons type used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons type used.

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Chapter 3 - General Operations

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Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Conducted Energy Device policies.

This policy meets statutory requirements requiring the adoption of a use of force policy pursuant to 11 O.S. § 34-107 and 22 O.S. § 34.1.

300.1.1 DEFINITIONS

Definitions related to this policy include:

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.

300.2 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 University of Oklahoma Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable

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force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

300.2.1 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.

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.

300.2.2 ADDITIONAL REPORTING REQUIREMENTS

Any officer who has completed his/her probationary period and who witnesses another peace officer use physical force that exceeds the degree permitted by law or this policy shall make a written report of such use to his/her immediate supervisor within 10 days (22 O.S. § 34.2). At a minimum, the written report shall include:

(a) The date, time, and place of the occurrence.

(b) The identity, if known, and description of the participants.

(c) A description of the events and the force used.

An officer may use a copy of an arrest report or similar report provided it contains the mandatory minimum information.

300.2.3 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.

300.3 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.

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.

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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.

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.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

An officer may use reasonable force when a person being lawfully arrested resists arrest or attempts to escape (21 O.S. § 643).

300.3.2 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:

(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 his/her 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.

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(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.

300.3.3 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-approved training. Officers utilizing any pain compliance technique should consider:

(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.

300.3.4 CAROTID CONTROL HOLD

A carotid control hold is a technique designed to control an individual by temporarily restricting blood flow through the application of pressure to the side of the neck and, unlike a chokehold, does not restrict the airway. The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is limited to those circumstances where deadly force is authorized and is subject to the following:

(a) At all times during the application of the carotid control hold, the response of the individual should be monitored. The carotid control hold should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.

(b) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until such examination occurs.

(c) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.

(d) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

(e) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

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300.3.5 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 should 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 University of Oklahoma Police Department for this specific purpose.

300.3.6 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).

300.3.7 RESPIRATORY RESTRAINTS

The use of a respiratory restraint, also known as a chokehold, is limited to circumstances where deadly force is authorized and if applied, is subject to the same guidelines and requirements as a carotid control hold.

300.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify him/herself 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.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

(a) An officer may use deadly force to protect him/herself or others from what he/she 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 any other person if the individual is not immediately 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 individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

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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 any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle involve additional considerations and risks, and are rarely effective.

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.

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.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer 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. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATIONS TO SUPERVISORS

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

(a) The application caused a visible injury.

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

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

(d) The individual indicates intent to pursue litigation.

(e) Any application of the TASER (TM) or control device.

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

(g) Any application of technique beyond routine/compliant handcuffing, including but not limited to, forceful wall or vehicular stabilization, taking a subject to the ground, etc.

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

(i) An individual was struck or kicked.

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

(k) The presentation of a firearm including unintentional discharges and/or pointing a firearm at a person.

300.6 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. 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. 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.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force listed under 300.5.1 of this policy, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

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(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded administrative interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas (to include photographs of involved officers).

1. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

(f) Ensure all involved officers complete separate supplements/statements to the police report.

(g) Review and approve all related reports.

(h) Determine if there is any indication that the individual may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(i) Initiate a supervisor's use-of-force/physical compliance investigation to evaluate the circumstances surrounding the incident and determine if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 SHIFT SUPERVISOR RESPONSIBILITY

The Shift Supervisoror other assigned supervisor shall review each use of force by any personnel within his/her command or any use of force assigned to them for investigation to ensure compliance with this policy and to address any training issues. The use of force review will be completed using a standardized format.

See attachment: Use of Force Supervisors Report Form - 01.pdf

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See attachment: Use of Force Witness Interview Form - 02.pdf

See attachment: Supervisors Follow-Up Form - 03.pdf

300.8 TRAINING

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

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.

300.9 USE OF FORCE ANALYSIS

At least annually, the Operations Division Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects, or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.

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Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the University of Oklahoma Police Department to review the use of force by its members.

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 the evaluation of the use of force.

301.2 POLICY

The University of Oklahoma Police Department will objectively evaluate the use of force by its members to ensure that their authority is used appropriately and consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever a member'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 member will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place a member in an administrative assignment.

301.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another person.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the member was on- or off-duty while under color-of-law, excluding training or recreational use.

The Chief of Police may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Deputy Chief's Office will convene the Use of Force Review Board as necessary. It will be the responsibility of the Division Commander or supervisor of the involved member to notify the Deputy Chief's Office of any incidents requiring board review. The involved member's Division Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The Deputy Chief's Office should staff the Use of Force Review Board with five individuals from the following, as appropriate:

- Representatives of each division
- Command staff representative from the involved member's chain of command
- Administrative Lieutenant

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- Nonadministrative supervisor
- A peer officer/department member
- A law enforcement officer from an outside law enforcement agency, as appropriate
- Department instructor for the type of weapon, device or technique used

The senior ranking command staff representative who is not in the same division as the involved member will serve as chairperson.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved member to appear. The involved member will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

Absent an express waiver from the involved member, no more than two designated board members may ask questions of the involved member. Other board members may provide questions to the designated board members.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the involved member at the time shall neither justify nor call into question a member's decision regarding the use of force.

Any questioning of the involved member conducted by the board will be in accordance with University of Oklahoma Police Department disciplinary procedures, the Personnel Complaints Policy, and any applicable state or federal law.

The board shall make one of the following recommended findings:

(a) The member's actions were within department policy and procedure.

(b) The member's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

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Use of Force Review Boards

The Chief of Police shall review the recommendation, make a final determination as to whether the member's actions were within policy and procedure, and determine whether any additional actions, investigations or reviews are appropriate. Those findings will be forwarded to the involved member's Division Commander for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

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Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions, arrests and transports.

302.2 POLICY

The University of Oklahoma 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.

302.3 USE OF RESTRAINTS

Only members who have successfully completed University of Oklahoma 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.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person 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 ensure 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.

302.3.2 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.

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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.

302.3.3 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.

302.3.4 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 person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

302.4 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 person 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.

302.5 APPLICATION OF SPIT HOODS

Spit hoods 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

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assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid comingling those wearing spit hoods with other detainees.

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.

302.6 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.

302.7 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 person.

(b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, 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 vehicle).

302.7.1 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.

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(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.

(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 emergency medical services, 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 person (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 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 person 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.

302.9 TRAINING

Subject to available resources, the Administrative Lieutenant 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.

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(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.

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Control Devices

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control individuals who are violent or who demonstrate the intent to be violent, the University of Oklahoma Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy. The Chief of Police may also authorize other positions or individual department members to use specific control devices.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used, on and off-duty, 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 those members 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 person 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.

303.4 RESPONSIBILITIES

303.4.1 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor may authorize the use of a control device by selected department members who may not currently be issued or carrying the control device or those in specialized assignments who have successfully completed the required training.

303.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster 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 Rangemaster or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster

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for disposition. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 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 him/herself or others.

Uniformed personnel shall carry the issued baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignments or at the direction of their supervisors.

303.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects, based on the circumstances. Only the Shift Supervisor, Incident Commander or Special Weapons and Tactics Team 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.

When practicable, fire and emergency medical services 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.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, OC spray and pepper projectiles may be considered for use to bring under control an individual or group 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 department members or the public.

303.7.1 OC SPRAY

Uniformed members shall carry the issued OC spray in its holster on the equipment belt. Plainclothes and non-field members may carry OC spray as authorized, in accordance with the needs of their assignments or at the direction of their supervisors.

303.7.2 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.

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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 an individual 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 an individual, 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 or a product demonstration, is exempt from the reporting requirement.

303.7.3 TREATMENT FOR OC EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner’s expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

303.9 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.

303.9.1 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.

(a) Members currently assigned to the SWAT team, who are currently certified and trained on a Norman Police Department kinetic energy weapon system or munition, may use/deploy that weapon system or munition during SWAT calls or when providing mutual aid, in accordance with the Norman Police Department's current policies and procedures.

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 individuals engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

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(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 officers, other department members and/or other people.

(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.

303.9.2 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 suspect 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.

303.9.3 SAFETY PROCEDURES

40mm Less-Lethal Launchers (LLLs) specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

When they are not deployed, LLLs will be properly and securely stored in police department vehicles or other approved storage locations.

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303.10 TRAINING FOR CONTROL DEVICES

The Administrative Lieutenant shall ensure that those members 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.

(b) All training and proficiency for control devices will be documented in the member's training file.

(c) Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.

303.11 REPORTING USE OF CONTROL DEVICES

Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

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Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the TASER (TM).

304.2 POLICY

The TASER device is used to control a violent or potentially violent individual. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

304.3 ISSUANCE AND CARRYING TASER DEVICES

Only members who have successfully completed department-approved training may be issued and may carry the TASER device.

TASER devices 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 inventory.

Officers shall only use the TASER device and cartridges that have been issued by their Department. Uniformed officers who have been issued the TASER device shall wear the device in an approved holster. Non-uniformed officers may secure the TASER device in the driver's compartment of their vehicles.

Members carrying the TASER device should perform a function test prior to every shift.

Officers who carry the TASER device while in uniform shall carry it in a holster that requires them to have to cross-draw the Taser (cross the center line of their body with either hand) when deploying the Taser.

(a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the TASER device.

(c) Officers shall be responsible for ensuring that the issued TASER device is properly maintained and in good working order.

(d) Officers should not hold a firearm and the TASER device at the same time.

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the TASER 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:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the TASER device 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

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required to, display the electrical arc or the laser in a further attempt to gain compliance prior to the application of the TASER device. The aiming 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 TASER device in the related report.

304.5 USE OF THE TASER DEVICE

The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the operational range of the device. Although the TASER device is effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

304.5.1 APPLICATION OF THE TASER DEVICE

The TASER device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting.

(b) The subject 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, him/herself or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the TASER device to apprehend an individual.

The TASER device shall not be used to psychologically torment, to elicit statements or to punish any individual.

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the TASER device on certain individuals should 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 risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

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(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the TASER device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode 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.

304.5.3 TARGETING CONSIDERATIONS

The preferred targeting areas include the individual's back or front lower-center mass. The head, neck, chest and groin should be avoided when reasonably practicable. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the TASER device probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE

Officers should apply the TASER device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Officers should not intentionally apply more than one TASER device at a time against a single individual.

If the first application of the TASER device appears to be ineffective in gaining control of an individual, the officer should evaluate the situation and consider certain factors before additional applications of the TASER device, including:

(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.

Unless lethal force is justified, no more than three cycles of the taser device (or a total of 15 seconds) should be applied to an individual.

304.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual to minimize the need for longer or multiple exposures to the TASER device. As soon as practicable, officers shall notify a supervisor any time the TASER device has been discharged. If equipped, confetti tags should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

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304.5.6 DANGEROUS ANIMALS
The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.5.7 TASER® CAM™
The TASER CAM, if equipped, is activated any time the safety is in the off position. The safety should be in the safe position unless the officer intends to use the device. Because the TASER CAM memory is limited, the video and audio data should be downloaded frequently and retained in accordance with the established records retention schedule.

304.5.8 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry department TASER devices while off-duty.

Officers shall ensure that TASER devices 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.

304.6 DOCUMENTATION
Officers shall document all TASER device discharges in the related arrest/crime reports and the TASER device report forms. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device, other than for testing purposes, will also be documented on the report form.

304.6.1 TASER DEVICE REPORT FORM
Items that shall be included in the TASER device report form are:

(a) The type and brand of TASER device and cartridge and cartridge serial number.

(b) Date, time and location of the incident.

(c) Whether any display, laser or arc deterred a subject and gained compliance.

(d) The number of TASER device 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 TASER device was used.

(f) The type of mode used (probe or 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.

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The Administrative Lieutenant should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Administrative Lieutenant should also conduct audits of data downloads and reconcile TASER device report forms with recorded activations. TASER device information and statistics, with identifying information removed, should periodically be made available to the public.

304.6.2 REPORTS

The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing TASER devices

(b) Identification of all witnesses, when known or when practicable.

(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

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove TASER device probes from a person's body. Used TASER device 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 TASER device probes or 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 TASER device 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 (i.e., more than 15 seconds) 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 recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

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The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the TASER device (see the Medical Aid and Response Policy).

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the TASER device may be used. A supervisor should respond to all incidents where the TASER device was activated.

A supervisor should review each incident where a person has been exposed to an activation of the TASER device. The device's onboard memory should be downloaded through the data port by a supervisor, qualified TASER device instructor, or Rangemaster and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

304.9 TRAINING

Personnel who are authorized to carry the TASER device shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the TASER device as a part of their assignments for a period of six months or more shall be recertified by a qualified TASER device instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued TASER devices 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 Administrative Lieutenant. All training and proficiency for TASER devices will be documented in the officer's training files.

Command staff, supervisors and investigators should receive TASER device training as appropriate for the investigations they conduct and review.

Officers who do not carry TASER devices should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Administrative Lieutenant is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of TASER devices during training could result in injuries and should not be mandatory for certification.

The Administrative Lieutenant should ensure that all training includes:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand or strong-hand~~draws or~~ cross-draws 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 near the head, neck, chest and groin.

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(e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the TASER device.

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Officer-Involved Shootings and Deaths

305.1 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 another 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.

305.2 POLICY

The policy of the University of Oklahoma Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

305.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies 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.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

305.4.2 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is

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involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION
Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

305.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death/great bodily injury.

305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES
Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved OUPD officer will be the officer-in-charge 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 any injured persons and evacuate as needed.

(f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES
Upon arrival at the scene, the first uninvolved OUPD 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 OUPD 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.

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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 Shift Supervisor and Dispatch. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional OUPD 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 OUPD officer should be given an administrative order not to discuss the incident with other involved officers or OUPD 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.

305.5.3 SHIFT SUPERVISOR RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Shift Supervisor shall be responsible for coordinating all aspects of the incident, unless incapcitated, 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 OU Office of Public Affairs.

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police
- Deputy Chief of Police
- Designated on-call administrator (if after-hours)
- Division Commander
- Criminal Investigations Supervisor
- Outside agency investigators (if appropriate)
- Psychological/peer support personnel
- Medical Examiner (if necessary)
- Involved officer's agency representative (if requested)
- Public Information Officer

305.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

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(a) Any request for legal or FOP representation will be accommodated.

1. Involved OUPD 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-OUPD officers should be referred to their employing agency.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.

(c) Discussions with FOP representatives 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 OUPD officer. A licensed psychotherapist may also be provided to any other affected OUPD 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, the 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) Any communication made by a participant or counselor in a peer support counseling session conducted by any University of Oklahoma Police Department-approved provider and any oral or written information conveyed in the peer support counseling session is confidential and may not be disclosed by any person participating in the peer support counseling session except as authorized by law (12 O.S. § 2506.2).

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 OUPD officer shall be given reasonable paid administrative leave or temporary administrative assignment following an officer-involved shooting or death. It shall be the responsibility of the Shift Supervisor to make schedule adjustments to accommodate such leave.

305.6 CRIMINAL INVESTIGATION

Pursuant to current agreement, the City of Norman Police Department (NPD) is responsible for the criminal investigation into the circumstances of any officer-involved shooting involving injury or death.

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If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies 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) OUPD supervisors and Deputy Chief's Office personnel should not participate directly in any voluntary interview of OUPD 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, he/she 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.

305.6.1 REPORTS BY INVOLVED OUPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved OUPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved OUPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as 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 OUPD 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.

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305.6.2 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.

305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Criminal Investigations Section supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators may be assigned to work with investigators from NPD and may be assigned to separately handle the investigation of any related crimes not being investigated by the NPD.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Criminal Investigations Section 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.

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved OUPD officers to

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determine conformance with department policy. This investigation will be conducted under the supervision of the Deputy Chief's Office 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) Any officer under administrative investigation will be allowed at least two eight-hour sleep cycles prior to giving their detailed statement.

(c) 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.

(d) 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 collectively or in groups 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 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 Deputy Chief's Office shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.

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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 potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the OU legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.9 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, 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, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn video, 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.

305.10 DEBRIEFING

Following an officer-involved shooting or death, the University of Oklahoma Police Department should conduct both a critical incident stress debriefing and a tactical debriefing.

305.10.1 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.

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Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., dispatchers, non-sworn personnel). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Deputy Chief's Office personnel.

305.10.2 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 the criminal and/or administrative investigators.

305.11 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the Chief of Police's Office. Releases will be available from the OU Office of Public Affairs.

The agency PIO or other officer appointed by the Chief or his/her designee will prepare a standard press release that is confined to the basic facts regarding the critical incident. Involved employees' names will not be released for at least 48-hours after the incident and may be extended with cause. The involved employees' photographs will not be released.

Following the completion of the investigation, a more detailed account of the incident may be released.

No involved OUPD 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.

305.12 REPORTING

If the death of an individual occurs in the University of Oklahoma Police Department jurisdiction and qualifies to be reported to the Oklahoma Office of the Chief Medical Examiner, the Operations Division Commander will ensure that the Records Manager is provided with enough information to meet the reporting requirements (63 O.S. § 940).

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Firearms

306.1 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 a firearm 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.

This policy meets statutory requirements requiring the adoption of a firearms policy pursuant to 11 O.S. § 34-107.

306.2 POLICY

The University of Oklahoma 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.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

While on duty, members shall only use firearms that are issued or approved by the Department and have been inspected by the Rangemaster. 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, 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 edged weapons when concealed. Non-concealed edged weapons are not authorized unless approved, in writing, by the Chief or approved designee.

306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock Model 17 .9mm. Additional handguns are approved for on-duty use when authorized by the Chief of police or approved designee.

306.3.2 SHOTGUNS

The authorized department-issued shotgun is the Remington 870. The following additional shotguns are approved for on-duty use:

MAKE	MODEL	CALIBER

When not deployed, the shotgun shall be properly secured in a lockable case in an approved storage location.

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306.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the LWRC AR 5.56.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed.

When not deployed, the patrol rifle shall be properly secured in a locking weapons rack in the patrol vehicle or in a departmentally approved storage location with the chamber empty, magazine loaded and inserted into the magazine well, the bolt forward and the selector lever in the safe position.

Officers will not remove departmental rifles from the department unless on-duty, on/for training, maintenance functions, or has written authorization from the Chief or the designee.

Departmentally issued rifles will be stored at OUPD headquarters unless the assigned officer has written authorization from the Chief or the designee to store the rifle in another secure location.

306.3.4 SPECIAL PURPOSE WEAPONS

Authorized department-issued special weapons or personally owned special weapons may be authorized to carry for use with written approval from the Chief of Police or the authorized designee.

306.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns, with written authorization of the Chief of Police, are subject to the following restrictions:

(a) The handgun shall be in good working order and on the department 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.

(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 Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Rangemaster 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 qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

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(h) Members shall provide written notice of the make, model, color, and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

(i) The method of carry (e.g. holster) must be approved by the Rangemaster.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is governed by both the applicable laws and as authorized by the Chief of Police.

The Chief of Police may rescind his/her authorization should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their position as officers, will be required to meet the following guidelines (21 O.S. § 1289.23):

(a) While not wearing a department uniform, the member shall carry his/her official department badge, identification card/Commission Card and Council on Law Enforcement Education and Training (CLEET) Certification Card at all times.

(b) The firearm shall be carried at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(c) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(d) The member will successfully qualify with the firearm prior to it being carried.

(e) Members shall provide written notice of the make, model, caliber of the firearm to the Rangemaster, who will maintain a list.

(f) 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.

(g) Members shall only carry department-authorized ammunition in a departmentally issued firearm.

(h) When armed, officers shall carry their badges and University of Oklahoma Police Department identification card/Commission Card under circumstances requiring possession of such identification.

306.3.7 AMMUNITION

On-duty members shall carry only department-authorized ammunition. Members shall be issued fresh handgun duty ammunition in the specified quantity for all department-issued handguns during the member’s annual firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster 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.

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306.4 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.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Departmentmay 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 Rangemaster.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense.

306.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members while on duty. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Issued tactical lights shall be mounted on the firearms of all officers while on-duty and in patrol uniform.

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on-duty after they have been examined and approved by the Rangemaster. 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.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) On-duty 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 NPD range and shall obey all orders issued by the Rangemaster.

(c) Members shall not chamber load or unload a firearm anywhere in the Department, except in clearing barrels.

(d) Shotguns and rifles are carried with an empty chamber while in routine transport, storage, etc

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(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. Members shall follow the posted rules and regulations for securing their firearms while at any jail facility.

(f) Members shall not use any machinegun,, riot control munition, noise-flash diversionary device (NFDD), stun-munition, or non-issued firearm, except with approval of a supervisor.

(g) Any issued 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 Rangemaster approved by the Department for inspection and repair. Any issued firearm deemed in need of repair or service by the Rangemaster 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.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. All firearms shall be pointed in a safe direction or into clearing barrels.

Firearms may be safely stored in locked lockers, or other appropriate locked containers. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded, or in empty-chamber-lock condition and then stored in an appropriate locked locker or other appropriate locked container.

306.5.2 STORAGE AT HOME

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 and recklessly permitting his/her own child to possess a firearm is prohibited (21 O.S. § 1273(B)).

306.5.3 ALCOHOL AND DRUGS

It shall be unlawful for any person to carry or use shotguns, rifles or pistols in any circumstances while under the influence of beer, intoxicating liquors or any hallucinogenic, or any unlawful or unprescribed drug, and it shall be unlawful for any person to carry or use shotguns, rifles or pistols when under the influence of any drug prescribed by a licensed physician if the aftereffects of such consumption affect mental, emotional or physical processes to a degree that would result in abnormal behavior (21 O.S. § 1289.9).

306.6 FIREARMS TRAINING AND QUALIFICATIONS

Department members assigned to perform peace officer responsibilities shall demonstrate proficiency in the use of firearms prior to assignment to law enforcement responsibilities.

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Firearms

All members who carry a firearm while on-duty are required to successfully complete training annually with their duty firearms. In addition to annual training, all members will qualify at least annually with their duty and secondary firearms. Members will qualify with personally owned off-duty firearms at least once to a CLEET standard. Qualifications must meet CLEET guidelines (OAC 390:27-1-1 et seq.; 70 O.S. § 3311(B)(14)).

All members who carry a firearm while on-duty are required to successfully requalify annually on the required range course. Requalification must be successfully completed in the presence of a CLEET-certified firearms instructor or line safety officer, or a certified firearms instructor approved by the Department (OAC 390:27-1-2).

Proof of successful firearms requalification shall be reported to CLEET pursuant to OAC 390:27-1-5.

306.6.1 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 three qualification courses of fire 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:

1. Unauthorized range make-up.
2. Failure to meet minimum standards or qualify after remedial training.

Members who fail to meet the annual requalification requirements in the first three qualification courses of fire will be removed from field assignment and shall be subject to disciplinary action in accordance with Chapter 2 of Title 390 of the Oklahoma Administrative Code (OAC 390:27-1-6) and/or OU positive discipline system.

Members who fail to achieve a passing score after their annual re-qualification date shall not be permitted to wear the OUPD uniform or use OUPD equipment while working off-duty jobs until the officer has re-qualified or has approval from the Chief of Police or the designee.

Commissioned members who fail to achieve a passing score in six qualification courses of fire, may be terminated.

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306.6.2 MEDICALLY EXCUSED OFFICERS

(a) Any officer who is placed on limited duty status may be temproarily excused from firearms qualification and/or training.

(b) Limited duty policy will apply.

(c) When an officer who is medically excused has been cleared to return to full duty, the officer must arrange for a requalification session prior to returning to full duty status if the annual qualification was missed. A copy of the medical release must be presented to the member's Division Commander before the officer is allowed to attempt to qualify.

306.6.3 EXTENDED LEAVE

Officers on extended leave, in excess of 180 days, must qualify on a department course of fire, prior to returning to full duty.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who under color-of-law, 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.

- Officers that have an unintentional discharge of a department issued firearm are subject to a minimum of one day of suspension without pay, unless the unintentional discharge happened while using the appropriate clearing barrel/container, in which case the officer will be subject to the positive discipline process but will not receive a suspension without pay.

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 report 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, the member shall file a report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 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 members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, oleoresin capsicum (OC) spray, Norman animal control officer, etc.). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

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306.7.2 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.

306.7.3 WARNING SHOTS
The discharge of warning shots are prohibited.

306.8 RANGEMASTER DUTIES

Firearms training and qualification will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Administrative Lieutenant after each range date. Failure of any member to sign in and out with the Rangemaster may result in non-participation or non-qualification.

The range shall remain operational and accessible to department members during hours established by the Norman Department.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until it has been inspected and approved by the Rangemaster.

The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and qualifications.

The Rangemaster shall complete and submit to the Administrative Lieutenant 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 Rangemaster should keep accurate records of all qualifications, repairs, maintenance or other records as directed by the Deputy Chief of Police.

306.9 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 University of Oklahoma Police Department identification card/ Commission 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

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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 University of Oklahoma Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the University of Oklahoma 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 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.

(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 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.

306.10 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 University of Oklahoma Police Department identification card/Commission Card whenever carrying such firearm.

(b) The officer may not be 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).

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Firearms

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 peace officers from other states are subject to all requirements set forth in 18 USC § 926B.

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Vehicle Pursuits

307.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public and fleeing suspects.

Members of the University of Oklahoma Police Department will not pursue traffic infractions, unless the suspect(s) behavior prior to engaging in a pursuit presents a significant danger to the public, and should consider the factors listed under the **WHEN TO INITIATE A PURSUIT** section of this policy before engaging in a pursuit.

This policy meets statutory requirements requiring the adoption of a pursuit driving policy pursuant to 11 O.S. § 34-107.

307.1.1 DEFINITIONS

Definitions related to this policy include:

Blocking or vehicle intercept - A slow-speed coordinated maneuver where two or more pursuing vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary road block.

Deadblock - The placement of a barrier across a roadway such that passage is physically prevented and will inflict severe damage to any vehicle attempting same.

Ramming - The deliberate act of contacting a suspect's vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect's vehicle to stop.

Roadblocks - a barricade, sign, standing motor vehicle, or similar obstacle temporarily placed upon or adjacent to a public street, highway, turnpike or area accessible to the motoring public, with one or more peace officers in attendance thereof directing each operator of approaching motor vehicles to stop or proceed. An unobstructed space, sufficient for a motor vehicle to pass through shall be left open.

Tactical Vehicle Intervention (TVI)/Pursuit Intervention Technique (PIT) - A maneuver designed to cause the suspect vehicle to spin out, stall and come to a stop.

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

Tire deflation device - A device designed to puncture the tires of the pursued vehicle.

Trail - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit.

Vehicle pursuit - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a vehicle by using high-

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speed driving or other evasive tactics, such as driving off a highway, turning suddenly or driving in a legal manner but willfully failing to yield to an officer's emergency signal to stop.

307.2 POLICY

It is the policy of this department to weigh the importance of apprehending violent, dangerous, and/or felonious suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.

307.3 OFFICER RESPONSIBILITIES

Vehicle pursuits shall only be conducted using authorized police department emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by law.

Officers shall drive with due regard for the safety of all persons and property. However, officers may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property (47 O.S. § 11-106):

(a) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.

(b) Exceed the speed limit.

(c) Disregard regulations governing direction of movement or turning in specified directions.

(d) Park or stand irrespective of the provisions of the Oklahoma Highway Safety Code.

307.3.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect, who has been given an appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle and has committed or is attempting to commit a crime of violence, or there are exigent circumstances that warrant the need to apprehend the suspect in a timely manner because of the potential for harm to the public if the apprehension does not occur. The pursuing officer(s) must be able to articulate the exigent need to apprehend the driver or occupant because of the potential harm or risk to the public.

Offenses that constitute simple traffic infractions, property crimes, non-violent misdemeanors, and non-violent felonies, shall not be justification to engage in a pursuit of another vehicle absent articulable exigent circumstances.

A pursuit shall not be undertaken, even if allowable by other provisions of this policy, unless and until the officer, based upon the information available to him/her at the time, shall make an objectively reasonable determination that the threat of imminent death or serious physical injury to the officer, the public, or both, created by the pursuit is less than the immediate or potential danger to the public, the officer, or both, should the suspect(s) or occupant(s) remain at large.

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

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(a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.

(c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.

(d) The pursuing officers' familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and dispatcher/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.

(e) Whether weather, traffic and road conditions unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.

(f) Whether the identity of the suspect has been verified and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.

(g) The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.

(h) Emergency lighting and siren limitations on unmarked police department vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment and concealed or obstructed siren positioning.

(i) Vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).

(k) The availability of other resources, such as air support assistance.

(l) Whether the pursuing vehicle is carrying passengers other than on-duty police officers. **NOTE:** Pursuits should not be undertaken with an arrestee or any other passengers in the pursuit vehicle.

307.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated 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.

When a supervisor directs the pursuit to be terminated, officers will immediately terminate the pursuit.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.

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In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

(a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.

(b) The pursued vehicle's location is no longer definitely known.

(c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.

(d) The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable.

(e) Hazards posed to uninvolved bystanders or motorists.

(f) The danger that the continued pursuit poses to the public, the officers or the suspect, balanced against the risk of allowing the suspect to remain at large.

(g) The identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

(h) Extended pursuits of violators for misdemeanors not involving violence or weapons (independent of the pursuit) are discouraged.

307.4 PURSUIT VEHICLES

When involved in a pursuit, unmarked police department emergency vehicles should be replaced by marked emergency vehicles whenever practicable.

Vehicle pursuits should be limited to three police department emergency vehicles (two pursuit vehicles and the supervisor vehicle). However, the number of vehicles involved will vary with the circumstances.

An officer or supervisor may request that additional vehicles 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 number of suspects. All other officers shall stay out of the pursuit but should remain alert to its progress and location.

307.4.1 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those officers should discontinue such support immediately upon arrival of a sufficient number of authorized emergency police department vehicles or any air support.

307.4.2 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless he/she is unable to remain reasonably close to the suspect's

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vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to him/herself or others.

The primary pursuing officer should notify the dispatcher, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide pertinent information which may include, but not be limited to:

(a) The location, direction of travel and estimated speed of the suspect's vehicle.

(b) The description of the suspect's vehicle including the license plate number, if known.

(c) The reason for the pursuit.

(d) The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.

(e) The number of occupants and identity or description.

(f) The weather, road and traffic conditions.

(g) The need for any additional resources or equipment.

(h) The identity of other law enforcement agencies involved in the pursuit.

Until relieved by a supervisor or a secondary pursuing officer, the officer in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing officer should, as soon as practicable, relinquish the responsibility of broadcasting the progress of the pursuit to an officer in a secondary pursuit vehicle or to air support joining the pursuit to minimize distractions and allow the primary pursuing officer to concentrate foremost on safe pursuit tactics.

307.4.3 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

The second officer in the pursuit will be designated as the secondary pursuit vehicle and is responsible for:

(a) Immediately notifying the dispatcher of his/her entry into the pursuit.

(b) Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.

(c) Broadcasting information that the primary pursuing officer is unable to provide.

(d) Broadcasting the progress of the pursuit, updating known or critical information and providing changes in the pursuit, unless the situation indicates otherwise.

(e) Identifying the need for additional resources or equipment as appropriate.

(f) Serving as backup to the primary pursuing officer once the suspect has been stopped.

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307.5 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the officer considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for officers who are involved in the pursuit:

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to unusual maneuvers by the fleeing vehicle.

(b) Because intersections can present increased risks, the following tactics should be considered:

1. Available officers 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 officers should exercise due caution and slow down as may be necessary when proceeding through controlled intersections.

(c) officers shall not pursue a vehicle driving the wrong direction (against the flow of traffic or the wrong way on a one-way) on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered:

1. Request assistance from available air support.
2. Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.
3. Request other officers to observe exits available to the suspect.

(d) Notify the Oklahoma Highway Patrol (OHP) or other law enforcement agency if it appears that the pursuit may enter its jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing officer and with a clear understanding of the maneuver process between the involved officers.

307.5.1 PURSUIT TRAILING

In the event that initial pursuing officers relinquish control of the pursuit to another agency, the initial officers may, with the permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspect and reporting the incident.

307.5.2 AIR SUPPORT ASSISTANCE

When available, air support assistance should be requested. Once the air support crew has established visual contact with the pursued vehicle, they should assume communication control over the pursuit. The primary and secondary ground pursuit vehicles, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants their continued close proximity and/or involvement in the pursuit.

The air support crew 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 to continue the pursuit. If officers on the

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ground are not within visual contact of the pursued vehicle and the air support crew determines that it is unsafe to continue the pursuit, the air support crew should recommend terminating the pursuit.

307.5.3 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers who are not involved in the pursuit should remain in their assigned areas, should not parallel the pursuit route and should not become involved with the pursuit unless directed otherwise by a supervisor. Uninvolved officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those officers should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the police department vehicle.

Non-pursuing members needed at the pursuit termination point should respond in a non-emergency manner, observing the rules of the road.

The primary pursuit vehicle, secondary pursuit vehicle and supervisor vehicle should be the only vehicles operating under emergency conditions (emergency lights and siren) unless other officers are assigned to the pursuit.

Officers not directly involved may proceed in an emergency manner (code-3), with supervisor approval, to deploy stop-sticks.

307.6 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

(a) Immediately notifying involved officers and the dispatcher of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established department guidelines.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that assistance from air support, canines or additional resources is requested, if available and appropriate.

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(g) Ensuring that the proper radio channel is being used.

(h) Ensuring that the on-call administrator is notified of the pursuit, as soon as practicable.

(i) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this department.

(j) Controlling and managing University of Oklahoma Police Department officers when a pursuit enters another jurisdiction.

(k) Preparing a post-pursuit review and documentation of the pursuit as required.

307.6.1 SHIFT SUPERVISOR RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Shift Supervisor should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Supervisor has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Shift Supervisor shall review all pertinent reports for content and forward them to the Division Commander.

307.7 DISPATCH

If the pursuit is confined within the jurisdiction of this department or within the city limits of Norman, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved officers should, whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies.

307.7.1 RESPONSIBILITIES

Upon notification or becoming aware that a pursuit has been initiated, 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 pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Shift Supervisor as soon as practicable.

(g) Assigning a case number and logging all pursuit activities.

307.8 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the involved officers should broadcast pertinent information to assist other officers in locating the vehicle. The primary pursuing officer or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

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307.9 INTERJURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary pursuing officer or supervisor, taking into consideration the distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit.

Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary pursuing officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether the jurisdiction is expected to assist.

307.9.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Officers will relinquish control of the pursuit when another agency has assumed the pursuit, unless the continued assistance of the University of Oklahoma Police Department is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports.

The roles and responsibilities of officers at the termination point of a pursuit initiated by this department shall be coordinated with appropriate consideration of the needs of the agency assuming the pursuit.

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 law enforcement agencies, a request for another agency’s assistance will mean that its personnel will assume responsibility 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.

307.9.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Officers from this department should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, an officer from this department may, with supervisor approval, immediately join the pursuit until sufficient vehicles from the initiating agency join the pursuit or until additional information is provided allowing withdrawal from the pursuit.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of the University of Oklahoma Police Department, the supervisor should consider:

(a) The public’s safety within this jurisdiction.

(b) The safety of the pursuing officers.

(c) Whether the circumstances are serious enough to continue the pursuit.

(d) Whether there is adequate staffing to continue the pursuit.

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(e) The ability to maintain the pursuit.

As soon as practicable, a supervisor or the Shift Supervisor should review a request for assistance from another agency. The Shift Supervisor or supervisor, after considering the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing agency by officers of this department will conclude at the boundary of the department's jurisdiction, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

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

307.10 PURSUIT INTERVENTION

.Pursuit intervention is an attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking or vehicle intercept, boxing-in, the TVI, ramming or roadblock procedures.

307.10.1 WHEN USE IS AUTHORIZED

Whenever practicable, an officer shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/supervisors should balance the risk 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 this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision.

307.10.2 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

307.10.3 INTERVENTION STANDARDS

Any 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 force, including deadly force, and are subject to policies guiding such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

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Vehicle Pursuits

(a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to the public's safety, and when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this intervention tactic should only be employed by properly trained officers and after giving consideration to the following:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, officers or others.
2. All other reasonable intervention tactics have failed or reasonably appear ineffective.
3. Employing the blocking or vehicle intercept maneuver does not unreasonably increase the risk of safety to those involved or the public.
4. The suspect vehicle is stopped or traveling at a low speed.
5. Only law enforcement vehicles should be used in this tactic.

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

(c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, or pursuing officer, the use of ramming is not authorized. 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 or using the vehicle as a weapon.

(d) Tire deflation devices should be deployed only after notification of pursuing officers and the supervisor of the intent and location of the intended deployment, and in a manner that:

1. Should reasonably only affect the pursued vehicle.
2. Provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicle.

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3. Takes into account the limitations of such devices as well as the potential risk to officers, the public and occupants of the pursued vehicle.
4. Takes into account whether the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials or a school bus transporting children.

(e) Because deadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of adeadblock in the direct path of a pursued vehicle is discouraged and should not be deployed without prior approval of a supervisor. If deadblocks are deployed, it should only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or the public.

307.11 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 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.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider the safety of the public and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspect.

307.12 REPORTING REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

(a) The primary pursuing officer shall complete appropriate crime/arrest reports.

(b) After first obtaining the available information, on-duty Shift Supervisor shall promptly complete a memo, briefly summarizing the pursuit to the Operations Division Commander or the authorized designee. This memorandum should include, at a minimum:

1. Date and time of the pursuit.
2. Initial reason and circumstances surrounding the pursuit.
3. Length of pursuit in distance and time, including the starting and termination points.
4. Involved vehicles and officers.
5. Alleged offenses.
6. Whether a suspect was apprehended, as well as the means and methods used.

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(a) Any use of force shall be reported and documented in compliance with the Use of Force Policy.

7. Arrestee information, if applicable.
8. Any injuries and/or medical treatment.
9. Any property or equipment damage.
10. Name of supervisor at the scene or who handled the incident.
11. A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

(c) After receiving copies of reports, memos and other pertinent information, the Operations Division Commanderor the authorized designee shall conduct or assign the completion of a post-pursuit review, as appropriate.

(d) Annually, the Chief of Police should direct a documented review and analysis of department vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

307.13 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all officers will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

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Foot Pursuits

308.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

308.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, 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.

308.3 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 regarding 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 a foot 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.

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(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.

308.4 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 suspects 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 the dispatcher or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating 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 foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect’s location is no longer known.

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(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 members or the public if the suspect is not immediately apprehended.

(o) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

308.5 RESPONSIBILITIES IN FOOT PURSUITS

308.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. 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, at a minimum, 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 foot 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 the dispatcher of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

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308.5.2 ASSISTING OFFICER RESPONSIBILITIES
Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize nonessential radio traffic to permit the involved officers maximum access to the radio frequency.

308.5.3 SUPERVISOR RESPONSIBILITIES
Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information 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 foot 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 when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

308.5.4 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 the Shift Supervisor is notified of the foot pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Assigning an incident number and logging all pursuit activities.

308.6 REPORTING REQUIREMENTS
The initiating officer shall complete appropriate crime/arrest reports documenting, at a 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.

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(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

The Shift Supervisor 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, and will document same in the report.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

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Officer Response to Calls

309.1 PURPOSE AND SCOPE

This policy provides officers with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

309.2 POLICY

It is the policy of this department to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

309.3 RESPONSE TO CALLS

Officers responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

309.3.1 EMERGENCY CALLS

Officers responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (47 O.S. § 1-103; 47 O.S. § 11-106; 47 O.S. § 12-218; 47 O.S. § 12-401).

Officers should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to:

(a) When in pursuit or apprehending a violator or suspected violator.

(b) When responding to a reported emergency involving possible personal injury, death or significant property damage.

(c) When immediate assistance is requested by an officer or other law enforcement agency.

If an officer believes an emergency response to any call is appropriate, the officer shall immediately notify the dispatcher.

Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

309.4 REQUESTING EMERGENCY ASSISTANCE

When requesting emergency assistance, the involved department member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

- Identifying call sign
- Location of the emergency situation

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- Suspect information, including weapons
- Reason for the request and type of emergency
- The number of officers or resources required
- Hazards and any known or potential dangers for responding officers

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the dispatcher.

309.5 SAFETY CONSIDERATIONS

Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However the officer may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (47 O.S. § 11-106):

- Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the speed limit.
- Disregard regulations governing direction of movement or turning in specified directions.
- Park or stand irrespective of the provisions of the Oklahoma Highway Safety Code.

309.5.1 NUMBER OF OFFICERS ASSIGNED

The number of officers assigned to respond to an emergency call or request for assistance should be limited to that which is reasonably necessary.

An emergency response involving more than one police vehicle should be coordinated by Dispatch to avoid any unanticipated intersecting of response routes. The dispatcher shall notify the Shift Supervisor or field supervisor, who will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

309.6 EMERGENCY EQUIPMENT

Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those officers should terminate their involvement in any emergency response immediately upon arrival of a sufficient number of emergency law enforcement vehicles.

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and continue accordingly. The officer shall notify the Shift Supervisor, field supervisor or the dispatcher of the equipment failure so that another officer may be assigned to the emergency response.

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309.7 OFFICER RESPONSIBILITIES

The decision to initiate or continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the weather, traffic and road conditions do 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 the dispatcher. An officer shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, an officer shall immediately give the location from which he/she is responding.

The first officer arriving at the emergency call should determine whether to increase or reduce the level of the response of additional officers and shall notify the dispatcher of his/her determination. Any subsequent change in the appropriate response level should be communicated to the dispatcher by the officer in charge of the scene unless a supervisor assumes this responsibility.

309.8 DISPATCH

When information reasonably indicates that the public is threatened with serious injury or death, or an officer requests emergency assistance and immediate law enforcement response is needed, the dispatcher shall assign an emergency response and ensure acknowledgement and response of handling and assisting officers. In all other circumstances, the dispatcher shall obtain authorization from the Shift Supervisor prior to assigning an emergency response.

309.8.1 RESPONSIBILITIES

Upon notification or assignment of an emergency response, the dispatcher is responsible for:

(a) Confirming the location from which the officer is responding or requesting assistance.

(b) Attempting to assign the closest available assisting officers to the location of the emergency call.

(c) Continuing to obtain and broadcast information as necessary concerning the response and monitoring the situation until it is stabilized or terminated.

(d) Notifying and coordinating allied emergency services (e.g., fire, emergency medical services).

(e) Notifying the Shift Supervisor as soon as practicable.

(f) Controlling all radio communications during the emergency and coordinating assistance under the direction of the Shift Supervisor.

309.9 SUPERVISOR RESPONSIBILITIES

Upon being notified that an emergency response has been initiated or requested, the Shift Supervisor shall verify that:

(a) The proper response has been initiated.

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

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

The ShiftSupervisor shall monitor the response until it has been stabilized or terminated and assert control by directing officers into or out of the response, if necessary. If, in the supervisor's judgment, the circumstances require additional officers to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency response, the Shift Supervisor should consider:

- The type of call or crime involved.
- The type and circumstances of the request.
- The necessity of a timely response.
- Weather, traffic and road conditions.
- The location of the responding officers and the location of the incident.

309.9.1 SUPERVISOR RESPONSE

Supervisors should respond on scene to any incident that, in the supervisor’s judgment, is appropriate due to the circumstances; when requested by an officer; and to events as detailed in specific policies, including but not limited to:

- Use of Force Policy
- Officer-Involved Shootings and Deaths Policy
- Vehicle Pursuits Policy
- Foot Pursuits Policy
- Missing Persons Policy
- Hazardous Material Response Policy
- Hostage and Barricade Incidents Policy
- Response to Bomb Calls Policy
- Crisis Intervention Incidents Policy
- First Amendment Assemblies Policy

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Canines

310.1 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.

310.2 POLICY

It is the policy of the University of Oklahoma Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

310.3 ASSIGNMENT

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

310.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Operations 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.

(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.

310.5 REQUESTS FOR CANINE TEAMS

Operations Division members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Operations Division shall be reviewed by the on-call administrator.

310.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the on-call administrator and are subject to the following:

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(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.

310.5.2 PUBLIC DEMONSTRATION

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator or the officer's direct supervisor prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols.

310.6 REPORTING DEPLOYMENTS, BITES, AND INJURIES

Whenever a canine deployment results in a bite or causes injury, a supervisor should be promptly notified and the injuries documented in a canine use report. The injured person shall be promptly treated by emergency medical services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in a report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual’s injured and visible uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Department canines that bite a person are exempt from a 10-day quarantine upon presentation of a record of immunization against rabies. When required by the Oklahoma State Department of Health, the canine coordinator shall ensure that a certification of animal health is obtained after examination by a licensed veterinarian at the end of 10 days (OAC 310:599-3-1).

310.7 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

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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.

310.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

310.7.2 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.

310.7.3 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).

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(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.

310.8 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 is strongly preferred but not required.

(d) Living within 30 minutes travel time from the Oklahoma University limits.

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

310.9 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, it is preferred that the handler 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 University of Oklahoma 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 University at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be

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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 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 Shift Supervisor.

(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 on-call administrator.

(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.

310.9.1 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.

(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.

310.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA)(29 USC § 207).

310.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Shift Supervisor as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment, other than first-aid, should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

310.12 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current Council on Law Enforcement Education and Training (CLEET) or other state-recognized and approved certification standards. Canine teams trained exclusively for the detection of narcotics or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

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A canine shall not be certified as both a drug dog and a bomb dog; once a dog is certified as either a drug dog or a bomb dog, that dog may not be certified in the other category (OAC 390:30-1-3; OAC 390:31-1-3; 70 O.S. § 3311(B)(9)).

The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

All canine training shall be conducted while on-duty unless otherwise approved by the canine coordinator or Shift Supervisor.

310.12.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to CLEET or other state-approved certification standards on an annual basis (70 O.S. § 3311(K); 70 O.S. § 3311(L)).

Additional training considerations are as follows:

(a) Canine teams should receive training as specified by the canine coordinator.

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

(c) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department.

310.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular duties.

310.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler’s and the canine’s training file.

310.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the University of Oklahoma Police Department may work with outside trainers with the applicable licenses or permits.

310.12.5 EXPLOSIVE TRAINING AIDS

Officers may possess, transport, store or use explosives or destructive devices in compliance with state and federal laws (18 USC § 842; 27 CFR 555.41; 63 O.S. § 123.8).

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Canines

Explosive training aids designed specifically for canine teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

(a) All explosive training aids, when not in use, shall be properly stored in a secure container appropriate for the type of materials.

(b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.

(c) The canine coordinator shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.

(d) Only members of the canine team shall have access to the explosive training aids storage container.

(e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.

(f) Any lost or damaged explosive training aids shall be promptly reported to the canine coordinator, who will determine if any further action will be necessary. Any loss of actual explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

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Domestic Abuse

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic abuse through vigorous enforcement and to address domestic abuse as a serious crime against society. The policy specifically addresses the commitment of the University of Oklahoma Police Department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic abuse.

This policy meets statutory requirements requiring the adoption of a domestic abuse policy pursuant to 11 O.S. § 34-107.

311.1.1 DEFINITIONS

Definitions related to this policy include (22 O.S. § 60.1):

Court order - All forms of orders related to domestic abuse, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Dating relationship – An intimate association, primarily characterized by affectionate or sexual involvement. This does not include a casual acquaintance or ordinary fraternization between persons in a business or social context.

Domestic abuse - Any act of physical harm or the threat of imminent physical harm that is committed by an adult, emancipated minor, or minor child 13 years of age or older against another adult, emancipated minor, or minor child who is currently or was previously an intimate partner or a family or household member. Domestic violence includes any form of domestic abuse.

Family or household members - Includes:

(a) Parents, including grandparents, stepparents, adoptive parents, and foster parents

(b) Children, including grandchildren, stepchildren, adopted children, and foster children

(c) Persons otherwise related by blood or marriage living in the same household

Intimate partner – Includes:

(a) Current or former spouses

(b) Persons who are or were in a dating relationship

(c) Persons who are biological parents of the same child, regardless of their marital status or whether they have lived together at any time

(d) Persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement

311.2 POLICY

The University of Oklahoma Police Department's response to incidents of domestic abuse and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic abuse is criminal behavior. It is also the policy

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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 abuse cases often places officers in 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 officers and parties involved.

311.4 INVESTIGATIONS

The following guideline shall be followed by officers when investigating domestic abuse cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic abuse 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.

(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 Criminal Investigations Section 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. Investigating officers shall seize any weapon or instrument when there is probable cause to believe the weapon or instrument has been used to commit an act of domestic abuse when an arrest is made and the weapon or instrument can be lawfully seized as evidence (22 O.S. § 60.8).

(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

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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 abuse.
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).
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.

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 assistance).

(b) Document the resolution in a report.

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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.

- Victims shall be provided with the department domestic abuse information handout, even if the incident may not rise to the level of a crime (21 O.S. § 142A-3).
- Victims should also be alerted to any available victim advocates, shelters and community resources.
- When an involved person requests law enforcement assistance while removing essential items of personal property, officers should stand by for a reasonable amount of time.
- If the victim has sustained injury or complains of pain, officers should seek medical assistance for the victim as soon as practicable.
- 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.
- 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.
- If appropriate, officers shall seek or assist the victim in obtaining an emergency order.
    - The investigating officer shall ensure the victim handout contains a petition for an emergency temporary order of protection and, if necessary, assist the victim in completing the petition form as directed in the Victim and Witness Assistance Policy (22 O.S. § 40.3; 22 O.S. § 60.16).
- Victims of domestic abuse shall not be discouraged from pressing charges (22 O.S. § 60.16).

311.6 DISPATCH ASSISTANCE

All calls of domestic abuse, 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 abuse 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

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§ 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

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, 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.

A copy of a court order is generally acceptable as proof that a court order is valid in this state (22 O.S. § 60.9).

311.9 STANDARDS FOR ARRESTS

Officers investigating a domestic abuse report should consider the following:

(a) Officers investigating an assault that qualifies as domestic abuse may make an arrest even if the assault was not committed in his/her presence if, based upon probable cause, an offense occurred within the last 72 hours and it caused the victim an observable injury or impairment (22 O.S. § 60.16).

1. Investigating officers shall consider the circumstances surrounding the incident, past history of abuse between the parties, statements of any children present in the residence, which party is the dominant aggressor and any other relevant factors in making these arrests (22 O.S. § 60.16).

(b) Investigating officers shall make an arrest when they have probable cause to believe a person with notice has violated an enforceable court order, whether or not the order was issued in Oklahoma. Persons arrested for a violation of a court order shall not be released but brought before a judge within 24 hours of arrest (22 O.S. § 60.9).

311.10 REPORTS AND RECORDS

Requirements for domestic abuse reports and records include:

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(a) Investigating officers shall document each reported incident of domestic abuse. Documentation shall include (22 O.S. § 40.6):

1. The type of crime involved in the domestic abuse.
2. The date, time and day of the week the incident occurred.
3. Other information required by the Department.

(b) A lethality assessment form shall be completed and included in the report submitted by the investigating member (21 O.S. § 142A-3).

(c) The Records Manager shall complete a monthly report of domestic abuse incidents on forms provided by the Oklahoma State Bureau of Investigation (OSBI) and submit the report to the OSBI in accordance with 74 O.S. § 150.12B (22 O.S. § 40.6).

311.11 SERVICE OF COURT ORDERS

Officers shall assist specific victims, including domestic abuse victims, with petitions and service of court orders and lethality assessment forms (see the Victim and Witness Assistance Policy).

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Search and Seizure

312.1 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 University of Oklahoma Police Department personnel to consider when dealing with search and seizure issues.

This policy meets statutory requirements requiring the adoption of a search and seizure policy pursuant to 11 O.S. § 34-107.

312.2 POLICY

It is the policy of the University of Oklahoma 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.

312.3 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 to the rule 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:

- Valid consent.
- Incident to a 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 according to current training and his/her familiarity with clearly established rights as determined by case law.

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Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

312.4 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) Whenever practicable, a 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.

(f) 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.

312.5 DOCUMENTATION

Officers are responsible for documenting any search and ensuring that any required reports are sufficient including, at minimum, documentation of:

- Reason for the search.
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys).
- 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.

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Search and Seizure

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.

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Child Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when University of Oklahoma Police Department members are required to notify the Department of Human Services (DHS) of suspected child abuse.

313.1.1 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 - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to DHS.

313.2 POLICY

The University of Oklahoma Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DHS is notified as required by law.

313.3 MANDATORY NOTIFICATION

Members of the University of Oklahoma Police Department shall notify DHS when there is reason to believe that a child is the victim of abuse or neglect (10A O.S. § 1-2-101).

For purposes of notification, abuse includes harm or threatened harm to the health, safety, or welfare of a child by a person responsible for the child's health, safety, or welfare, including but not limited to non-accidental physical or mental injury, sexual abuse, or sexual exploitation. Neglect includes abandonment; the failure or omission to provide adequate nourishment, medical care, or supervision; or the failure or omission to protect the child from illegal drugs, illegal activities, or sexual acts that are not age-appropriate (10A O.S. § 1-1-105). It also includes when a member has reasonable suspicion to believe that a child is a victim of human trafficking as defined by 21 O.S. § 748 (OAC 340:75-3-300).

313.3.1 NOTIFICATION PROCEDURE

Notification shall occur immediately or as soon as practicable by calling DHS' child abuse and neglect hotline (10A O.S. § 1-2-101).

The following information should be reported:

(a) Name, address and whereabouts of the child, child's parents or the person responsible for the child's welfare

(b) Child's age

(c) Nature and extent of the abuse or neglect

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(d) Any other information that might be helpful in establishing the cause of the injuries and the identity of the person responsible for the abuse or neglect

313.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. When feasible, a joint investigation shall be conducted with DHS. These investigators should (10A O.S. § 1-9-102):

(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.

(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 supporting the district attorney in meeting the requirements of the Oklahoma Commission on Children and Youth (OAC 135:10-25-2).

(g) Obtain copies of medical examinations, including notes, X-rays, photographs or any other medical records related to the alleged abuse or neglect (10A O.S. § 1-2-101; 10A O.S. § 1-2-105).

313.5 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.

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(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).

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DHS. Generally, removal of a child from his/her 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 should remove a child from his/her 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 DHS (10A O.S. § 1-4-201).

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:

(a) Upon an order from a court of proper jurisdiction (10A O.S. § 1-4-201).

(b) Without a court order if the officer has reasonable suspicion that (10A O.S. § 1-4-201):

1. The child is in need of immediate protection due to an imminent safety threat.

2. The circumstances or surroundings of the child are such that continuation in the child's home or in the care or custody of the parent, legal guardian, or custodian would present an imminent safety threat to the child.

3. When the child, including a child with a disability, is unable to communicate effectively about abuse, neglect, or another safety threat, or is in a vulnerable position due to the inability to communicate effectively, and the child is in need of immediate protection due to an imminent safety threat.

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(c) Without a court order if the officer has reasonable suspicion that the child may be a victim of human trafficking and is in need of immediate protection (21 O.S. § 748.2; OAC 340:75-3-300).

The officer shall ensure that the parent, legal guardian, or custodian of a child taken into temporary protective custody by the Department is provided with a proper written notice of the protective custody and of an emergency custody hearing as provided in 10A O.S. § 1-4-202.

When a child is taken into protective custody by the officer and an emergency placement is identified, the officer shall conduct a criminal history check, including a check for orders of protection, and outstanding warrants of each person residing in the household prior to placement. A criminal history check and fingerprint verification shall be performed when requested by DHS to assist in determining the suitability of an emergency placement home. The results of each person's criminal history and whether any orders of protection or outstanding warrants exist shall be reported verbally to DHS (10A O.S. § 1-7-115).

313.6.1 RELINQUISHMENT OF CHILD

A parent may voluntarily relinquish a child 30 days of age or younger to an authorized member on-duty at the University of Oklahoma Police Department under the terms of the Oklahoma Safe Haven law (10A O.S. § 1-2-109).

Upon receiving a child 30 days of age or younger, the member may request, but not demand, any information the parent may be willing to share including the child or parents' medical history. If the parent wishes to remain anonymous, the request shall be honored. The surrendering parent should be provided written information, if available, related to parental rights, reunification with the child, and sources of counseling.

The member shall protect the physical health and safety of the child, including requesting medical treatment if necessary. Notification to DHS shall be made immediately to assume custody of the child. The member should check to determine whether the child has been reported missing (10A O.S. § 1-2-109).

313.7 INTERVIEWS

313.7.1 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.

Officers shall follow appropriate protocols and procedures for investigating and interviewing child victims (10A O.S. § 1-9-102).

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313.7.2 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.

313.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination for evidence collection, 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.

313.8.1 EMERGENCY MEDICAL CARE
When a child is taken into protective custody without a court order and requires emergency medical care for treatment related to suspected abuse or neglect and the parent or legal guardian is unavailable or unwilling to consent to the treatment recommended by a physician, the officer may authorize treatment as necessary to safeguard the health or life of the child. Prior to authorizing treatment based on the unavailability of the parent or guardian, the officer shall exercise diligence in locating the parent or guardian, if known (10A O.S. § 1-3-102).

313.9 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.

313.9.1 SUPERVISOR RESPONSIBILITIES
The Criminal Investigations Section supervisor should:

(a) Work with professionals from the appropriate agencies, including DHS, other law enforcement agencies, medical service providers and local prosecutors to develop

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community-specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Criminal Investigations Section 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 at the scene.

(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.

313.9.2 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 Criminal Investigations Section supervisor so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS
Oklahoma requires or permits the following:

313.10.1 PROCESSING REPORTS AND RECORDS
The Department shall provide DHS with a copy of the report of any investigation resulting from a referral from DHS (10A O.S. § 1-2-102).

313.10.2 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 (10A O.S. § 1-6-102; 10A O.S. § 1-2-101).

313.11 TRAINING
The Department 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.

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(f) Availability of victim advocate or guardian ad litem support.

(g) Recognizing abuse that requires mandatory notification to another agency.

(h) Following protocols and procedures established by the Child Abuse Training and Coordination Council (OAC 310:529-3-5).

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Adult Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for University of Oklahoma Police Department members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY

The University of Oklahoma Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

Members of the University of Oklahoma Police Department shall notify the Department of Human Services (DHS) when there is reasonable cause to believe that a vulnerable adult is suffering from abuse, neglect, or exploitation (43A O.S. § 10-104).

For purposes of notification, abuse is (43A O.S. § 10-103):

- Causing or permitting the infliction of physical pain, injury, sexual abuse, sexual exploitation, unreasonable restraint or confinement, mental anguish, or personal degradation.
- The deprivation of nutrition, clothing, shelter, health care, or other care or services without which serious physical or mental injury is likely to occur by either a caretaker or other person providing services to a vulnerable adult.

A vulnerable adult is an incapacitated person 18 years of age or older who, because of a physical or mental disability, incapacity, or other disability, is any of the following (43A O.S. § 10-103):

(a) Substantially impaired in the ability to provide adequate care or custody of himself/herself

(b) Unable to manage his/her property and financial affairs effectively

(c) Unable to meet the essential requirements for mental or physical health or safety

(d) Unable to protect him/herself from abuse, verbal abuse, neglect, or exploitation without assistance from others

314.3.1 NOTIFICATION PROCEDURE

Notification shall occur as soon as possible by contacting the local county DHS (43A O.S. § 10-104). Notification shall include (43A O.S. § 10-104):

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(a) The name and address of the vulnerable adult.

(b) The name and address of the caretaker, guardian or person having power of attorney over the vulnerable adult's resources, if any.

(c) A description of the current location.

(d) A description of the current condition of the vulnerable adult.

(e) A description of the abuse, neglect or exploitation of the vulnerable adult.

A written report shall be prepared when initial notification is made directly to the University of Oklahoma Police Department and DHS shall be notified as soon as possible of the department's investigation.

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. When feasible, a joint investigation shall be conducted with DHS (43A O.S. § 10-105). 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 as follows (43A O.S. § 10-104):

1. If it is clear from the investigation that no abuse occurred, the investigator should note in the case file that the suspected adult abuse may be unfounded.

2. In cases of self-neglect, the investigator should only forward cases when it reasonably appears that there has been a similar investigation within the preceding six months.

(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.

314.5 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 he/she made the statements.

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(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) Any other investigative information necessary for a joint investigation with DHS (43A O.S. § 10-105).

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.

314.6 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 DHS. 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 (43A O.S. § 10-108).

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 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 DHS.

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.

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314.6.1 INVOLUNTARY PROTECTIVE SERVICES
An officer shall transport a vulnerable adult when presented with a court order by DHS authorizing involuntary protective services and directing law enforcement to transport the vulnerable adult for necessary care, treatment or residential placement (43A O.S. § 10-108).

An officer may forcibly enter the premises when authorized by the court order to gain access to the vulnerable person for transport to another location for the provision of involuntary protective services (43A O.S. § 10-108).

314.7 INTERVIEWS

314.7.1 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.

314.7.2 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.

314.7.3 ASSISTING DEPARTMENT OF HUMAN SERVICES INTERVIEWS
If DHS has obtained a court order permitting access to a person believed to be a vulnerable adult and forced entry is required, the DHS representative may force entry into the vulnerable adult's home or other place of residence. The assigned officer shall accompany the DHS representative but should not force the entry unless authorized by the court order (43A O.S. § 10-108).

314.8 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.

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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.

314.9 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.

314.9.1 SUPERVISOR RESPONSIBILITIES

The Criminal Investigations Section supervisor should:

(a) Work with professionals from the appropriate agencies, including DHS, 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 Criminal Investigations Section 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 at the scene.

(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.

314.9.2 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 Criminal Investigations Section supervisor so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

Oklahoma requires or permits the following:

314.10.1 RECORDS SECTION RESPONSIBILITIES

The Records Section is responsible for:

(a) Providing a copy of the adult abuse report to the DHS as required by law.

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(b) Retaining the original adult abuse report with the initial case file.

314.10.2 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 (43A O.S. § 10-110).

314.11 TRAINING

Department members tasked with investigating these cases, and officers who have an interest in this area, are encouraged to seek training on best practices in adult abuse investigations. The training should include:

(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.

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Discriminatory Harassment

315.1 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.

315.2 POLICY

The University of Oklahoma 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 a member 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.

The nondiscrimination 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 a member to discipline.

Click here to read the University of Oklahoma's policy on harassment and discrimination.

315.3 DEFINITIONS

Definitions related to this policy include:

315.3.1 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 an individual'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.

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315.3.2 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.

315.3.3 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 as 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.

315.3.4 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 and the Oklahoma Attorney General's Office of Civil Rights Enforcement guidelines.

(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 university or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

315.4 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 Resources, or the OU Institutional Equity Office.

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

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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 a resolution as stated below.

315.4.1 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 Resources, or the OU Intitutional Equity Office for further information, direction, or clarification.

315.4.2 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 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 OU Intitutional Equity Office in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

315.4.3 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 can 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 members, or issuing discipline, in a manner that is consistent with established procedures.

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315.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member 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 complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

315.5.1 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.

315.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, 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 Resources, or the OU Intitutional Equity Office.

315.5.3 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.

315.6 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:

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(a) Approved by the Chief of Police, the OU Board of Regents, or the OU Institutional Equity Office, depending on the ranks of the involved parties.

(b) Maintained in accordance with the established records retention schedule.

315.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

315.7 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.

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Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

This policy meets statutory requirements requiring the adoption of a response to missing persons policy pursuant to 11 O.S. § 34-107.

316.1.1 DEFINITIONS

Definitions related to this policy include:

Abduction - Any taking of a person by fraud, persuasion or open violence.

At risk - 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 his/her 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 his/her 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.

(c) Qualify for a state AMBER Alert™.

Kidnapping - Unlawful holding, taking or carrying away of a person against that person's will. Kidnapping is false imprisonment with the added element of removal of the victim to another place.

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown.

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations.

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This includes the National Crime Information Center (NCIC) and the Oklahoma Law Enforcement Telecommunications System (OLETS).

Runaway - An un-emancipated person under the age of eighteen (18) who is willfully and voluntarily absent from his or her home without a compelling reason and without the consent of the parent, guardian, or other custodial adult.

316.2 POLICY

The University of Oklahoma 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-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Criminal Investigations Section supervisor shall ensure the following forms and kits are developed and available:

- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Medical records release form
- Biological sample collection kits

316.4 ACCEPTANCE OF REPORTS

Any member encountering an individual 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.

316.5 REPORTS OF MISSING STUDENTS FROM OU ON-CAMPUS HOUSING

Students living in University Housing will be asked to designate and register a confidential contact person to be notified in the event that they are determined to be a possibly missing person. The registration is to be completed through a process managed by OU Student Affairs.

(a) A person will be suspected of being missing if they cannot be contacted by Housing / Student Affairs staff according to criteria developed by those departments.

1. When Housing & Food Services staff determines a student to be missing Housing & Food Services staff will contact OUPD to submit a missing person's report.

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(a) Housing & Food Services staff will provide all relevant information on the missing student, including the student's registered confidential contact person's information for use by OUPD as needed.

(b) Family members may also report students to be missing directly to OUPD.

Upon receipt of notification by Housing & Food Services that a resident student is missing OUPD will take an initial police report and begin an investigation into the situation.

(a) If the investigation determines that the student is missing. OUPD has up to 24 hours to contact:

1. The designated confidential contact.The designated person(s) will be contacted by OUPD using the information provided by Housing & Food Services staff.

2. If the student is under 18 years of age the custodial parent/guardian will be immediately contacted by OUPD upon receipt of the notification by Housing & Food Services staff.

Nothing in the above section would prevent an earlier notification of a possible missing person or initiation of an investigation by OUPD if warranted.

(a) Non-students who reside on campus in University Housing (spouses and children of resident students, e.g.) may be reported as missing to OUPD by family members or other concerned persons. Upon notification OUPD will take an initial police report and follow the procedures detailed in this document.

The investigation of missing non-resident students would normally be investigated by the jurisdiction in which he or she resides. Circumstances may require that OUPD become the initial investigating agency in instances where the last known location of the person was on the Norman campus property.

Standard OLETS/NCIC procedures for entry and removal of entries in such cases shall be followed by Communications Center staff.

316.6 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable.

(b) If the missing person is under 17 years of age, initiate an investigation immediately (10 O.S. § 1628).

(c) 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.

(d) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert (Amber Alert, Silver Alert, Etc.), or both (see the Public Alerts Policy).

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(e) Broadcast an alert if the person is under 17 years of age or there is evidence that the missing person is at risk. The alert should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 17 years of age or may be at risk.

(f) Ensure that entries are made into the appropriate missing person networks:

1. Immediately, when the missing person is at risk.
2. Within two hours from the time of the initial report when the missing person is a child (42 U.S.C. § 5780).
3. In all other cases, as soon as practicable..

(g) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.

(h) 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).

(i) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.

(j) 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.

(k) Notify the Oklahoma State Bureau of Investigation (OSBI) if there is reason to believe that a missing person, under 18 years of age and who was born in Oklahoma, may be the victim of a family abduction (74 O.S. § 150.12A).

316.6.1 DISPATCH RESPONSIBILITIES

A PCO or other member of the department who receives a report of a missing person is responsible for ensuring that appropriate information is obtained to assist the responding officers. This shall include descriptions, place and time last seen and any information that would assist responding personnel in locating the missing person.

(a) The PCO shall immediately notify the on-duty ShiftSupervisor and assign a shift officer to respond to the call.

(b) All missing persons will be entered in the NCIC missing persons database as soon as the PCO has the minimum information required.

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(c) Upon request by either the on-duty Shift Supervisor or other Command Staff member the PCO shall disseminate an area or state wide OLETS message to other law enforcement agencies.

316.7 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.

316.7.1 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 person 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.

316.7.2 RECORDS SECTION RESPONSIBILITIES

The responsibilities of the Records Managershall 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 as soon as possible to the OSBI (74 O.S. § 150.12A).

(e) Coordinating with the NCIC Terminal Contractor for Oklahoma to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (42 USC § 5780).

316.8 CRIMINAL INVESTIGATIONS SECTION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

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(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.
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 recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and 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 OLETS, 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 (42 USC § 5780).

(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 (42 USC § 5780).

(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 OSBI and enter the photograph into applicable missing person networks (42 USC § 5780).

(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).

316.9 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party,

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as appropriate, and other involved agencies, and refer the case for additional investigation if warranted.

The Records Manager shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Notification is made to the OSBI (74 O.S. § 150.12A).

(b) Entries are made in the applicable missing person networks within 72 hours of location or discovery of the missing person (74 O.S. § 150.12A).

(c) When a person is at risk, the fact that the person has been found shall be reported within 24 hours (if less is not required) to the OSBI.

(d) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

316.9.1 UNIDENTIFIED PERSONS

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.

316.10 CASE CLOSURE

The Criminal Investigations Section 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) The case should be kept open for as long as there are viable leads to follow.

(c) The case can be made inactive if all investigative leads have been exhausted 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.

316.11 TRAINING

Subject to available resources, the Administrative Lieutenant 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

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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.

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Public Alerts

317.1 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.

317.2 POLICY

Public alerts may be employed using the appropriate alert system (e.g., 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.

317.3 RESPONSIBILITIES

317.3.1 MEMBER RESPONSIBILITIES

Members of the University of Oklahoma Police Department should notify an on-duty supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible for making 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:

(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.

317.4 AMBER ALERTS™

AMBER Alerts™ are used to provide a statewide system for the rapid dissemination of information regarding abducted children.

317.4.1 CRITERIA

The following criteria are required to activate an AMBER Alert:

(a) The individual believed to be abducted is a child 17 years of age or younger or an individual with a proven mental or physical disability.

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(b) There is reason to believe the victim is in imminent danger of serious bodily injury or death.

(c) There is information available to disseminate to law enforcement agencies and the general public that could assist in the safe recovery of the victim and/or the apprehension of a suspect.

317.4.2 PROCEDURE

The following is the procedure for initiating an AMBER Alert:

(a) After receiving a report of a possible child abduction, the Department shall investigate to determine if the reported child abduction meets the requirements for an AMBER Alert.

(b) If a determination is made that an abduction meeting the qualifications for an AMBER Alert has occurred, the designated reporting officer shall notify the Department of Public Safety (DPS) by completing the AMBER activation form on the Oklahoma Law Enforcement Telecommunications System (OLETS).

(c) The designated reporting officer is responsible for ensuring that updates and cancellations concerning the AMBER Alert are disseminated to all law enforcement agencies through OLETS.

317.5 SILVER ALERTS

Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing senior citizen 60 years of age or older who is believed to be suffering from dementia or other cognitive impairment (63 O.S. § 1-1990.2).

317.5.1 CRITERIA

The following criteria are required to activate a Silver Alert (63 O.S. § 1-1990.4; 63 O.S. § 1-1990.5):

(a) Verification that at the time the senior citizen is reported missing:

1. The person is 60 years of age or older.
2. The location of the senior citizen is unknown.
3. The senior citizen has dementia or other cognitive impairment.

(b) Determination that the person’s disappearance poses a credible risk to his/her health and safety.

(c) Determination that, although the missing person does not meet the age requirements of a Silver Alert, his/her safety would be best protected by the issuance of a Silver Alert.

317.5.2 PROCEDURE

The following is the procedure for initiating a Silver Alert (63 O.S. § 1-1990.5; 63 O.S. § 1-1990.6):

(a) Request the family or legal guardian of the missing senior citizen to provide documentation, if available, of the impaired mental condition of the senior citizen.

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(b) Determine identifying information about the missing senior citizen and any other information that might be useful to the general public in the safe recovery of the missing senior citizen.

(c) Immediately report the issuance of a Silver Alert through the National Crime Information Center (NCIC).

(d) Include the following in the Silver Alert:

1. All appropriate information that that may lead to the safe recovery of the missing senior citizen
2. A statement instructing any person with information related to the missing senior citizen to contact a local law enforcement agency

The Department shall terminate a Silver Alert not later than the earlier of the date on which (63 O.S. § 1-1990.7):

- The missing senior citizen is located or the situation is otherwise resolved.
- The DPS notification period ends.

Any department member who locates a missing senior citizen who is the subject of a Silver Alert shall immediately notify the DPS.

317.6 BLUE ALERTS

The statewide blue alert system is intended to rapidly disseminate information that may be useful for the apprehension of a suspect who has killed or seriously injured a law enforcement officer (47 O.S. § 2-316).

317.6.1 CRITERIA

The criteria for the issuance of a Blue Alert includes (47 O.S. § 2-316):

- A law enforcement officer has been killed or seriously injured.
- There is information identifying an individual as a suspect connected to the incident that includes suspect's name, a detailed suspect description or a reasonably detailed suspect vehicle description.
- The suspect poses a serious risk or threat to the public and other law enforcement members.

317.6.2 PROCEDURE

Blue alerts may be initiated through the protocols of the Oklahoma Department of Public Safety upon the recommendation of the University of Oklahoma Police Department (47 O.S. § 2-316).

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Victim and Witness Assistance

318.1 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.

318.2 POLICY

The University of Oklahoma Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the University of Oklahoma 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.

318.3 CRIME VICTIM LIAISON

The Detective Lieutanant shall 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 University of Oklahoma Police Department regarding benefits from crime victim resources. The crime victim liaison will be the Criminal Investigations Division Lieutenant. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

318.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts (21 O.S. § 142A-2; 21 O.S. § 142A-3).

See attachment: OUPD Victims Rights and Information Form Updated 03-13-23.pdf

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 (21 O.S. § 142A-2; 21 O.S. § 142A-3).

318.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

Family members who receive a death notification in the case of a homicide are entitled to receive notification of their rights as a crime victim (21 O.S. § 142A-3).

If the preliminary investigation involves a case of domestic abuse, the investigating member shall assess the potential danger to the victim by asking questions provided on a lethality assessment form (21 O.S. § 142A-3).

318.4.2 ORDER OF PROTECTION FOR SPECIFIC VICTIMS

Investigating officers shall provide the victim of domestic abuse, stalking, harassment, rape, forcible sodomy, a sex offense, kidnapping, or assault and battery with a deadly weapon, or an immediate family member of a first-degree murder victim with the appropriate handout containing

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a petition for an emergency temporary order of protection and, if necessary, assist the victim or family member in completing the petition form (22 O.S. § 40.3; 22 O.S. § 60.16).

If the court is closed and a petition is desired and completed, the investigating officer shall as soon as practicable notify a judge by phone and describe the circumstances. The officer shall then tell the victim whether the judge has approved or disapproved the order. If approved, the officer shall (22 O.S. § 40.3; 22 O.S. § 60.16):

(a) Provide the victim or a responsible adult if the victim is a minor child or an incompetent person, or an immediate family member of a first-degree murder victim, with a copy of the petition and a written statement signed by the officer attesting that the judge has approved the order.

(b) Notify the person subject to an approved order of the issuance and conditions of the order, if known, and provide him/her a copy of the petition and the statement of the officer attesting to the order of the judge.

(c) File the petition and supporting statements with the court when it is first open for business.

318.5 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 including domestic abuse and sexual assault victims.

(b) 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).

(c) 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.

(d) A clear explanation of relevant court orders and how they can be obtained.

1. A petition for an emergency temporary order of protection shall be included in the handout (22 O.S. § 40.3; 22 O.S. § 60.16).

(e) Information regarding available compensation for qualifying victims of crime.

(f) 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.

(g) Notice regarding U visa and T visa application processes.

(h) Resources available for victims of identity theft.

(i) A place for the officer's name, badge number, and any applicable case or incident number.

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(j) Explanation of the address confidentiality program and how it can be initiated (22 O.S. § 60.14).

(k) The 24-hour Oklahoma Safeline telephone number for victims of sexual assault or domestic abuse (21 O.S. § 142A-3).

(l) The human trafficking emergency hotline and rights specific to victims of human trafficking (21 O.S. § 748.2).

(m) Rights specific to victims of domestic abuse and rights specific to victims of sexual assault set forth in 21 O.S. § 142A-3 and 21 O.S. § 142C et seq.

(n) The constitutional and statutory rights of victims (21 O.S. § 142A-2).

318.6 WITNESSES

Officers should never guarantee a witness' 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.

318.7 POST-INVESTIGATION VICTIM AND WITNESS ASSISTANCE

The Department will ensure victim and witness assistance services are provided during any follow-up investigation, including, but not limited to:

(a) Complying with the provisions of state crime victims' compensation statutes.

(b) Complying with all statutory provisions with respect to victims of sex offenses.

(c) Explaining to a victim and/or witness the procedures involved in their case and their role in those procedures unless detrimental to the prosecution of the case.

(d) Conducting follow-up investigative steps such as scheduling lineups, interviews and other required appearances.

(e) Returning victim and witness property when permitted by law or rules of evidence in accordance with the Property and Evidence Section Policy.

318.8 STALKING WARNING LETTER

Effective November 1, 2022, officers who are investigating a complaint of stalking, and find that such conduct has occurred, shall provide a copy of a *Stalking Warning Letter* to the accused person unless specifically requested otherwise by the victim (21 O.S. § 1173.1). Only the departmentally approved *Stalking Warning Letter* will be used and submitted with an appropriate report and a copy served upon the accused person in the same manner as a bench warrant or *Officer's Affidavit and Notice of Revocation/Disqualification*.

Officers should also note, in the narrative or supplement of the associated report, if a *Stalking Warning Letter* was either served, service was unsuccessful, or not attempted - if specifically requested by the victim.

See attachment: OUPD stalking letter 2023 - Updated 03-03-23.pdf

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Hate Crimes

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Hate crime - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim.

319.2 POLICY

The University of Oklahoma Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

319.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, the University of Oklahoma is committed to taking a proactive approach to preventing and preparing for likely hate crimes by:

(a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes, and forming networks that address prevention and response.

(b) Providing victim assistance and community follow-up or identifying available resources to do so.

(c) Educating community and civic groups about hate crime laws.

319.4 INVESTIGATIONS

Whenever any member of this 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:

(a) Assigned officers should promptly 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 practicable.

(c) Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned officers should take reasonable steps to preserve evidence that establishes a possible hate crime.

(d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.

(e) Depending on the situation, the assigned officers or supervisor may request assistance from investigators or other resources.

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(f) The assigned officers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

(g) The assigned officers should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.

(h) The assigned officers should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked “Hate Crime.”

(i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (emergency temporary order of protection) through the courts or District Attorney.

319.4.1 CRIMINAL INVESTIGATIONS SECTION RESPONSIBILITIES

If a hate crime case is assigned to the Criminal Investigations Section, the assigned investigator will be responsible for:

(a) Coordinating further investigation with the District Attorney and other appropriate law enforcement agencies.

(b) Maintaining contact with the victim and other involved individuals, as needed.

(c) Maintaining statistical data and tracking of suspected hate crimes, as indicated or required by state law.

319.4.2 REPORTING HATE CRIMES

The Administration Major shall maintain a standard system for the collection and reporting of hate crime data and ensure that all reports of hate crimes are reported pursuant to 21 O. S. § 850.

319.5 TRAINING

All members of this department should receive training on hate crime recognition and investigation.

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Standards of Conduct

320.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the University of Oklahoma 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 a member's supervisors.

This policy meets statutory requirements requiring the adoption of a professional conduct of officers policy pursuant to 11 O.S. § 34-107.

320.2 POLICY

The continued employment or appointment of every member of this 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.

320.3 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.

320.3.1 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

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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.

320.3.2 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.

(c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation, or exhibiting indifference to such a violation.

(d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Oklahoma 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.

320.4.1 DISCIPLINARY PROCESS

When initiated, discipline should incorporate training and counseling as corrective actions and follow adopted standards for progressive discipline.

320.5 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.

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320.5.1 LAWS, RULES AND ORDERS

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

320.5.2 ETHICS

(a) Using or disclosing one's status as a member of the University of Oklahoma Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department 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) Any other failure to abide by the standards of ethical conduct.

320.5.3 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.

320.5.4 RELATIONSHIPS

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

(b) Engaging in on-duty 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.

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(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.

320.5.5 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.

320.5.6 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 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 non-subpoenaed records.

320.5.7 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.

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

320.5.8 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 investigations, 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 department-related 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 on-duty or while in uniform or while using any department equipment or system.
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 except as expressly authorized by University policy or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by University policy or the Chief of Police.

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(i) Any act on- or off-duty that brings discredit to this department.

320.5.9 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 University.

(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 employment agreement or contract, including fraud in securing the appointment or hire.

(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.

320.5.10 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 license, first aid).

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

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(d) Unsafe firearm or other dangerous weapon handling including loading or unloading firearms in an unsafe manner, either on- or off-duty, that have been issued by the department.

(e) Carrying, while on the premises of the work site, any weapon that is in violation of law or this policy manual.

(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.

320.5.11 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.

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Information Technology Use

321.1 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.

321.1.1 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 University of Oklahoma 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.

321.2 POLICY

It is the policy of the University of Oklahoma 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, and the University's policy on acceptable use of information and technology resources.

Click here to view the University's policy on Acceptable Use of Information and Technology Resources.

321.3 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 key strokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service

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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.

However, the Department may not request or require a member to disclose a personal username or password or open a personal social website for review or observation. When it is reasonably believed, based on the receipt of specific information, that work-related misconduct has or is occurring, the employee may be required to share the content that has been reported in order to make a factual determination (40 O.S. § 173.2).

321.4 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 Shift Supervisors.

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.

321.4.1 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 on 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, or the University of Oklahoma 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 a part of the automated maintenance or update process of department- or University-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.

321.4.2 HARDWARE

Data stored on or available through department computer systems 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. Any exceptions to this policy must be approved by a supervisor.

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321.4.3 INTERNET USE

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.

321.4.4 OFF-DUTY USE

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

321.5 PROTECTION OF 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.

321.5.1 DISCLOSURE OF BREACH OF SECURITY OF COMPUTERIZED PERSONAL INFORMATION

Any breach of computerized data owned or maintained by the Department shall be disclosed to any resident of Oklahoma whose unencrypted personal information is reasonably believed to have been acquired by an unauthorized person (74 O.S. § 3113.1).

The disclosure shall be made in the most expedient time possible and without unreasonable delay unless this department or another law enforcement agency determines that the notification would impede a criminal investigation.

321.6 INSPECTION AND 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

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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 Command Staff or during the course of regular duties that require such information.

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Department Use of Social Media

322.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

322.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

322.2 POLICY

The University of Oklahoma Police Department may use social media as a method of effectively informing the public about department services, issues, investigations, recruitment and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

322.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

322.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and that conforms to all department policies regarding the release of information may be posted.

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Examples of appropriate content include:

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the department mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.

(f) Traffic information.

(g) Media releases.

(h) Recruitment of personnel.

322.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

322.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the University of Oklahoma Police Department or its members.

(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

322.5.1 PUBLIC POSTINGS ON DEPARTMENTAL SOCIAL MEDIA SITES

Department social media sites may be designed and maintained to prevent posting of content by the public.

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The Department may provide a method for members of the public to contact department members directly.

On sites that are not designed and maintained to prevent posting of content by the public:

(a) Sites will clearly indicate that comments will be monitored and the department reserves the right to remove obscenities, off-topic content, and personal attacks.

(b) Sites will clearly indicate that any content posted or submitted for posting is subject to public disclosure.

(c) Opinions expressed by visitors do not necessarily reflect the opinion of the University of Oklahoma Police Department or the University of Oklahoma.

322.6 MONITORING CONTENT

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

322.7 RETENTION OF RECORDS

The Administration Division Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

322.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

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Report Preparation

323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

323.2 POLICY

It is the policy of the University of Oklahoma Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

323.3 EXPEDITIOUS REPORTING

Incomplete reports, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

323.4 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member 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.

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. Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

323.4.1 HANDWRITTEN OR TYPED REPORTS

County, state and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for department consistency.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

In general, the narrative portion of reports where an arrest is made or when there is a long narrative should be typed or dictated. Members who dictate reports shall use appropriate grammar, as the content is not the responsibility of the typist.

Members who generate reports on computers are subject to all requirements of this policy.

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323.5 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if he/she deems it necessary or as directed by a supervisor.

323.5.1 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 criminal incidents involving threats.

(d) Situations covered by separate policy. These include:

1. Use of Force Policy
2. Domestic Abuse Policy
3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate Crimes Policy

(e) Suspicious Activity Reporting Policy

(f) 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., a dispatch log).

323.5.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

(a) Any found property or found evidence.

(b) All protective custody and welfare detentions.

(c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).

(d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.

(e) Suspicious incidents that may place the public or others at risk.

(f) Any use of force by members of this department against any person (see the Use of Force Policy).

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(g) Any firearm discharge (see the Firearms Policy).

(h) Any time a member points a firearm at any person.

(i) Any traffic collisions above the minimum reporting level (see the Traffic Collisions Policy), or any collision involving any University vehicle, or if any involved party requests a report to be made.

(j) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

323.5.3 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) There is an attempted suicide.

(c) The injury is major or serious, and potentially fatal.

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to document the event.

323.5.4 DEATHS

Death investigations require specific investigation methods, depending on the circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

(a) Unattended deaths (no physician or qualified hospice care during the period preceding death)

(b) Sudden, accidental or suspicious deaths

(c) Suicides

(d) Homicide or suspected homicide

(e) Found dead bodies or body parts

323.5.5 UNIVERSITY PERSONNEL OR PROPERTY

Incidents involving University personnel or property shall require a report when:

(a) An injury occurs as the result of an act of a University employee or on University property.

(b) There is damage to University property or equipment.

323.6 REVIEW AND CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should kick-back the report stating the reasons for rejection.

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Report Preparation

It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

323.6.1 CHANGES AND ALTERATIONS

Reports that have been final 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 member only with the knowledge and authorization of the reviewing supervisor.

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Media Relations

324.1 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.

324.2 POLICY

It is the policy of the University of Oklahoma 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.

(a) Nothing in this policy shall be construed to abridge an employee's rights to discuss and comment on matters of public concern regarding the operations of the University as provided in 74 O.S. 841.7 (commonly known as the "Whistleblower Act").

324.3 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, Shift Supervisors and designated Public Information Officers (PIOs) may prepare and release information to the media in accordance with this policy and applicable laws regarding confidentiality.

(a) Every member of this agency will extend courteous assistance to representatives of the public news media at all times.

(b) Each member will be held responsible for conducting themselves in a professional manner and providing only appropriate information in any contact with the public media.

324.4 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.

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324.5 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.

(d) Members shall not make statements or release information concerning the policies or procedures of this department nor comment upon aspects of the University other than this department to any media representative without first obtaining the approval of the Chief of Police or authorized designee.

(e) All information released to the media should be coordinated through the OU Office of Public Affairs or other designated spokesperson.

324.6 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 OU Office of Public Affairs 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 written 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.

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324.6.1 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.

324.6.2 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 Shift Supervisor. 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).

324.7 CONFIDENTIAL OR RESTRICTED INFORMATION
It shall be the responsibility of the OU Office of Public Affiars or other designated spokesperson 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.

Restricted information includes, but is not limited to:

(a) Identifying information pertaining to a juvenile arrestee, victim or witness without prior approval of a competent court or as otherwise allowed by law.

(b) Information concerning incidents involving persons whose identities are classified as private or confidential under state law (i.e., sex crime victims).

(c) Identifying information concerning deceased individuals.

1. Information may be released upon verification of the decedent's identity when notification has been made to the decedent's family, and the release is approved by a supervisor.

(d) Information contained in the personnel record of any member, unless otherwise specifically allowed by law.

(e) Criminal history information.

(f) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(g) Information pertaining to pending litigation involving this department.

(h) Information obtained in confidence.

(i) Any information that is otherwise privileged or restricted under state or federal law.

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(j) Information that is protected by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

324.7.1 EMPLOYEE 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 filed.

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 OU Open Records Office.

All such requests must be processed in accordance with the Records Maintenance and Release Policy. Requests should be reviewed and fulfilled by the OU Open Records Office. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and public records laws (e.g., Oklahoma Open Records Act) (51 O.S. § 24A.1 et seq.).

324.8 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.

324.8.1 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 Records personnel.

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.

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Subpoenas and Court Appearances

325.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court or University disciplinary proceedings. It will allow the University of Oklahoma Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.2 POLICY

University of Oklahoma Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.2.1 IMPLIED CONSENT HEARINGS

Members shall honor notices of Implied Consent Hearings in the same manner as court subpoenas.

325.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

325.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf 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 University 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.

(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 University of Oklahoma Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the University of Oklahoma 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.

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325.3.2 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 employment agreement.

The Department may seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

325.3.3 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 by the department. Arrangements for time off shall be coordinated through their immediate supervisors.

325.4 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.

325.5 STANDBY
To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.6 COURTROOM PROTOCOL
Members must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

Members shall dress in the department uniform or business attire.

Members shall observe all rules of the court in which they are appearing and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

325.6.1 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.

325.7 OVERTIME APPEARANCES
When a member appears in court on his/her off-duty time, he/she will be compensated.

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Outside Agency Assistance

326.1 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.

326.2 POLICY

It is the policy of the University of Oklahoma 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.

326.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Shift Supervisor's office for approval. In some instances, a memorandum of understanding, specialized agreement or other established protocol may exist that eliminates the need for approval of individual requests (11 O.S. § 34-103; 19 O.S. § 547; 63 O.S. § 695.2 et seq.).

When another law enforcement agency requests assistance from this department, the Shift Supervisor 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 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.

Requests for mutual aid from another law enforcement agency for a pre-arranged event shall be forwarded to the Chief of police or authorized designee.

326.3.1 POWERS AND DUTIES

Peace officers serving in response to an emergency request shall have the same powers and duties as peace officers employed by the requesting law enforcement agency (11 O.S. § 34-103; 19 O.S. § 547.

326.3.2 INITIATED ACTIVITY

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 University of Oklahoma

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Police Department shall notify his/her supervisor or the Shift Supervisor 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.

326.4 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.

Only the Chief of Police is authorized to request mutual aid from a Federal, State of Oklahoma, or neighboring law enforcement agency, other than the Norman Police Department, for a pre-arranged event in Norman.

326.5 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 Shift Supervisor.

326.6 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 Support 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 equipment and supplies.
2. The members trained in the use of the equipment and supplies.

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Dispatch and the Shift Supervisor to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Administrative Lieutenant should maintain documentation that the appropriate members have received the required training.

326.7 REQUESTING NATIONAL GUARD ASSISTANCE

Any request for assistance from the Oklahoma National Guard or federal troops shall be made to the governor of the State of Oklahoma, by the Chief of Police or authorized designee, through the State Office of Emergency Management.

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Registered Offender Information

327.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the University of Oklahoma 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 offenders and violent offenders.

327.2 POLICY

It is the policy of the University of Oklahoma 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.

327.3 REGISTRATION

The Criminal Investigations Section supervisor shall establish a process to reasonably accommodate registration of 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. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Oklahoma Department of Corrections (DOC) within three days in accordance with 57 O.S. § 584 and 57 O.S. § 595.

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.

327.3.1 CONTENTS OF REGISTRATION

Members shall use forms approved by the DOC during the offender registration process and ensure that the required notices are provided and appropriately explained. Offenders shall be required to read and sign a form stating that their duty to register has been explained (57 O.S. § 583; 57 O.S. § 595).

A sex offense registrant shall be photographed if an existing DOC sex offender registry photograph is more than one year old or if it cannot be determined when the registry photograph was taken (57 O.S. § 584). A violent crime registrant should be photographed annually (57 O.S. § 595).

327.4 MONITORING OF REGISTERED OFFENDERS

The Criminal Investigations Section 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:

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(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 the Oklahoma Sex Offender Registry and Violent Crime Offender Registry websites.

(c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the DOC and a criminal investigation should be initiated for improper registration.

The Criminal Investigations Section supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to University of Oklahoma Police Department members, including timely updates regarding new or relocated registrants.

327.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members 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. 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 (57 O.S. § 584; 57 O.S. § 596).

Members of the public requesting information on registrants should be directed to the Oklahoma Sex Offender Registry website, Violent Crime Offender Registry website or the University of Oklahoma Police Department website (57 O.S. § 599.1).

The Records Manager shall release local registered offender information to residents in accordance with 57 O.S. § 584 and 57 O.S. § 595, and in compliance with an Oklahoma's Open Records Act request.

327.5.1 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.

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Registered Offender Information

327.5.2 DISSEMINATION

The Chief of Police may initiate public notification by any method deemed appropriate after a habitual or aggravated sex offender or a habitual violent crime offender has registered with the University of Oklahoma Police Department (57 O.S. § 584; 57 O.S. § 595).

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Major Incident Notification

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the University of Oklahoma Police Department in determining when, how and to whom notification of major incidents should be made.

328.2 POLICY

The University of Oklahoma 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.

328.3 CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police, the affected Division Commander and the University. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive.

328.3.1 PRIORITY NOTIFICATIONS

In the event of an incident identified below, the on-call administrator shall be notified through direct means at any time of the day or night. The Shift Supervisor is not required to personally make each notification, but they must ensure that the responsibility for acknowledged notification has been clearly passed on to the delegated employee.

Priority notification includes:

(a) Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification).

(b) In-custody deaths (including those where the subject has been resuscitated and is in medical facility).

(c) Homicides or suspicious deaths.

(d) Any death, or serious bodily injury, to an officer or citizen, related to law enforcement activity.

(e) Crimes of unusual violence or circumstances (e.g.,first-degree arson, hostages, barricaded persons, suspected IEDs or WMDs, etc.).

(f) Home invasions, robberies, or sexual assaults.

(g) At-risk missing children or at-risk missing adults (when an Amber or Silver alert may be issued).

(h) Aircraft, train, boat, or other transportation collisions with major damage, injury, and/or death within OUPD's jurisdiction.

(i) Traffic collisions with fatalities or with severe injuries where death is probable within OUPD's jurisdiction.

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(j) Significant injury or death to a member of the Department, whether on- or off-duty, or death to a member's immediate family.

(k) Significant injury or death to a University affiliate.

(l) Activation of SWAT or HDU (notification shall be made directly to the Deputy Chief)

(m) Any situations where it is highly likely that the media will show a strong interest.

(n) Shots fired on or near near campus.

(o) Any occurrence where the Shift Supervisor determines that additional personnel are necessary.

(p) Custodial arrest of a commissioned member of the department or a prominent University official.

(q) Significant failure of critical infrastructure that may affect staffing or pose a threat to the delivery of basic police services.

328.3.2 IMPORTANT NOTIFICATIONS

In the event of an incident identified below, the Chief of Police, the Deputy Chief of Police, the affected Division Commander, and the on-call administrator shall be notified through indirect means at any time of the day or night. The notification may be accomplished through email. The Shift Supervisor is not required to personally make each notification, but they must ensure that the responsibility for notification has been clearly passed on to the delegated employee.

Important notifications include:

(a) Custodial arrest of an OU student.

(b) Custodial arrest of a civilian member of the department.

(c) Transport of an OU student to a medical facility.

(d) Incidents where sections of the roadway will be closed for extended periods of time (not including street closing permits).

(e)

328.4 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor is responsible for making the appropriate notifications. The Shift Supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notifications as soon as practicable.

328.4.1 COMMAND STAFF NOTIFICATION

In the event an incident occurs as identified in the Criteria for Notification section above, the designated on-call Command Supervisor shall be notified.

After ensuring that they have obtained sufficient information with which to reach a decision regarding necessary or appropriate further actions, the on-call Command Supervisor shall make

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or direct notifications to other members or external resources as is deemed necessary and appropriate to the circumstances described.

328.4.2 INVESTIGATOR NOTIFICATION
If the incident requires that an investigator respond from home, after obtaining approval from the on-call administrator, the immediate supervisor of the appropriate detail shall be notified, who will then contact the appropriate investigator.

328.4.3 PUBLIC INFORMATION OFFICER
Command Staff may notify the OU Office of Public Affairsif it appears the media may have a significant interest in the incident.

328.4.4 SPECIAL TEAM/UNIT NOTIFICATION
In the event that a special team/unit is activated (e.g. SWAT, HDU, CIRT, etc.), the appropriate team/unit commander shall be notified, who will then contact the appropriate personnel.

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Death Investigation

329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where 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 appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

329.2 POLICY

It is the policy of the University of Oklahoma 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.

329.3 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 Criminal Investigations Division Commander as necessary. The Shift Supervisor will make notification to command staff in accordance with the Major Incident Notification Policy.

329.3.1 REPORTING

All incidents involving a death shall be documented on the appropriate form.

329.3.2 MEDICAL EXAMINER REQUEST

Officers are not authorized to pronounce death unless they are also Medical Examiners, Deputy Medical Examiners or appointed Medical Examiner investigators. The Medical Examiner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Medical Examiner be notified in any of the following cases (63 O.S. § 938):

(a) Violent deaths, whether apparently homicidal, suicidal or accidental

(b) Deaths under suspicious, unusual or unnatural circumstances

(c) Deaths related to disease that might constitute a threat to public health

(d) Deaths unattended by a licensed physician for a fatal or potentially fatal illness

(e) Deaths that are medically unexpected and that occur in the course of a therapeutic procedure

(f) Deaths of any persons detained or occurring in custody of penal incarceration

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(g) Deaths of persons whose bodies are to be cremated, transported out of the state, donated to educational entities, to include limited portions of the body, or otherwise made ultimately unavailable for pathological study

329.3.3 SEARCHING DEAD BODIES

(a) The Medical Examiner, his/her 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 Medical Examiner or his/her assistant shall be promptly notified.

(c) The Medical Examiner 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 Medical Examiner or his/her assistant, the investigating officer should first obtain verbal consent from the Medical Examiner or his/her 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 Medical Examiner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.

329.3.4 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 Deputy Chief shall be notified to determine the need for investigators or other personnel to respond to the scene.

If the on-scene supervisor, through consultation with the Shift Supervisor or Criminal Investigations Section 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.

329.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES

Any member of this department 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

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employment should ensure that the regional Occupational Safety and Health Administration (OSHA) office is notified of all pertinent information.

329.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the handling officer will request from the Medical Examiner a unique identifying number for the body. The number shall be included in any report.

329.4.1 IDENTIFYING MISSING OR PREVIOUSLY UNIDENTIFIED DEAD BODY

When a dead body previously reported missing has been found or when a previously reported unidentified dead body has been identified, the Department shall report to the National Missing and Unidentified Persons System (NamUs) within 24 hours that the person has been found and that the case can be archived within NamUs (74 O.S. § 151.3).

329.5 DEATH NOTIFICATION

When reasonably 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 an officer. 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 a deceased person has been identified as a missing person, this department shall attempt to contact the law enforcement agency with jurisdiction to inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

Prior to members of this department reporting the death of any affiliate to any other department of the University, the accuracy of the information will be confirmed to the best of the department's ability.

329.5.1 DEATH OF FOREIGN NATIONALS

If federal, state or local government officials become aware of the death of a foreign national within the United States, they must ensure that the nearest consulate of that foreign national's country is notified of the death.

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Identity Theft

330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of identity theft.

330.2 POLICY

It is the policy of the University of Oklahoma Police Department to effectively investigate cases of identity theft.

330.3 ACCEPTANCE OF REPORTS

A report shall be taken any time a person living within the jurisdiction of the University of Oklahoma Police Department reports that he/she has been a victim of identity theft. This includes (21 O.S. § 1533.3):

(a) Taking a report even if the location of the crime is outside the jurisdiction of this department or has not been determined.

(b) Providing the victim with department information, as set forth in the Victim and Witness Assistance Policy. Encourage the individual to review the material, and assist with any questions.

(c) When requested, provide the victim with a copy of the report through the OU Open Records Office.

A report should also be taken if a person living outside the department jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box on University of Oklahoma property to facilitate the crime).

330.4 FOLLOW-UP INVESTIGATION

A member investigating a case of identity theft should ensure that each case is referred to the appropriate agency if it is determined that this department 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 for investigation. The investigating member should also ensure that appropriate entries are made into related databases that have been authorized for department use.

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Private Person's Arrest

331.1 PURPOSE AND SCOPE

This policy provides guidance for the handling and acceptance of a private person's arrest.

331.2 POLICY

It is the policy of the University of Oklahoma Police Department to accept a private person's arrest only when legal and appropriate.

331.3 ARRESTS BY PRIVATE PERSON

A private person may arrest another under the following circumstances:

(a) Breach of the peace (22 O.S. § 200)

(b) A public offense committed or attempted in the presence of the private person (22 O.S. § 202)

(c) When the person arrested has committed a felony although not in the presence of the private person (22 O.S. § 202)

(d) When a felony has been committed, and the private person has reasonable cause to believe the person arrested committed the felony (22 O.S. § 202)

(e) Without a warrant, upon reasonable information that the person stands charged in the courts of a state with a crime punishable by death or imprisonment for a term exceeding one year (22 O.S. § 1141.14)

(f) When directed by a magistrate by a verbal or written order (22 O.S. § 201)

331.4 OFFICER RESPONSIBILITIES

An officer confronted with a person claiming to have made a private person's arrest should determine whether such an arrest is lawful.

If the officer determines that the private person's arrest is unlawful, the officer should:

(a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.

(b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.

(c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a private person's arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.

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331.5 PRIVATE PERSON'S ARREST FORM

The arresting person should be asked to complete and sign a statement form, municipal non-traffic or traffic citation, etc. If the person fails or refuses to do so, the arrested individual should be released, unless the officer has a lawful reason, independent of the private person's arrest, to take the individual into custody and determines an arrest is appropriate.

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Limited English Proficiency Services

332.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

332.1.1 DEFINITIONS

Definitions related to this policy include:

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 proficiency (LEP) individual - 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 exhibit 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.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

332.2 POLICY

It is the policy of the University of Oklahoma 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.

332.3 TYPES OF LEP ASSISTANCE AVAILABLE

University of Oklahoma 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 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.

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332.4 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used may be translated into languages most likely to be encountered. These translated documents may be made available to members and other appropriate individuals, as necessary.

332.5 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.

332.6 BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated a sufficient level of skill and competence to fluently communicate in both English and a non-English language.

When a bilingual member from this department is not available, personnel from other University departments who have been identified by the Department as having the requisite skills and competence may be requested.

332.7 INTERPRETERS

Any person designated by the Department to act as an interpreter and/or translator should have competence in both English and the involved non-English language, should 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.

332.7.1 SOURCES OF INTERPRETERS

The Department may contract with 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:

- Bilingual members of this department or personnel from other University 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, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

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332.7.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have competence in either monolingual (direct) communication and/or in interpretation or translation, ability to communicate with LEP individuals.

Where bilingual members or other interpreters are unavailable to assist, approved community volunteers 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.

332.8 CONTACT AND REPORTING

Whenever any member of this department is required to complete a report or other documentation that involves a situation in which interpretation services were 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.

332.9 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The University of Oklahoma Police Department will take reasonable steps and may work with the Human Resources Department to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

332.9.1 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 bilingual member is available in Dispatch, the call shall immediately be handled by the bilingual member.

If a 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.

Although 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.

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332.10 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 should 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 bilingual member or an interpreter before placing an LEP individual under arrest.

332.11 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 bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an 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 interpreter is needed, officers should consider calling for an interpreter in the following order:

- An department member or allied agency interpreter
- A telephone interpreter
- Any other interpreter

Any *Miranda* warnings should be provided to suspects in their primary language by an 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 bilingual member or interpreter is unavailable and there is an immediate need to interview an LEP individual.

332.12 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only bilingual members or, if none is available or appropriate, interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the bilingual member or an interpreter.

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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.

332.13 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. Members should seek the assistance of a bilingual member whenever there is concern that accurate information cannot be obtained.

332.14 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 interpreter or translated forms, as appropriate.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Interpreters used for any interview with an LEP individual during a complaint 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.

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Communications with Persons with Disabilities

333.1 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.

333.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools 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; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or 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).

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 valid certification of competency pursuant to 63 O.S. § 2408.

333.2 POLICY

It is the policy of the University of Oklahoma 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.

333.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Chief of Police shall delegate certain responsibilities to an ADA coordinator (28 CFR 35.107). The coordinator shall be appointed by and directly responsible to the Administration Division Commander or the authorized designee.

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

(a) Working with the University ADA coordinator regarding the University of Oklahoma Police Department's efforts to ensure equal access to services, programs and activities.

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(b) Developing reports or 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 in Communications. The list should include information regarding:

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 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.

333.4 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 his/her 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.

333.5 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.

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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 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, is hard of hearing or has impaired speech must be handcuffed while in the custody of the University of Oklahoma 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.

333.6 TYPES OF ASSISTANCE AVAILABLE

University of Oklahoma Police Department members shall never refuse an available service to an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall it 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 disabled individuals through a variety of services.

Disabled individuals 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.

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333.7 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 (e.g., a personnel complaint form) or provide forms with enlarged print.

333.8 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.

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).

333.9 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, are 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.

333.10 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.

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333.11 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.

333.12 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.

333.13 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.

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.

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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.

333.13.1 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, is 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.

333.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, are hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation. 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.

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.

333.15 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, if the officer intends to interrogate the individual. The individual with speech or hearing disabilities shall have the right to determine which type of qualified legal interpreter best fits his/her needs (63 O.S. § 2410).

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, are hard of hearing,

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have impaired speech or vision, are blind or have other disabilities. In the interest of the arrestee's health and welfare, to protect 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.

333.16 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 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.

333.17 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.

333.18 TRAINING

To ensure that all members who may have contact with disabled individuals are properly trained, the Department may provide periodic training that should include:

(a) Awareness and understanding of this policy and related procedures, related forms and available resources.

333.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of equipment and protocols for communicating with individuals who are deaf, are hard of hearing or have speech impairments.

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Biological Samples

334.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from an individual in conjunction with a criminal investigation, nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

334.2 POLICY

The University of Oklahoma Police Department will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state and with as little reliance on force as practicable.

334.3 OFFENDERS SUBJECT TO BIOLOGICAL SAMPLE COLLECTION

Persons convicted of a felony or any misdemeanor provided in 74 O.S. § 150.27a must submit a biological sample.

In addition, subject to when the Oklahoma State Bureau of Investigation (OSBI) receives funding, persons 18 years of age or older who are arrested for a felony must submit a sample (22 O.S. § 210).

334.4 PROCEDURE

When an offender is required to provide a biological sample, a trained member shall attempt to obtain the sample in accordance with this policy and the procedures established by the OSBI Combined DNA Index System (CODIS) laboratory (OAC 375:30-3-2).

334.4.1 COLLECTION

The following steps should be taken to collect a sample:

(a) Verify that the offender is required to provide a sample pursuant to 74 O.S. § 150.27a.

(b) Verify that a biological sample has not been previously collected from the offender by querying the CODIS database. There is no need to obtain a biological sample if one has been previously obtained (22 O.S. § 210).

(c) Use the designated collection kit provided by the OSBI to perform the collection and take steps to avoid cross contamination.

(d) Forward the collection kit to OSBI within 10 days of collection (OAC 375:30-3-3).

334.5 USE OF FORCE TO OBTAIN SAMPLES

If an offender refuses to cooperate with the sample collection process, members should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order or approval of legal counsel and only with the approval of a supervisor.

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Methods to consider when seeking voluntary compliance include contacting:

(a) The individual's parole or probation officer, when applicable.

(b) The prosecuting attorney to seek additional charges against the individual for failure to comply or to otherwise bring the refusal before a judge.

(c) The judge at the individual's next court appearance.

(d) The individual's attorney.

(e) A chaplain.

(f) Another custody facility with additional resources, where the individual can be transferred to better facilitate sample collection.

(g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available.

The supervisor shall review and approve any plan to use force and be present to document the process.

334.5.1 VIDEO RECORDING

A video recording should be made any time force is used to obtain a biological sample. The recording should document all persons participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the established records retention schedule.

334.6 ARRESTEE SAMPLES

The Property/Evidence Custodian should coordinate with OSBI regarding arrestee samples to ensure that only qualifying samples are collected and analyzed. Samples are only subject to analysis when one of the following applies (22 O.S. § 210):

(a) The person was arrested pursuant to a warrant.

(b) A judge or magistrate judge made a finding that probable cause existed for the arrest.

(c) The arrestee was released prior to appearing before a judge or magistrate judge and then failed to appear at a scheduled hearing.

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Public Safety Video Surveillance System

335.1 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.

335.2 POLICY

The University of Oklahoma 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 University 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 University 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.

335.3 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.

See attachment: Surveillance-Camera-Guidelines-FINAL-111516.pdf

335.3.1 PLACEMENT AND 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 University 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.

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(d) To assist in identifying, apprehending and prosecuting offenders.

(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 but not limited to monitors installed in the 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. Trained personnel 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 of anything documented by public safety surveillance equipment is prohibited.

335.3.2 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, video enhancement or other analytical technology, requires additional safeguards.

335.4 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 protected individual characteristics including, but not limited to, race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video surveillance equipment shall not be used to harass, intimidate or discriminate against any individual or group.

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335.5 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.

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.

335.5.1 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.

335.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the University of Oklahoma 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 Shift Supervisor 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.

335.7 TRAINING

All department members authorized to operate or access public safety 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.

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Child and Dependent Adult Safety

336.1 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 and Adult Abuse policies.

336.2 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 University of Oklahoma 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.

336.3 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 consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

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 nonproductive, 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.

336.3.1 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.

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Child and Dependent Adult Safety

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 that it would not be in the dependent person's best interest (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 the Department of Human Services, if appropriate.

(e) Notify the Shift Supervisor of the disposition of children or dependent adults.

336.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee should be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

If an arrestee is unable to arrange for the care of any child or dependent adult through this process, or circumstances prevent them from making such arrangements (e.g., their behavior prevents reasonable accommodations for making necessary calls), 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.

336.3.3 REPORTING

(a) For all arrests of sole-parents or guardians where children are present or living in the household, the reporting member will document the following information:

1. Name

2. Sex

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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 of sole-caregivers or guardians 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 the person reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

336.3.4 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 response telephone number, the appropriate referral information may be provided.

336.4 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 agency 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.

336.5 TRAINING

The Administrative Lieutenant is responsible for ensuring 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.

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Service Animals

337.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

337.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler’s control, the facility can accommodate the horse’s type, size and weight, and the horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

337.2 POLICY

It is the policy of the University of Oklahoma Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

337.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.

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- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines, etc.

337.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the University of Oklahoma Police Department affords to all members of the public (28 CFR 35.136).

337.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

337.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

337.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

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337.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

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Volunteers

338.1 PURPOSE AND SCOPE

This policy establishes the guidelines for University of Oklahoma Police Department volunteers to supplement and assist department personnel in their duties. Trained volunteers are members who can augment department personnel and help complete various tasks.

338.1.1 DEFINITIONS

Definitions related to this policy include:

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, interns, persons providing administrative support, and youth involved in a law enforcement Explorer Post, among others.

338.2 POLICY

The University of Oklahoma Police Department shall ensure that volunteers are properly appointed, trained and supervised to carry out specified tasks and duties in order to create an efficient department and improve services to the community.

338.3 ELIGIBILITY

Requirements for participation as a volunteer for the Department may include, but are not limited to:

(a) Being at least 18 years of age or at least 16 with parental consent..

(b) Possession of a valid driver license if the position requires vehicle operation.

(c) Possession of liability insurance for any personally owned equipment, vehicles or animals utilized during volunteer work.

(d) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.

(e) No conviction of a misdemeanor crime within the past 10 years, excluding petty misdemeanor traffic offenses.

(f) No mental illness or chemical dependency condition that may adversely affect the person’s ability to serve in the position.

(g) Ability to meet physical requirements reasonably appropriate to the assignment.

(h) A personal background history and character suitable for a person representing the Department, as validated by a background investigation.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

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338.4 RECRUITMENT, SELECTION AND APPOINTMENT

The University of Oklahoma Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

338.4.1 RECRUITMENT

Volunteers should be recruited on an as-needed 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 department members to the volunteer coordinator through the requester's immediate supervisor. A complete description of the volunteer's duties and a requested time frame should be included in the request. All department members 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 requester is prepared to make effective use of volunteer resources.

338.4.2 SELECTION

Volunteer candidates shall successfully complete the following process prior to appointment as a volunteer:

(a) Submit the appropriate written application.

(b) Interview with the volunteer coordinator.

(c) Successfully complete an appropriate-level background investigation.

338.4.3 APPOINTMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment by the Chief of Police or the authorized designee. 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 he/she has been officially accepted for that position and has 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 the position description and agreement of service with the Department.

All volunteers shall receive a copy of the volunteer orientation materials 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 and abilities and the needs of the Department.

Volunteers serve at the discretion of the Chief of Police.

338.5 IDENTIFICATION AND UNIFORMS

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

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of their duties. As required, uniforms and necessary safety equipment will be provided for each volunteer. Identification symbols worn by volunteers shall be different and distinct from those worn by officers or other members of this department through the inclusion of "Volunteer" on the uniform.

Volunteers will be issued University of Oklahoma Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard University of Oklahoma Police Department identification cards, except that "Volunteer" will be indicated on the cards.

338.6 PERSONNEL WORKING AS VOLUNTEERS

Qualified regular department personnel, when authorized, may also serve as volunteers. However, this department shall not utilize the services of volunteers in such a way that it would violate employment laws or employment agreements (e.g., a detention officer participating as a volunteer for reduced or no pay). Therefore, the volunteer coordinator should consult with the Human Resources Department prior to allowing regular department personnel to serve in a volunteer capacity (29 CFR 553.30).

338.7 VOLUNTEER COORDINATOR

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

The function of the coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist efforts to jointly provide more productive volunteer services. Under the general direction of the Chief of Police or the authorized designee, volunteers shall report to the volunteer coordinator and/or Shift Supervisor.

The volunteer coordinator may appoint a senior volunteer or other designee to assist in the coordination of volunteers and their activities.

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

(a) Recruiting, selecting and training qualified volunteers.

(b) Conducting volunteer meetings.

(c) Establishing and maintaining a volunteer callout roster.

(d) Maintaining records for each volunteer.

(e) Tracking and evaluating the contribution of volunteers.

(f) Maintaining a record of volunteer schedules and work hours.

(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Maintaining a liaison with other community programs that use volunteers and assisting in community-wide efforts to recognize and promote volunteering.

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(j) Maintaining volunteer orientation and training materials and outlining expectations, policies and responsibilities for all volunteers.

An evaluation of the overall use of volunteers will be conducted on an annual basis by the coordinator.

338.8 DUTIES AND RESPONSIBILITIES

Volunteers assist department personnel as needed. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All volunteers will be assigned to duties by the volunteer coordinator or the authorized designee.

338.8.1 COMPLIANCE

Volunteers shall be required to adhere to all department policies and procedures. Policies and procedures will be made available to each volunteer upon appointment. The volunteer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to regular department personnel, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Volunteers are required by this department to meet department-approved training requirements as applicable to their assignments.

338.8.2 VOLUNTEER MEETINGS

All volunteers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the volunteer coordinator.

338.9 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for volunteers to properly and safely perform their assigned duties. A volunteer's training should correspond to his/her assignment as determined by the volunteer coordinator.

Volunteers will be provided with an orientation program to acquaint them with the policies of the Department and law enforcement procedures applicable to their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks, and should receive ongoing training as deemed appropriate by their supervisors or the volunteer coordinator.

Training should reinforce to volunteers that they shall not intentionally represent themselves as, or by omission infer that they are, 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 applicable orders and directives, either oral or written, issued by the Department.

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338.9.1 VOLUNTEER TRAINING MATERIALS
Each new volunteer will be issued volunteer training materials, as needed, and/or will receive on-the-job training. The volunteer shall become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.

338.10 SUPERVISION

Each volunteer 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.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the volunteer's assigned duties. The following are some considerations that supervisors should keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to members 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 volunteers an assignment or task that will utilize these valuable resources.

A volunteer may be assigned as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of an employee of the University of Oklahoma Police Department.

338.10.1 FITNESS FOR DUTY
No volunteer shall report for work or be at work when his/her judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

Volunteers shall report to their supervisors any change in status that may affect their ability to fulfill their duties. This includes, but is not limited to:

(a) Driver license.

(b) Medical condition.

(c) Arrests.

(d) Criminal investigations.

(e) All law enforcement contacts.

338.11 INFORMATION ACCESS

With appropriate security clearance, a volunteer may have access to or be in the vicinity of criminal histories, investigative files or information portals. Unless otherwise directed by a supervisor, the duties of the position or department policy, all such information shall be considered confidential. Only that information specifically identified and approved by authorized members shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

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A volunteer whose assignment requires the use of, or access to, confidential information will be required to have his/her fingerprints submitted to the Oklahoma State Bureau of Investigation (OSBI) to obtain clearance. Volunteers working this type of assignment will receive training in data practices and 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 newspapers or other periodicals, 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.

338.11.1 RADIO AND MOBILE DATA TERMINAL USAGE
Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using police radios or Mobile Data Terminals and shall comply with all related provisions. The volunteer coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

338.12 EQUIPMENT
Any property or 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.

338.12.1 VEHICLE USE
Any volunteer who operates any vehicle while acting in the capacity of a volunteer shall receive training in safe driving and defensive driving. The specific training and course of study shall be determined by the volunteer coordinator.

Volunteers assigned to duties that require the use of a vehicle must first complete:

(a) A driving safety briefing.

(b) Verification that the volunteer possesses a valid driver license.

(c) Verification that the volunteer carries current vehicle insurance.

The coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating department vehicles, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked law enforcement vehicle unless there is a prominently placed sign indicating that the vehicle is out of service.

Volunteers are not authorized to operate department vehicles while using the vehicle's emergency equipment (e.g., emergency lights siren).

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338.13 DISCIPLINARY PROCEDURES/TERMINATION

If a volunteer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Volunteers are considered at-will and may be removed from service at the discretion of the Chief of Police, with or without cause. Volunteers shall have no property interest in their continued appointments. 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 the 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 and a reason for their decision.

338.13.1 EXIT INTERVIEWS

The volunteer coordinator should conduct exit interviews, where possible. These interviews should ascertain why the volunteer is leaving the position and should solicit the volunteer's suggestions on improving the position. When appropriate, an exit interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

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Native American Graves Protection and Repatriation

339.1 PURPOSE AND SCOPE

This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001).

339.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes, or to contain human remains.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

339.2 POLICY

It is the policy of the University of Oklahoma Police Department that the protection of Native American human remains, funerary objects, sacred objects or objects of cultural patrimony on federal lands is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

339.3 COMPLIANCE WITH NAGPRA

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4 et seq.).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4(d)):

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- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - Appropriate Medical Examiner and the State Archaeologist and the State Historic Preservation Officer within 15 days when appropriate (21 O.S. § 1168.4). Before releasing control of the scene, officers shall confirm who will be making this notification.
- Tribal land - Responsible Indian tribal official
- Private land - The landowner and the Chief Medical Examiner (21 O.S. § 1168.4)

339.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

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Off-Duty Law Enforcement Actions

340.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for officers of the University of Oklahoma Police Department with respect to taking law enforcement action while off-duty.

340.2 POLICY

It is the policy of the University of Oklahoma Police Department that officers generally should not initiate law enforcement action while off-duty. Officers are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any officer 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 or loss, may take reasonable action to minimize or eliminate the threat.

340.3 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action unless they are in uniform at a public function. Officers should consider waiting for on-duty uniformed peace officers to arrive instead of immediately intervening and, while waiting, gather as much accurate intelligence as possible. However, if an officer decides to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

(a) The potential to be misidentified by other peace officers.

(b) The potential to be misidentified by members of the public, who may be armed or who may take action.

(c) The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.

(d) Limited off-duty firearms capabilities and ammunition.

(e) The inability to communicate with responding peace officers.

(f) The lack of equipment, such as body armor, handcuffs or control devices.

(g) Unfamiliarity with the surroundings, including escape routes.

(h) The potential for increased risk to bystanders by confronting a suspect or taking action.

An off-duty officer in official uniform in attendance at a public function, event or assemblage of people has the same powers and obligations as when he/she is on-duty (22 O.S. § 37.1).

340.3.1 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. If possible, the dispatcher receiving the call should obtain a description of the off-duty officer from the caller and broadcast that information to responding officers.

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Whenever practicable, the officer should loudly and repeatedly identify him/herself as an officer with the University of Oklahoma Police Department until acknowledged. Official identification should also be displayed when possible.

340.4 CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she is working in an undercover capacity.

340.4.1 NON-SWORN RESPONSIBILITIES

Non-sworn members should not become involved in any law enforcement action while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

340.4.2 INCIDENTS OF PERSONAL INTEREST

Department members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

340.5 REPORTING

If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the officer shall notify the agency as soon as reasonably practicable. Officers shall cooperate fully with the agency having jurisdiction by providing statements or reports as appropriate.

Officers shall notify the Shift Supervisor regarding any law enforcement action taken while off-duty.

The Shift Supervisor shall determine whether a crime report or an administrative report should be completed by the involved officer.

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KEYS and ELECTRONIC ACCESS CONTROL

341.1 PURPOSE AND SCOPE

This policy establishes a process for accounting of keys and electronic access control for the University of Oklahoma Police Department.

341.2 POLICY

University of Oklahoma Police Department members shall use keys and electronic access control divices and/or systems in a professional manner in accordance with this policy and established University of Oklahoma policies for key control.

341.3 KEYS AND ELECTRONIC ACCESS CONTROL

Employees shall not reproduce any facility keys or other locking or unlocking devices without the approval of the Deputy Chief. Keys marked “Do Not Duplicate” shall not be reproduced without a signed letter from the Chief of Police.

(a) Vehicle keys may be reproduced with the permission of command staff.

(b) Employees shall not loan or give any facility or vehicle key to anyone not authorized to have them.

Employees who misplace or damage access control devices or ID cards shall notify the their supervisor as soon as possible and request a replacement. A report will be completed to document the situation. Access control devices are issued to individuals and are coded to allow the person with access to certain areas.

(a) Employees shall not loan or give their individually assigned access control devices to another.

(b) Employees shall not use their individually assigned access control devices to allow another access to an area which they are not authorized.

(c) Employees shall maintain positive control of all keys and electronic control devices issued to them during their work shift. Failure to do so shall result in disciplinary action.

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Community Relations

342.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Patrol Policy.
- Suspicious Activity Reporting Policy.

342.2 POLICY

It is the policy of the University of Oklahoma Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

342.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify Dispatch of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Dispatch of their location and status during the foot patrol.

342.4 COMMUNITY RELATIONS COORDINATOR

The Chief of Police or the authorized designee should designate a member of the Department to serve as the community relations coordinator. He/she should report directly to the Chief of Police or the authorized designee and is responsible for:

(a) Obtaining department-approved training related to his/her responsibilities.

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(b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.

(c) Working with community groups, department members and other community resources to:

1. Identify and solve public safety problems within the community.
2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.

(d) Working with the Operations Division Commander to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.

(e) Recognizing department and community members for exceptional work or performance in community relations efforts.

(f) Attending community meetings to obtain information on community relations needs.

(g) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.

(h) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

342.5 COMMUNITY ACTIVITIES AND PROGRAMS

The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially students, to interact in a positive setting. Examples of such programs and events may include:

(a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).

(b) Police-community get-togethers (e.g., cookouts, meals, charity events).

(c) Neighborhood Watch and crime prevention programs.

342.6 INFORMATION SHARING

The community relations coordinator should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

(a) Community meetings.

(b) Social media (see the Department Use of Social Media Policy).

(c) Department website postings.

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Information should be regularly refreshed, to inform and engage community members continuously.

342.7 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

(a) Development and distribution of informational cards/flyers.

(b) Department website postings.

(c) Instruction in schools.

(d) Department ride-alongs (see the Ride-Alongs Policy).

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

342.8 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, should not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities.

342.9 TRANSPARENCY

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officers, suspects or case numbers. The community relations coordinator should work with the community advisory committee to identify information that may increase transparency regarding department operations.

342.10 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

(a) Effective social interaction and communication skills.

(b) Cultural, racial and ethnic diversity and relations.

(c) Building community partnerships.

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(d) Community policing and problem-solving principles.

(e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

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Chapter 4 - Patrol Operations

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Patrol

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 POLICY

The University of Oklahoma Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.3 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of University of Oklahoma Police Department. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.

(b) Apprehending criminal offenders.

(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.

(d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.

(e) Responding to reports of both criminal and non-criminal acts.

(f) Responding to routine calls for service, such as public assistance or public safety.

(g) Directing and controlling traffic.

(h) Carrying out crime prevention activities, such as residential inspections, business inspections and community presentations.

(i) Carrying out community-oriented policing and problem-solving activities, including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.

(j) Locking academic buildings on a daily basis, as well as performing scheduled and unscheduled lockups and unlocks has been assigned to this agency.

(k) Investigating traffic collisions.

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400.3.1 LEAVING DUTY POST

Members should remain within OUPD's jurisdiction while on patrol, except when assisting another agency, traversing through another jurisdiction to a non-contiguous part of OUPD's jurisdiction, or while taking an authorized meal break, etc. When, in the performance of their duties, it becomes necessary to leave a specific assignment, their supervisor will be notified as soon as practical. When that absence will involve a substantial time or distance, a supervisor will be consulted.

When assigned to a special event, members shall not leave their assigned duty post except when authorized by proper authority.

400.3.2 UNIQUE BUILDING RESPONSES ON THE UNIVERSITY OF OKLAHOMA CAMPUS

Some buildings and entities on campus have special internal procedures and/or on-site security. To the extent possible, members will comply with their security practices and procedures to include but not limited to the following buildings:

- The Fred Jones, Jr., Museum of Art
- The National Weather Center (Federal)
- The Sam Noble Museum of Natural History
- Bizzell Library, History of Science Collection
- Westheimer Airpark Flight Operations Area
- Goddard Health Center Pharmacy

400.3.3 COURIER SERVICE

The Police Department provides an executive courier service to various University departments and offices.

It is the policy of the department to provide this service in a timely fashion and that officers assigned as Courier may be available to patrol in emergencies.

400.4 UNIVERSITY HOUSING SECURITY SERVICES

This department has been requested by the Department of Housing and Food Service to perform on-site security in the residence hall area by providing one or more Community Service Officers (CSOs) or Police Officers to work during selected hours. The hours of coverage will normally range from 2100 to 0600 each night. Adjustments may be made during non-peak periods of activity. This program is intended to accomplish the following:

(a) Provide a mechanism through which criminal and/or suspicious activity on the premises warranting police attention can more effectively be observed and appropriate public safety response summoned.

(b) Reasonably assure that the level of physical security desired for these facilities is achieved during the hours worked, which include the designated security hours.

(c) Through a consistent program of supervision, achieve compliance with University regulations by the occupants of each center.

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(d) Provide a mechanism through which crime prevention education can be provided to the students residing in these centers to reduce the incidence of crime through enhanced awareness.

400.5 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily briefings and to attend briefings of other divisions or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions.

400.6 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including, but not limited to, civil demonstrations, public displays, parades, sporting events and civic, social and business 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.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

As directed by Command Staff, OUPD may contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.

400.7 STAFFING

The Operations Division Commander will recommend minimum staffing levels based on average calls for service, self-initiated activity, geographic areas to be covered, response time considerations, shift length and available staff for assignment to the Chief of Police.

The Chief of Police will establish minimum staffing levels.

On a bi-annual basis, the Operations Division Commander will assign staff to fill the positions established by the minimum staffing levels, following agency practice for position assignment.

The shift supervisor will assign staff to fill vacancies any time the vacancies result in the failure to meet established minimum staffing levels.

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400.8 COMMUNITY-ORIENTED POLICING SERVICES

The Operations Division Commander should ensure that a community-oriented policing program is established and a program manual developed that should include at a minimum:

(a) The mission, organizational values and management principles that support community partnerships.

(b) A definition of community partnerships as a commitment to a philosophy rather than a program.

(c) A list of partnerships and collaborative efforts involving the University of Oklahoma Police Department and persons, groups and businesses within the community.

(d) Training for members and community leaders in the theory and concept, as well as function and operation, of community partnerships.

(e) Recommended training for members in problem-solving models.

(f) Materials that assist members in developing support from University officials for the concept of community-oriented policing, with the goal of University-wide adoption of the community partnership philosophy.

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Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the University of Oklahoma Police Department's commitment to policing that is fair and objective.

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, partnerships).

This policy meets statutory requirements requiring the adoption of an impartial policing/racial profiling policy (11 O.S. § 34-107; 22 O.S. § 34.3).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-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 (22 O.S. § 34.3).

401.2 POLICY

The University of Oklahoma 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.

This policy shall be available for public inspection during normal business hours (22 O.S. § 34.3).

401.3 BIAS-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 bias-based actions by another member.

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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.

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 violations in accordance with the Personnel Complaints Policy (22 O.S. § 34.3).

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.

    1. Supervisors 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.

    (a) Supervisors should document these periodic reviews on performance evaluations.

    (b) Recordings or data 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.

(e) Supervisors shall initiate an investigation whenever a complaint is received by the Attorney General's Office of Civil Rights Enforcement (22 O.S. § 34.4).

401.6 ADMINISTRATION

The Deputy Chief of Police 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.

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401.7 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Administrative Lieutenant.

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Briefing

402.1 PURPOSE AND SCOPE

This policy discusses the activity of briefing and includes the tasks that should be accomplished during this short period.

402.2 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.

402.3 BRIEFING

All divisions and specialized units will conduct regular briefing to discuss, disseminate and exchange information among department members, work groups and other organizations. A supervisor generally will conduct briefing. However, the supervisor may delegate this responsibility to a subordinate member in his/her absence or for training purposes.

Briefingmay 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 General Orders and any recent policy changes.

402.3.1 RETENTION OF BRIEFING TRAINING RECORDS

Briefing training materials and a curriculum or summary shall be forwarded to the Administrative Lieutenant for inclusion in training records, as appropriate.

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402.4 PREPARATION OF MATERIALS

The member conducting briefing is responsible for preparation of the materials necessary for a constructive briefing.

402.5 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.

(e) Learning activity packages (LAPs) that have been approved by the police training coordinator.

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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 POLICY

It is the policy of the University of Oklahoma Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, it shall be maintained until the officer is properly relieved by a supervisor or other designated person.

403.4 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) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

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403.5 SEARCHES

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 additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

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Special Weapons and Tactics Team

404.1 PURPOSE AND SCOPE

This policy provides guidelines for the specialized support of the Special Weapons and Tactics Team (SWAT) in handling critical field operations where special tactical deployment methods or intense negotiations are beyond the capacity of field officers.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Negotiation team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to provide skilled verbal communications to de-escalate or effect surrender in situations where suspects have taken hostages or barricaded themselves or are suicidal.

Tactical team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigators. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, a tactical team may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues necessitate such use.

404.2 POLICY

It shall be the policy of the University of Oklahoma Police Department to maintain a SWAT, either internally, or through participation in a multi-jurisdictional team, comprised of negotiation and tactical teams, and to provide the equipment, manpower and training necessary to maintain such teams. The SWAT should develop sufficient resources to perform three basic operational functions:

(a) Command and control

(b) Containment

(c) Entry/apprehension/rescue

404.3 CAPABILITIES

This department acknowledges that training needs may vary based on the experience level of team members, team administrators and potential incident commanders. Therefore, with the preservation of innocent human life being paramount, nothing in this policy shall prohibit individual teams from responding to a situation that exceeds their training level due to the exigency of the circumstances.

The various levels of tactical team capability and training are as follows and may fluctuate based upon personnel, training, available equipment, resources and capabilities:

- FEMA Type III Team - A basic team capable of providing containment and intervention in critical incidents that exceed the training and resources available to line-level

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officers. This does not include ad hoc teams of officers that are formed around a specific mission, detail or incident (e.g., active shooter response). Generally 5 percent of the Type III team's on-duty time should be devoted to training.

- FEMA Type II Team - An intermediate-level tactical team capable of providing containment and intervention. These teams possess tactical capabilities above the Type III teams. These teams may or may not work together on a daily basis, but are intended to respond to incidents as a team. At least 5 percent of the Type II team's on-duty time should be devoted to training with supplemental training for tactical capabilities above the Type III team.
- FEMA Type I Team - An advanced-level tactical team whose members function on a full-time basis. Generally 25 percent of the Type I team's on-duty time is devoted to training. Type I teams operate in accordance with contemporary best practices. Such teams possess both skills and equipment to utilize tactics beyond the capabilities of Type II and Type III teams.

404.4 MANAGEMENT AND SUPERVISION

Under the direction of the Chief of Police,the OUPD members of SWAT shall be managed by the Deputy Chief of Police. OUPD SWAT team members are under the operational control of the SWAT team commander when serving in that specific capacity.

404.4.1 TEAM SUPERVISORS

The negotiation team and tactical team will be under the direction of designated team supervisors.

The primary responsibility of the team supervisors is to oversee the operation of their teams, which includes deployment, training, first-line supervisor participation and other duties as directed by the SWAT Commander.

404.5 READINESS

An operational readiness assessment may be conducted to determine the type and extent of SWAT missions and operations appropriate to this department. The assessment may consider the capabilities, training and limitations of the SWAT and should be reviewed annually by the SWAT Commander or the authorized designee.

404.5.1 EQUIPMENT INSPECTIONS

The Deputy Chief of Police shall appoint a team supervisor to perform operational readiness inspections of all OUPD SWAT equipment at least annually. The result of the inspection will be forwarded to the Deputy Chief of Police in writing. The inspections will include equipment issued to members of the OUPD SWAT, and operational equipment maintained or used in OUPD SWAT vehicles.

404.5.2 MULTIJURISDICTIONAL OPERATIONS

The SWAT, including any relevant specialized teams and supporting resources, should develop protocols, agreements, memorandums of understanding (MOUs) or working relationships to support multijurisdictional or regional responses.

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(a) If it is anticipated that multijurisdictional SWAT operations will regularly be conducted, multi-agency and multidisciplinary joint training exercises should occur.

(b) Members of the University of Oklahoma Police Department SWAT shall operate under the policies and procedures of the University of Oklahoma Police Department when working in a multi-agency situation.

404.6 PROCEDURES

Situations that necessitate the need for a SWAT response vary greatly from incident to incident and often demand on-scene evaluation. The guidelines allow for appropriate on-scene decision-making and development of organizational and operational procedures.

404.6.1 ORGANIZATIONAL PROCEDURES

The Department shall develop a separate set of organizational procedures that should address, at a minimum:

(a) Member selection, retention and termination criteria.

(b) Training and required competencies, including record production and retention.

(c) Procedures for notification, activation, deactivation and deployment.

(d) Command and control issues, including a clearly defined command structure and dedicated lines of communication.

(e) Multi-agency response.

(f) Out-of-jurisdiction response.

(g) Specialized functions and supporting resources.

404.6.2 OPERATIONAL PROCEDURES

The OUPD SWAT members shall follow multi-agency SWAT team operational procedures.

404.7 OPERATIONAL GUIDELINES

The following are guidelines for the operational deployment of the SWAT. Generally, the tactical team and the negotiation team will be activated together. It is recognized, however, that the teams can be activated independently as circumstances dictate. The tactical team may be used in a situation not requiring the physical presence of the negotiation team, such as warrant service operations. The negotiation team may be used in a situation not requiring the physical presence of the tactical team, such as handling a suicidal person. Operational deployment of the specialized teams shall be at the discretion of the SWAT Commander.

404.7.1 APPROPRIATE USE

Incidents that may result in the activation of the SWAT include:

(a) Barricaded suspects who refuse an order to surrender and are believed to be armed.

(b) Incidents where hostages are taken.

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(c) Individuals who are threatening suicide and have refused to surrender, and are believed to be armed.

(d) Arrests of potentially armed or dangerous persons.

(e) Any situation that could threaten or undermine the ability of the Department to preserve life, maintain social order and ensure the protection of persons or property.

Requests by field personnel for assistance from crisis response units from another agency must be approved by the on-call administrator or other Command Staff.

404.7.2 ON-SCENE DETERMINATION AND NOTIFICATION

The supervisor-in-charge at the scene of a particular event will be designated as the Incident Commander and will assess whether the SWAT is to respond to the scene. With input from the Incident Commander, final determination will be made by the on-call administrator or other Command Staff member, who shall then authorize the notificationof the SWAT Commander. If the SWAT Commander is unavailable, then a specialized team supervisor shall be notified.

The Incident Commander should brief the SWAT Commander about the incident. Such information should include:

(a) The type of crime involved.

(b) The number of suspects, identity and criminal history.

(c) The known weapons and resources available to the suspect.

(d) If the suspect is in control of hostages and/or barricaded.

(e) Whether contact has been made with the suspect and whether there have been demands.

(f) If potential victims are still within the inner perimeter.

(g) If the suspect has threatened or attempted suicide.

(h) The location of the command post and a safe approach to it.

(i) The extent of any inner or outer perimeter and the number of personnel involved.

(j) Any other assets or resources at the scene including other involved agencies.

(k) Any notifications that should be made to ensure public awareness and safety.

(l) Any other important facts critical to the immediate situation.

The SWAT Commander or team supervisor shall then follow current callout procedures.

The Shift Supervisor will notify the Deputy Chief as soon as practicable.

404.7.3 FIELD PERSONNEL RESPONSIBILITIES

While waiting for the SWAT to respond, field personnel should, if determined to be safe and practicable and sufficient resources exist:

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(a) Establish an arrest/response team in case the suspect takes action. The response team's tasks may include:

1. Taking action to mitigate a deadly threat or behavior either inside or outside the location.
2. Securing any subject or suspect who may surrender or attempt to escape.

(b) Evacuate any injured persons in the zone of danger.

(c) Evacuate or provide safety instructions to other people in the zone of danger.

(d) Establish an inner and outer perimeter.

(e) Establish a command post outside of the inner perimeter.

(f) Attempt to establish preliminary communication with the suspect. Once the SWAT has arrived, all negotiations should generally be halted to allow the negotiation and tactical teams time to organize, position and assume the appropriate roles and responsibilities.

(g) Plan for, and stage, anticipated resources.

404.7.4 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the SWAT at the scene, the Incident Commander shall brief the SWAT Commander and team supervisors. Upon review, it will be the SWAT Commander's decision, with input from the Incident Commander, whether to deploy the SWAT. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access and will support the SWAT. The Incident Commander and SWAT Commander or the authorized designee shall maintain direct communication at all times.

404.7.5 COMMUNICATIONS WITH SWAT MEMBERS

All persons who are non-SWAT members should refrain from any non-emergency contact or interference with any SWAT member during active negotiations. SWAT operations require the utmost in concentration by involved members and, as a result, no one should interrupt or communicate with SWAT members directly. All non-emergency communications shall be channeled through the negotiation team or tactical team supervisor or the authorized designee.

404.8 TACTICAL TEAM ADMINISTRATIVE GUIDELINES

The tactical team was established to provide a skilled and trained team for deployment to events that require specialized tactics, in situations where suspects have taken hostages and/or barricaded themselves, and in prolonged or predictable situations where persons who are armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the tactical team.

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404.8.1 SELECTION OF TACTICAL MEMBERS
Interested commissioned members who are off probation shall submit a letter of interest to their appropriate Division Commanders, a copy of which may be forwarded to the SWAT Commander and other tactical team supervisors. Those qualifying applicants may then be invited to participate in the testing process. The order of the tests will be at the discretion of the SWAT Commander.

404.8.2 TACTICAL TRAINING
Training shall be coordinated by the SWAT Commander. The SWAT Commander may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training.

404.8.3 TACTICAL TEAM EVALUATION
Continual evaluation of a team member’s performance and efficiency as it relates to the positive operation of the team shall be conducted by the team supervisor. The performance and efficiency level, as established by the team supervisor, will be met and maintained by all tactical team members. Any member of the tactical team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.9 NEGOTIATION TEAM ADMINISTRATIVE GUIDELINES
The negotiation team has been established to provide skilled verbal communicators who will attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages or barricaded themselves or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the negotiation team.

404.9.1 SELECTION OF NEGOTIATION MEMBERS
Interested department members who are off probation shall submit a letter of interest to their appropriate Division Commanders. A copy may be forwarded to the SWAT Commander and the negotiation team supervisor.

404.9.2 NEGOTIATION TRAINING
Training shall be coordinated by the SWAT Commander. The SWAT Commander may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training.

404.9.3 NEGOTIATION TEAM EVALUATION
Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the team shall be conducted by the team supervisor. Performance and efficiency levels, established by the team supervisor, will be met and maintained by all team members. Any member of the negotiation team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

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404.10 UNIFORMS AND EQUIPMENT

SWAT specialized teams from this department should wear uniforms that clearly identify them as law enforcement members. It is recognized that certain tactical conditions may require covert movement. Attire may be selected that is appropriate to the specific mission.

SWAT uniforms shall not be worn unless members are on a SWAT assignment or training.

404.10.1 EQUIPMENT

SWAT specialized teams from this department should be adequately equipped to meet the specific missions identified by the Department.

404.10.2 FIREARMS

Weapons and equipment used by the SWAT specialized teams and any supporting resources should be department-issued or approved, including any modifications, additions or attachments.

404.11 TRAINING

The SWAT Commander shall conduct an annual SWAT training needs assessment to ensure that training correlates to the team's capabilities and department policy.

404.11.1 TRAINING SAFETY

Use of a designated safety officer should be considered for all tactical training.

404.11.2 INITIAL TRAINING

Tactical and negotiation team members and team supervisors should not be deployed until successful completion of a basic SWAT course or its equivalent that has been approved by this department.

(a) To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content or topics meet or exceed requirements determined by the Department.

(b) Untrained members may be used in a support or training capacity.

404.11.3 UPDATE/REFRESHER TRAINING

Tactical and negotiation team members, team supervisors and certified tactical dispatchers should complete update or refresher training every 24 months.

404.11.4 MANAGEMENT TRAINING

Command and executive personnel are encouraged to attend training for managing the SWAT functions at the organizational level. This is to ensure that those who provide active oversight at the scene understand the purpose and capabilities of these specialized teams.

Command personnel who may assume incident command responsibilities should attend a tactical commander or critical incident commander course or its equivalent that has been approved by this department.

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404.11.5 SCENARIO-BASED TRAINING

SWAT specialized teams should participate in scenario-based training that simulates the critical field operations environment. Such training is an established method of improving performance during an actual deployment.

404.11.6 TRAINING DOCUMENTATION

Individual and team training shall be documented and records maintained by the Administrative Lieutenant. Such documentation shall be maintained in each member's training file. A separate department SWAT training file shall be maintained with documentation and records of all team training.

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Ride-Alongs

405.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the University of Oklahoma Police Department. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

405.2 POLICY

Ride-along opportunities will be provided to the members of the public, University employees and members of this department to observe and experience, first-hand, various functions of the University of Oklahoma Police Department. The term “ride-along” includes riding as a passenger with an officer on patrol or observing the work day of members engaged in other functions within the Department.

405.3 ELIGIBILITY

A ride-along is available to members of the public, students currently attending class at the University of Oklahoma and those employed within the University of Oklahoma. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against this department or the University
- Denial by any supervisor, with justification.

405.4 AVAILABILITY

A ride-along or job observation is available most days of the week.

405.5 REQUESTS TO PARTICIPATE

Generally, ride-along and job observation requests will be maintained and scheduled by the Operations Division Commander. The applicant will complete and sign a ride-along or job observation waiver form. Information requested will include a valid state-issued identification card, Passport, or driver license number, birthdate, address and telephone number.

The Operations Division Commander will schedule a date, based on availability.

If the request is denied, a representative of this department will advise the applicant of the denial.

See attachment: Ride-Along Waiver 02-16-18.pdf

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405.6 PROCEDURES

Once approved by the Chief of Police, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Volunteers, including interns.
- University of Oklahoma Police Department applicants
- Any others with approval of the Operations Division Commander

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in department vehicles at a given time.

405.6.1 OFF-DUTY PARTICIPATION

Off-duty members of this department or any other law enforcement agency, will not be permitted to participate in a ride-along with on-duty members of this department without the express consent of the Operations Division Commander.

In the event that such participation is permitted, the off-duty department member, other law enforcement agency personnel shall not:

(a) Be considered on-duty.

(b) Represent him/herself as a member of this department or any other law enforcement agency.

(c) Participate in any law enforcement activity except as emergency circumstances may require.

405.6.2 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 an Oklahoma State Bureau of Investigation criminal history check prior to approval of the ride-along.

405.6.3 SUITABLE ATTIRE

Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. The Shift Supervisor or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

405.7 MEMBER RESPONSIBILITIES

The assigned department member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

(a) The participant will follow the directions of the department member.

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(b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any police department equipment.

(c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member's duties.

1. If the ride-along is in progress, the member may return the participant to the point the ride originated.

(d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.

(e) Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety. crime scene integrity, or cause undue stress or embarrassment to a victim or any other member of the public.

(f) Participants who are not law enforcement officers shall not be permitted to accompany the department member into a private residence without the express consent of the resident or other authorized person.

(g) Participants may not take photographs without specific permission in advance, from the Chief of Police.

(h) Participants shall not carry a firearm or other weapon unless they are a commissioned peace officer.

(i) Participants may be subpoenaed to testify in court.

1. If so subpoenaed, neither the department nor the University will provide any compensation for the particpant's time or expenses associated with court.

The member assigned to provide a ride-along shall advise the dispatcher that a ride-along participant is present in the vehicle before going into service. An officer with a civilian ride-along participant should, when encountering a highly potentially dangerous situation, such as a high-speed pursuit, active shooter call, etc., let the participant out of the vehicle in apublic place. The dispatcher will be advised of the situation and as soon as practicable have another department member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Shift Supervisor. The member should enter comments regarding the reasons for terminating the ride-along in an email to the Operations Division Commander.

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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 or 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 POLICY

It is the policy of the University of Oklahoma Police Department to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

406.3 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 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.

406.4 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.

2. When appropriate, request the lead official designated by the University to respond to the incident (27A O.S. § 4-1-102; 27A O.S. § 4-1-103).

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(c) Wear personal protective gear, 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.

(i) Establish a decontamination area when needed.

(j) Activate automated community notification systems, if applicable.

(k) If the incident is believed to be a threat to the public health, safety or the environment, notify the Oklahoma Department of Environmental Quality as soon as reasonably possible (27A O.S. § 4-1-103).

406.5 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 Shift Supervisor 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.

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Hazardous Material Response

Injury or illness caused or believed to be caused by 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.

406.5.1 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.

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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 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.
- Unlawfully held against his/her will under threat or actual use of force.

407.2 POLICY

It is the policy of the University of Oklahoma 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.

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407.3.1 EMERGENCY COMMUNICATIONS
A telephone company may be directed to cut, reroute or divert telephone lines in an emergency in which a hostage is being held or a suspect is barricaded to prevent telephone communications with any person other than a peace officer or a person authorized by the peace officer (21 O.S. § 747).

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. In 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 uninjured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt to 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.

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(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 uninjured 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 to 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.

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(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 (PIO).

(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, and notify Command Staff. This includes requesting Special Weapons and Tactics Team (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 assignment members, additional department members, 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., electric power, gas, telephone service).

(h) Ensure adequate law enforcement coverage for the remainder of the University during the incident. The supervisor should direct nonessential 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 PIO or a designated temporary media representative provide media access in accordance with the 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.

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407.6 SWAT RESPONSIBILITIES

It will be the SWAT Commander's decision, with input from the Incident Commander, whether to deploy the SWAT during a hostage or barricade situation. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access, and will support the SWAT. The Incident Commander and the SWAT Commander or the authorized designees shall maintain direct 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.

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Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the University of Oklahoma Police Department in their initial response to incidents involving explosives or 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.

408.2 POLICY

It is the policy of the University of Oklahoma Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

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, number of devices if more than one, placement and reason the device was placed, 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 Shift Supervisor is immediately advised and informed of the details. This will enable the Shift Supervisor 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 UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT FACILITY

If the bomb threat is against the University of Oklahoma Police Department facility, the Shift Supervisor 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 University of Oklahoma 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 Shift Supervisor deems appropriate.

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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 University of Oklahoma, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(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 Shift Supervisor is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Shift Supervisor should be notified when police assistance is requested. The Shift Supervisor 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 Shift Supervisor determine that the Department will assist or control such an incident, he/she will determine:

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(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.

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:

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.

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(h) Explosives detection dogs will NOT be used to evaluate a suspicious object or objects, once found.

(i) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(j) Promptly relay available information to the Shift Supervisor 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, contamination of the scene by gathering crowds, or 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:

(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

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- Additional department personnel, such as investigators and forensic services
- Emergency Medical personnel.
- Shift Supervisor
- On-call administrator, if after-hours.
- 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

408.8 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.

408.8.1 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Supervisor 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 embedded in nearby structures or hanging in trees and bushes.

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Crisis Intervention Incidents

409.1 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.

This policy meets statutory requirements requiring the adoption of a mental health policy pursuant to 11 O.S. § 34-107.

409.1.1 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; noncompliance 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.

409.2 POLICY

The University of Oklahoma 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.

409.3 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 or lack of control

(i) Lack of fear

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

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Members should be aware that this list is not exhaustive. The presence or absence of any of these signs should not be treated as proof of the presence or absence of a mental health issue or crisis.

409.4 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.

409.5 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 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 the crime, if any.

(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.

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409.6 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.

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 and 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 (i.e., 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 agressive.
- 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.

409.7 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 or suicide threats/attempts, and whether there has been previous police response.

(c) Contact information for a treating physician or mental health professional.

Additional resources should be requested as warranted.

409.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

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(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).

(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..

(f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

409.9 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.

409.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Emergency Detentions Policy.

409.10 NON-SWORN INTERACTION WITH PEOPLE IN CRISIS

Non-sworn or clerical 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.

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409.11 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department may identify and provide comprehensive education and training to department members to enable them to effectively interact with persons in crisis.

All active full-time officers shall annually complete two hours of continuing training on mental health issues that is accredited or provided by the Council on Law Enforcement Education and Training (CLEET) (70 O.S. § 3311.4).

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Emergency Detentions

410.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place a person under an emergency detention.

This policy meets statutory requirements requiring the adoption of a mental health policy pursuant to 11 O.S. § 34-107.

410.1.1 DEFINITIONS

Definitions related to this policy include:

Person requiring treatment - A person who because of his/her mental illness or drug or alcohol dependency (43A O.S. § 1-103):

(a) Poses a substantial risk of immediate physical harm to him/herself as manifested by evidence or serious threats of, or attempts at, suicide or other significant self-inflicted bodily harm.

(b) Poses a substantial risk of immediate physical harm to another as manifested by evidence of violent behavior toward another.

(c) Has placed another person in reasonable fear of violent behavior directed toward such person or serious physical harm to them as manifested by serious and immediate threats.

(d) Is in a condition of severe deterioration such that, without immediate intervention, there exists a substantial risk that severe impairment or injury will result to the person.

(e) Poses a substantial risk of immediate serious physical injury to self or death as manifested by evidence that the person is unable to provide for, and is not providing for, his/her basic physical needs.

410.2 POLICY

It is the policy of the University of Oklahoma Police Department to protect the public and individuals through legal and appropriate use of an emergency detention process.

410.3 AUTHORITY

An officer may take a person into protective custody for an emergency detention when he/she reasonably believes the person is a person requiring treatment. A reasonable effort shall be made to take the person into custody in the least conspicuous manner (43A O.S. § 1-110; 43A O.S. § 5-207).

(a) If the person is medically stable, the officer shall transport the person to the nearest facility designated by the commissioner of Mental Health and Substance Abuse Services as an appropriate facility for an initial assessment. If, subsequent to the initial assessment, it is determined that:

1. An emergency detention is warranted and the person:

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(a) Continues to be medically stable, the officer shall transport the person to the appropriate designated facility for detention.

(b) Is no longer medically stable, the officer shall transport the person to the nearest hospital or other appropriate treatment facility or summon EMS.

2. The person does not require treatment and an emergency detention is not warranted, the officer shall immediately transport the person to the point where the person was taken into protective custody and released, or transported to the person's home or alternative facility (43A O.S. § 5-208).

(b) If the person is not medically stable, the officer shall summon EMS. .

410.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for an emergency detention, they may inquire as to whether the person desires to be voluntarily evaluated at an appropriate facility. If the person so desires, the officer should:

(a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person.

(b) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

If at any point the person changes his/her mind regarding voluntary evaluation, the officers should proceed with the emergency detention, if appropriate.

410.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving a person who may qualify for detention for the purpose of an emergency detention should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the possible cause and nature of the person's action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques

(d) Community or other resources that may be readily available to assist with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Emergency detentions should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

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410.5 TRANSPORTATION

When transporting any individual for an emergency detention, 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 the patrol unit and shall 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, Shift Supervisor approval is required before transport commences.

410.6 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 statement for an emergency detention 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.

410.7 DOCUMENTATION

When a person is taken into protective custody upon the officer's personal observations, the officer shall prepare a written affidavit indicating the basis for the belief that the person is a person requiring treatment and the circumstances under which the officer took the person into protective custody. Upon request, a copy of the affidavit shall be provided to the person or the person's attorney (43A O.S. § 5-207).

If the determination to take the person into protective custody is not based on the officer's personal observation, the officer is not required to prepare an affidavit. However, if the officer takes a person into protective custody based on third-party information that a person is mentally ill, alcohol-dependent or drug dependent, the officer shall have the third party sign a third-party statement indicating the basis for such belief that the person is a person requiring treatment. A person should not be taken into protective custody if the third party does not sign the statement (43A O.S. § 5-207).

The officer should also provide the written statement and a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

410.7.1 NOTIFICATION

A person who in protective custody for an emergency detention shall be asked to designate any person they would like informed of the detention. If the person is incapable of making such a designation, the officer shall, within 24 hours, notify any of the following of the detention:

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- A person other than the person initiating the request for protective custody which may include the person's:
  - Attorney
  - Parent
  - Spouse
  - Guardian
  - Sibling
  - Child (18 years or older)

Failure to locate the requested person to be notified shall be reported to the administrator of the facility where the person is being detained (43A O.S. § 5-209).

410.8 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody through an emergency detention should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for an emergency detention 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 detention.

(c) Facilitate the individual's transfer to jail.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for an emergency detention.

In the supervisor's judgment, the individual may be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment 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.

410.9 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for an emergency detention, the handling officers should seek to determine if the person 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.

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The handling officer should further advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody.

410.10 TRAINING

This department will endeavor to provide department-approved training on interaction with mentally disabled persons, emergency detentions and crisis intervention pursuant to 70 O.S. § 3311.4.

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Citation Releases

411.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the University of Oklahoma Police Department with guidance on a citation to appear in court 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 abuse, as outlined in the Domestic Abuse Policy.

This policy meets statutory requirements requiring the adoption of an arrest and alternatives to arrest policy pursuant to 11 O.S. § 34-107.

411.2 POLICY

The University of Oklahoma Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation or promise to appear in court when authorized to do so.

411.3 RELEASE

A suspected offender may be released on issuance of a citation or promise to appear in court as follows:

(a) An officer who has arrested a person on a misdemeanor charge or violation of a city ordinance may issue the person a citation to appear in court unless release is prohibited by law or policy (22 O.S. § 209).

(b) An officer who has arrested a person solely for a misdemeanor violation of an Oklahoma traffic law or municipal traffic ordinance shall release the person on a signed promise to appear (including electronic signatures) when (22 O.S. § 1115.1; 22 O.S. § 1115.1A):

1. The person has a valid driver's license (not required if the person was a passenger).
2. The person's identity is not in question.
3. The person is not unconscious or too injured to complete the process.
4. The violation does not constitute:
   (a) A felony.
   (b) Negligent homicide.
   (c) Driving while impaired.
   (d) Eluding or attempting to elude.
   (e) An offense for which a warrant was issued.

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411.4 PROHIBITIONS

The release of a suspected offender on a citation or promise to appear in court is not permitted when (22 O.S. § 190.1):

(a) An arrest warrant was issued on the charge and the court does not authorize release (22 O.S. § 190.1).

(b) The arrest was not subject to a warrant but the arrestee cannot post a required bail, or is not eligible for bail or pretrial release on the arrest charge. Examples of when a court may not allow bail or pretrial release include but are not limited to (22 O.S. § 1105.3):

1. Capital offenses.
2. Violent offenses, such as domestic abuse, robbery by force or fear, arson, or kidnapping.
3. Felony driving under the influence of an intoxicating substance.
4. Bail jumping or committing a new offense while on pre-trial release.
5. Felony sex offenses.
6. Out-of-county holds.
7. Possession of a firearm or other offensive weapon during the commission of a felony.
8. Stalking or violation of a victim protection order.
9. Controlled dangerous substances offenses where the maximum sentence may be at least 10 years' imprisonment.

Any questions as to whether a person is authorized for release on a citation or promise to appear should be referred to a supervisor.

See the Domestic Abuse Policy for release restrictions related to those investigations.

411.5 BAIL FOR CITY OF NORMAN AND OKLAHOMA CITY AREA RESIDENTS AND CURRENT UNIVERSITY OF OKLAHOMA STUDENTS

If a Norman or Oklahoma City area resident, or current University of Oklahoma student is arrested regarding a non-traffic citation (or for a traffic citation where the procedures for 22 O.S. § 1115.1 do not apply), and the resident acknowledges receipt of the citation by signing it, the arresting officer shall immediately release the person unless:

(a) It reasonably appears that the person may cause injury to himself or others, or damage property if released,

(b) That the person will not appear in response to the citation, or

(c) The person has been arrested for an offense against a person or propert

If a person is not released, he/she shall be allowed to post bail or released on personal recognizance. (11 O.S § 27-117.A)

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411.5.1 BAIL FOR NON-RESIDENTS
If a non-resident of the City of Norman is arrested regarding a non-traffic citation (or for a traffic citation where the procedures for 22 O.S. § 1115.1 do not apply), then the person shall be allowed to post bail. (11 O.S. § 27-117.B)

411.5.2 JUVENILE CONSIDERATIONS
In the following instances, juveniles shall not be allowed to be released upon a signed promise to appear in court:

(a) When it reasonably appears that the juvenile may cause injury to him/herself, others or to property if released,

(b) When it the arresting officer is unable to identify the juvenile with reasonable certainty, or

(c) When there is reason to believe that criminal conduct will continue if released.

In these cases, officers shall adhere to the Temporary Custody of Juveniles policy.

411.6 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.

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Foreign Diplomatic and Consular Representatives

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the University of Oklahoma Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY

The University of Oklahoma 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.

412.3 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) As soon as practicable, 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 (47 O.S. § 6-202.1).

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.

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412.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(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

412.4.1 STATE-REQUIRED REPORTING

When an officer contacts a vehicle operator and has probable cause to believe the person has committed a violation, and is presented a driver license issued by the DOS or the person otherwise claims immunities, the officer shall (47 O.S. § 6-202.1):

(a) Record all relevant information from any driver license or identification card.

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(b) Within five working days, forward the following to the Oklahoma Department of Public Safety:

1. A vehicle collision report if the driver was involved in a vehicle collision
2. A copy of any citation issued to the driver
3. If a citation was not issued to the driver, a written report of the incident

412.5 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.

412.6 DIPLOMATIC IMMUNITY

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	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 Consul Officer	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 Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability

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Consulate Employees	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 Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability
Diplomatic-Level Staff ofMissions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity and inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table represents 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 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.

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Rapid Response and Deployment

413.1 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 officers in situations that call for rapid response and deployment.

413.2 POLICY

The University of Oklahoma 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 who 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.

413.3 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.

413.4 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 possible, 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 incidents at other locations.

When deciding on a course of action officers should consider:

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(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advancement 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 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.

(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 the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, officers should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

413.4.1 OFFICER RESPONSIBILITIES

Upon receipt of a call indicating a possible active shooter, all available on duty officers will respond as expeditiously and safely as possible.

413.4.2 SUPERVISOR RESPONSIBILITIES

The Shift Supervisor or any Officer designated by the on-duty Shift Supervisor, will assume the duties as Incident Commander and will remain so until specifically relieved and reassigned by the Shift Supervisor or Command Staff Officer assuming the Incident Commander responsibility.

Whether to request [comCenter] to initiate a public alert (see the Public Alerts Policy) to prevent additional potential victims from entering the area.

The Incident Commander will expand the ICS structure of the incident as required by the situation.

413.5 PLANNING

The Operations Division Commander should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites.

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(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.

413.6 TRAINING

The Administrative Lieutenant should include rapid response to critical incidents in the training plan. This training should address:

(a) Orientation to likely critical incident target sites.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, breaching tool and control device training.

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

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Immigration Violations

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the University of Oklahoma Police Department relating to immigration and interacting with federal immigration officials.

414.2 POLICY

It is the policy of the University of Oklahoma 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.

414.3 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 Oklahoma constitutions.

414.4 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)).

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.

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414.4.1 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).

414.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

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 (22 O.S. § 171.2).

414.6 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.

414.7 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; 74 O.S § 20j):

(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

414.7.1 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.

414.8 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)).

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Immigration Violations

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Criminal Investigations Section supervisor assigned to oversee the handling of any related case. The Criminal Investigations Section 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.

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Utility Service Emergencies

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for addressing University utility service emergencies. This policy will address calls for service that are directed to the Police Department.

415.2 POLICY

It is the policy of the University of Oklahoma Police Department to appropriately respond to University emergency utility service requests received by this department.

415.3 UTILITY SERVICE EMERGENCY

A current contact list of University personnel to be notified in the event of a utility service emergency should be available in Dispatch.

415.3.1 WATER LINES

The University’s responsibility for water lines ends at the water main; any break or malfunction in the water system from the water mainto a building is the responsibility of the University.

If a water line break occurs on the University side of the water main, facilities management personnel should be notified as soon as practicable.
If a water line break occurs on the City's side of the water main, the City's utilities personnel should be notified as soon as practicable.

415.3.2 ELECTRICAL LINES

When a power line poses a hazard, a member of this department should be dispatched to the reported location to protect against personal injury or property damage that might be caused by the power line. The fire department, electric company and/or the facilities management department should be promptly notified, as appropriate.

415.3.3 RESERVOIRS, PUMPS, WELLS

In the event of flooding or equipment malfunctions involving University reservoirs, pumps or wells, the facilities management department should be contacted as soon as practicable.

415.3.4 NATURAL GAS LINES

All reports of a possible leak of natural gas or damage to a natural gas line shall promptly be referred to the fire department and facilities management. A member of this department should be dispatched to the reported location if it appears that assistance such as traffic control or evacuation is needed.

The incident should be evaluated to determine if an immediate notification to the university community is justified.

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415.3.5 TRAFFIC SIGNALS

A member of this department should be dispatched upon report of a damaged or malfunctioning traffic signal in order to protect against personal injury or property damage that might occur as the result of the damaged or malfunctioning signal. The member will advise Dispatch of the problem with the traffic signal. The dispatcher should make the necessary notification to the appropriate traffic signal maintenance agency as soon as practicable.

A decision to place a signal on flash should include a consultation with the appropriate traffic signal maintenance agency, unless exigent circumstances exist.

415.3.6 ELEVATORS

A member of this department should be dispatched to reports of damaged or malfunctioning elevators with persons on board.

A. Upon notification that persons may be trapped in a campus elevator car a staff member, either a commissioned officer or a CSO, will be assigned to respond to the location in a timely manner.

B. Dispatch will contact and ask Facilities Management to notify the relevant office of the situation and request qualified staff member(s) to respond to the scene.

C. If the responding staff member is able to determine that no one is trapped in the elevator car that information will be relayed to Dispatch to be forwarded to the appropriate responding Facility Management staff.

D. If person(s) are trapped in the elevator car the responding officer or CSO will remain on scene until a Facilities Management technician arrives to deal with the problem and/or he or she is directed to leave the
scene by a supervisor.

E. Absent some type of life-safety issue OUPD personnel will not attempt to extricate anyone trapped in a stopped elevator car. This task will be left to the appropriate Facilities Management staff or Norman Fire Department personnel.

   1. In situations where the elevator technician(s) requests. An OUPD staff member may provide assistance in physically removing trapped occupants.

F. Other than in emergency situations the Norman Fire Department will not routinely be summoned for occupants in stopped elevators.

   1. Emergency situations consist of instances of medical or other life-threatening conditions in which occupants must be immediately evacuated. Examples include a building fire or other evacuation situation(s) or an emergency medical condition requiring immediate access and treatment

G. Documentation:

   1. All instances in which it is determined vandalism is the cause of the elevator malfunction will be documented with a police report.

   2. Any instances of a malfunctioning elevator in which the occupant(s) claim injury will be documented with a police report.

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3. Other instances may be documented by means of the CAD card generated by the call assignment.
    (a) When a CAD card is the only documentation of the incident the names and other identifiers of person(s) involved should be obtained and that information relayed to Dispatch for entry on the CAD card.

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Aircraft Accidents

416.1 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.

416.1.1 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.

416.2 POLICY

It is the policy of the University of Oklahoma Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

416.3 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).

416.4 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.

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416.5 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)

(d) Airport management

(e) The incident should be evaluated to determine if an immediate notification should be sent to the university community.

416.5.1 AIRCRAFT REGISTERED IN FOREIGN COUNTRIES

If an aircraft registered in a foreign country wrecks or crashes in the United States, the nearest consular officials of that country must be notified without delay. This requirement is set out in Article 37 of the VCCR. Additional requirements may apply to particular countries because of bilateral agreements.

416.6 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.

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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.

416.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- Pressure vessels, compressed gas bottles, accumulators and tires.
- Fluids, batteries, flares and igniters.
- Evacuation chutes, ballistic parachute systems and composite materials.

416.8 DOCUMENTATION

All aircraft accidents occurring within the University of Oklahoma 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 OUPD members deployed to assist; other University resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

416.8.1 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.

416.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

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(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.

416.9 MEDIA RELATIONS

The OU Office of Public Affairs and/or 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.

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.

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Field Training

417.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the University of Oklahoma Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Police Training Officer (PTO).

417.1.1 DEFINITIONS

***Board of Evaluators* (BOE):** will consist of supervisors and trainers, who at a minimum have attended the 40-hour basic PTO course, and are utilized to review and evaluate PTO and trainee performance, recommend remedial training or termination of a Trainee/ Probationary Officer or PTO from the program, and will conduct an exit interview of each trainee to assess the overall training experience.

Coaching and Training Report (**CTR):** a bi-weekly evaluation completed by the TPO and PTO in documenting a TPO's activity and learning progress during that training phase.

Learning Activity Package (LAP): a prescriptive training package that is planned and structured to enhance learning, address deficiencies in a trainee's skills or knowledge, or introduce trainees to specialized training areas/topics.

Learning Journal: A document used to record daily calls and training activities, learning and reflect upon and develop ideas for the weekly Coaching and Training Reports.

Neighborhood Portfolio Exercise (NPE): The NPE is designed to provide the trainee a sense of the community where he or she will work, and to encourage the trainee to develop community contacts that are critical when practicing the COPPS philosophy. The trainee develops a detailed geographical, social, and cultural understanding of the area where he or she works and then presents a report to the BOE.

Police Training Officer (PTO): The PTO is the individual primarily responsible for guiding the Trainee/Probationary Officer through the learning experience. The PTO provides daily coaching and training to the Trainee/Probationary Officer, documents training provided, and keeps the Police Training Supervisors and Program Coordinator informed about any pertinent issues associated with the Trainee/Probationary Officer and the learning experience.

***Police Training Evaluator* (PTE):** Police Training Evaluators are experienced PTOs who have been selected as evaluators. The PTE identifies, assigns, and records the daily performance of the Trainee/Probationary Officer as it relates to the categories identified for each period of evaluation.

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***Police Training Supervisor* (PTS):** A PTS is usually a Lieutenant assigned to the patrol division and will provide daily supervision and coaching to the PTO/trainee team and ensure that the needs of that learning team are met.

***Police Training Coordinator* (PTC):** The Program Coordinator is a Lieutenant responsible for managing and facilitating the program on a daily basis. This person maintains all program records and reports, coordinates regular PTO meetings, and facilitates and schedules all training and evaluation phases.

Police Training Manager (PTM): The Program Manager is the Major of Operations and is responsible for the overall management of the program. The PTM works closely with the PTC to ensure that members of the agency follow the policies and procedures of the program.

Problem Based Learning Exercise (PBLE): is used to help the TPO learn to think and act like a police officer. These are ill-structured problems that have many possible solutions. They are designed to make the TPO work to learn about possible resources in the community and make decisions to solve problems on their own.

***Trainee/Probationary Officer* (TPO):** an officer not yet released for independent duty.

417.2 POLICY

It is the policy of the University of Oklahoma Police Department that all newly hired or appointed officer trainees will participate in, and successfully complete, field training that is staffed and supervised by trained and qualified PTOs.

Failure of any newly hired or appointed officer trainees to comply with the legal direction of the assigned Police Training Officer(s) (PTOs) may result in disciplinary action.

Failure to successfully complete all phases of the Police Training Officer program and be recommended to be retained by the Board of Evaluators (BOE) will be grounds for termination of employment as a Police Officer.

417.3 FIELD TRAINING

The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare officer trainees for law enforcement duties. The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

To the extent practicable, field training should include procedures for:

(a) Issuance of training materials to each trainee at the beginning of his/her field training.

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(b) Daily, weekly and monthly evaluation and documentation of the trainee's performance.

(c) A multiphase structure that includes:

1. A formal evaluation progress report completed by the PTOs involved with the trainee and submitted to the Administrative Lieutenant/PTC.
2. Assignment of the trainee to a variety of shifts and geographical areas.
3. Assignment of the trainee to a rotation of PTOs in order to provide for an objective evaluation of the trainee's performance.

(d) The trainee's confidential evaluation of his/her assigned PTOs and the field training process.

(e) Retention of all field training documentation in the officer trainee's training file including:

1. All performance evaluations.
2. A certificate of completion certifying that the trainee has successfully completed the required number of field training hours.

417.4 POLICE TRAINING MANAGER (PTM)

The Operations Division Commander will serve as the Police Training Manager (PTM) and will administer the training program for all newly-hired commissioned personnel.

417.5 POLICE TRAINING COORDINATOR (PTC)

The Chief of Police shall delegate certain responsibilities to an PTO program coordinator, the Police Training Coordinator (PTC). The PTC shall be appointed by and directly responsible to the PTM/Operations Division Commander or the authorized designee.

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

(a) Assignment of trainees to PTOs and PTEs.

(b) Conducting PTO meetings.

(c) Maintaining and ensuring PTO, PTE, and trainee performance evaluations are completed.

(d) Maintaining, updating and issuing department training materials to each PTO and trainee.

(e) Developing ongoing training for PTOs.

(f) Mentoring and supervising individual PTO performance.

(g) Monitoring the overall performance of field training.

(h) Keeping the PTM informed about the trainees' progress.

(i) Maintaining a liaison with PTO coordinators from other law enforcement agencies.

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(j) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.

(k) Serve as the chairperson of the Board of Evaluators (BOE).

(l) Performing other activities as may be directed by the OperationsDivision Commander.

The PTM and PTC will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position, unless they have already successfully completed a similar course before appointment.

417.6 POLICE TRAINING SUPERVISOR (PTS) SELECTION, TRAINING, AND RESPONSIBILITIES

The Police Training Coordinator (PTC) and the Police Training Manager (PTM) will designate one Patrol Training Supervisor (PTS) per patrol shift.

(a) The PTS will be responsible for providing daily supervision and coaching to the PTO/TPO team and ensure that the needs of that learning team are met.

(b) The PTS will participate in selecting and evaluating PTOs and PTEs.

(c) The PTS will provide training in Problem Based Learning (PBL) to the PTOs and Trainees/Probationary Officers.

(d) The PTS will review training documents, (learning journals, PBLEs, LAPs, CTRs, etc.) for content and completeness.

(e) The PTS will meet regularly (weekly is recommended) with the PTO and TPO.

(f) The PTS will keep the PTM and the PTC informed of any unusual problems or activities related to the PTO/trainee team and the learning experience.

A lieutenant selected as a PTS shall successfully complete the department-approved PTO course prior to being assigned as a PTS.

417.7 POLICE TRAINING OFFICER (PTO) SELECTION, TRAINING AND RESPONSIBILITIES

417.7.1 SELECTION PROCESS

The selection of an PTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer's:

(a) Desire to be an PTO.

(b) Experience, which shall include a minimum of two years of patrol experience, with this department.

(c) Demonstrated ability as a positive role model

(d) Evaluation by supervisors and current PTOs.

(e) Possession of, or ability to obtain, department-approved certification of PTO program training.

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(f) Officers appointed as a PTO will maintain that designation indefinitely, except those appointed on the basis of special need.

1. A PTO may request to be relieved from PTO status at any time.
2. A PTO may decline assignment once without penalty; a second declination may result in removal from PTO status.

A PTO must remain in good standing and may be relieved from PTO duties due to discipline, inappropriate conduct or poor performance.

417.7.2 TRAINING

An officer selected as aPTO shall successfully complete the department-approved PTO course prior to being assigned as aPTO.

417.7.3 TRAINING MATERIALS

The PTO shall receive training materials outlining the requirements, expectations and objectives of the PTO position. PTOs should refer to their training materials or the PTO coordinator regarding specific questions related to PTO or field training.

417.7.4 RESPONSIBILITIES

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

(a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.

1. The PTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
2. The PTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.

(b) PTOs are directly responsible supervising the activities of their assigned trainee until the trainee completes and is formally released from Phase A, Phase B, and/or Phase C of the PTO process.

(c) Completing,reviewing, and submitting daily learning journals..

(d) Completing, reviewing, and submitting bi-weekly Coaching and Training Reports (CTRs).

(e) Completing additional forms, detailed performance reviews, and evaluations of his/her assigned trainee as required in the PTO program.

(f) Providing the shift supervisor with a verbal synopsis of the trainee’s activities at the end of each day or during any unusual occurrence needing guidance or clarification.

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417.8 POLICE TRAINING EVALUATOR (PTE) SELECTION, TRAINING, AND RESPONSIBILITIES

PTEs will be selected from among experienced PTOs with two or more years of service with this agency who: volunteer for the assignment and are recommended by their PTS to serve in such a capacity.

(a) PTEs will maintain that designation through the end of the current PTO program period.

1. A PTE may request to be relieved from PTE status at any time.
2. A PTE may decline assignment once without penalty; a second declination may result in removal from PTE/PTO status.
3. A PTE must remain in good standing and may be relieved from PTE duties due to discipline, inappropriate conduct or poor performance.

(b) PTEs are directly responsible for supervising and evaluating the activities of their assigned trainee until the trainee completes and is released from the evaluation period.

417.9 COMPLETION OF PROBATION

The probationary period for a Police Officer is determined by the officer's individual training schedule and satisfactory completion of field training.

(a) Hiatuses due to lengthy illness, injury necessitating medical treatment and/or rehabilitation, military leave, or other unavoidable circumstances automatically extend the probationary period by an equivalent time.

(b) A member whose training is interrupted for a prolonged period may be required to repeat previously completed training if assessment upon return indicates that regression has occurred or that the member's skills are such that progression to a subsequent phase is not safe or practical.

(c) Departmental Orientation Training, the CLEET Basic Police Academy or equivalent, and the Police Officer Training Program will be completed as promptly as possible following hiring.

1. The agency makes no guarantee with respect to availability of training.
2. The agency will make every reasonable effort to place newly hired commissioned members in the first available CLEET Basic Police Academy – or equivalent- or portion(s) thereof necessary to attain CLEET certification.

417.10 RE-TRAINING

Officers who have successfully completed the OUPD initial training cycle (including Initial Departmental Training, CLEET Basic Police Academy – or equivalent, and Police Officer Training Program or Field Training Program) prior to separation from the agency for more than 90 days and who are later re-hired, or return to duty after a lengthy leave of absence will re-enter an abbreviated field training program to re-train them to a satisfactory level of proficiency before being released to independent assignment.

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Air Support

418.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies situations where the use of air support may be requested and the responsibilities for making a request.

418.2 POLICY

It is the policy of the University of Oklahoma Police Department to prioritize requests for air support to enhance law enforcement objectives and provide additional safety to officers and the community.

418.3 REQUEST FOR AIR SUPPORT

If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support may be made.

418.3.1 CIRCUMSTANCES FOR REQUESTS

Law enforcement air support may be requested under conditions that include, but are not limited to:

(a) When the safety of officers or the community is in jeopardy and the presence of air support may reduce such hazard.

(b) When the use of air support will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to officers or the community.

(c) When air support is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.

(d) Vehicle pursuits.

(e) Pre-planned events or actions that require air support.

(f) Due to a request under an existing mutual aid agreement.

(g) When the Shift Supervisor or equivalent authority determines a reasonable need exists.

418.3.2 AREA AGENCY REQUEST

After consideration and approval of the request for air support, the Shift Supervisor or the authorized designee will call the closest agency having available air support and will apprise that agency of the specific details of the incident prompting the request.

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Contacts and Temporary Detentions

419.1 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.

419.1.1 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 purpose 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.

419.2 POLICY

The University of Oklahoma 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. All temporary detentions and pat-down searches shall be documented as a Field Interview or in an appropriate report.

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419.3 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.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the University of Oklahoma Police Department to strengthen community involvement, community awareness and problem identification.

419.3.1 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 he/she is part of a criminal enterprise or is engaged in a criminal act.

(b) Actions suggesting that he/she 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 he/she 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.

419.4 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. 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.

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(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.

419.5 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.

419.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent.

419.5.2 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.

419.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted following standard procedures.. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted following standard procedures.

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.

419.5.4 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.

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419.6 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) Identifying 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 his/her 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 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.

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Criminal Organizations

420.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the University of Oklahoma Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

420.1.1 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.

420.1.2 INTELLIGENCE

In order for information to be classified as "Criminal Intelligence" it must be:

(a) Evaluated/analyzed to determine that it is relevant to the identification of, and the criminal activity engaged in by, an individual/organization that is involved in criminal activity and,

(b) Meets the submission criteria for a Criminal Intelligence System as defined in 28 CFR Part 23.

Case management databases, tips and leads files, records management systems, criminal history records and other non-intelligence databases that are used and maintained by the University of Oklahoma Police Department are not considered criminal intelligence databases, nor are they required to comply with 28 CFR Part 23.

420.2 POLICY

The University of Oklahoma Police Department recognizes that certain criminal activities, including, but not limited to, gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

420.3 INTELLIGENCE GATHERING

Officers will constantly be mindful of intelligence regarding criminal enterprise, activity and person(s). Precautions to protect the constitutional rights and liberties of citizens while conducting intelligence gathering will not be sacrificed for the pursuit of intelligence gathering.

(a) No officer of this department shall purposely exercise investigative techniques which violate a citizen’s constitutional rights or right to due process.

(b) Officers can only gather intelligence in accordance with statutory authority.

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(c) All officers are duty bound to report any other officer who abuses the rights and responsibilities inherent to law enforcement as it applies to the constitutional protection of a citizens rights.

420.3.1 METHODS OF COLLECTING INTELLIGENCE

Methods of gathering and collecting intelligence may include, but not be limited to:

(a) ARMS Reports

(b) Jail Visits

(c) “Tips”

(d) Informants

(e) Intelligence Reports

(f) Public Media

(g) Public Events

(h) Surveillance

420.4 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.

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 is controlled by and 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.

420.4.1 SYSTEM ENTRIES

It is the Deputy Chief's responsibility to approve the entry of any information from a report, field interview (FI), photo or other relevant document into an authorized criminal intelligence system.. Any supporting documentation for an entry shall be retained in criminal intelligence files..

The Deputy Chief should ensure that any documents retained are appropriately marked as intelligence information. The Deputy Chief may purge such documents as appropriate with the Chief of Police's approval.

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420.4.2 SUBMISSIONS TO THE OKLAHOMA STATE BUREAU OF INVESTIGATION'S CRIMINAL INTELLIGENCE UNIT

It is the designated supervisor's responsibility to approve all criminal intelligence submissions to the Criminal Intelligence Unit (CIU) of the Oklahoma State Bureau of Investigation (OSBI). This supervisor shall ensure (OAC 375:35-1-2; OAC 375:35-3-2):

(a) The information meets CIU's standard of reasonable suspicion of criminal activity (an experienced and trained officer's belief that there is a reasonable possibility that an individual or organization is involved in a definable criminal activity or enterprise).

(b) The information was not gathered by illegal means.

(c) A current CIU form is used for the submission.

Members authorized to receive criminal intelligence information from CIU shall provide a signed receipt on a form provided by the OSBI. Each individual shall be responsible for maintaining the secrecy of the information, shall not make copies of the information and shall not disseminate the information in any form. Members shall notify the OSBI and their supervisors immediately upon notice of any court order concerning CIU intelligence information (OAC 375:35-3-3; OAC 375:35-3-4).

It is both the member's and the designated supervisor's responsibility to ensure such information is kept in a secure location with access limited to those officers assigned to the specific investigation which generated the need for the information. It is also the supervisor's responsibility to purge information upon the request of the OSBI and to confirm in writing to the OSBI that the information has been purged (OAC 375:35-3-4).

420.4.3 INTELLIGENCE VALIDITY

The validation of intelligence collected after the initial investigation may be completed by the Deputy Chief, Operations Division Commander or Criminal Investigations Section Supervisor.

In determining the validity of intelligence, reviewers and collectors of intelligence officers should consider the following:

(a) Source

(b) Relevance

(c) Sensitivity

(d) Reliability Veracity

(e) Specificity

(f) Corroboration of evidence with training and experience

420.5 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

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criminal intelligence system only as provided in this section. Once information qualifies for inclusion, it should be submitted to the Deputy Chief.

420.5.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

(a) Must only be included upon documented authorization of the responsible department supervisor.

(b) Should not be originals that would ordinarily be retained by the Records Section or Property and Evidence Section, but should be copies of, or references to, retained documents, such as copies of reports, FI forms, Dispatch records or booking forms.

(c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

(d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

420.5.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

420.6 INFORMATION RECOGNITION

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

(a) Gang indicia associated with a person or residence.

(b) Information related to a drug-trafficking operation.

(c) Vandalism indicating an animus for a particular group.

(d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Administrative Lieutenant to train members to identify information that may be particularly relevant for inclusion.

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420.7 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.

420.8 CRIMINAL STREET GANGS

The Criminal Investigations Section 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 21 O.S. § 856.3.

(b) Coordinate with other agencies in the region regarding criminal street gang-related crimes and information.

(c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

420.9 REPORTS TO THE CHIEF OF POLICE

The Criminal Investigations Lieutenant shall complete and submit a report, at least annually, to the Chief of Police regarding investigative reports and activities involving vice, drug and organized crime.

The Criminal Investigations Lieutenant should periodically brief the Chief of Police regarding sensitive investigations involving vice, drug, organized crime, and other major criminal activities.

420.10 TRAINING

The Administrative Lieutenant should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

(a) The protection of civil liberties.

(b) Participation in a multi-agency criminal intelligence system.

(c) Submission of information into a multi-agency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.

(d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.

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(e) The review and purging of temporary information files.

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Shift Supervisors

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Shift Supervisor and, as needed, an acting Shift Supervisor for each shift.

421.2 POLICY

Each shift will be directed by a Shift Supervisor capable of making decisions and managing in a manner consistent with the mission of the University of Oklahoma Police Department. To accomplish this, a Lieutenant shall be designated as the Shift Supervisor for each shift.

421.3 DESIGNATION AS ACTING SHIFT SUPERVISOR

Generally when a Lieutenant is unavailable for duty as Shift Supervisor, a qualified lieutenant or higher ranking member shall be designated as acting Shift Supervisor.

421.4 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor shall have overall responsibility and accountability for the operation of this department on an assigned shift. Duties may include, but are not limited to:

(a) Ensuring at least one uniformed patrol supervisor is deployed during each shift.

(b) Ensuring sufficient members are on-duty to accomplish the mission of the University of Oklahoma Police Department.

(c) Providing oversight of major crime scenes, tactical situations or disasters.

(d) Establishing service-level priorities.

(e) Providing job-related training and guidance to subordinates.

(f) Acquiring outside resources or providing assistance to other agencies, when applicable.

(g) Handling service inquiries or complaints from the public.

(h) Managing risk exposure.

(i) Ensuring the security of all department facilities.

(j) Ensuring the proper equipment and vehicles are available for member use.

(k) Representing the Department at community functions.

(l) Serving as a temporary Division Commander when so designated.

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Mobile Audio/Video

422.1 PURPOSE AND SCOPE

The University of Oklahoma Police Department has equipped marked law enforcement vehicles with Mobile Audio/Video (MAV) recording systems to provide records of events and to assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

422.1.1 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 MAV system - Synonymous terms that refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at a minimum, a camera, microphone, recorder and monitor.

MAV technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods and storage and retrieval methods 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.

WatchGuard Video System/Evidence Library: The system currently used in both the vehicles and interview rooms of this department.

422.2 POLICY

It is the policy of the University of Oklahoma Police Department to use mobile audio/video technology to more effectively fulfill the mission of the Department and to ensure these systems are used securely and efficiently.

422.3 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 University of Oklahoma 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.

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(a) If not functional, officers should notify the Shift Supervisor and complete a maintenance request.

System documentation is accomplished by the officer logging in/out of the device. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

Malfunctions, damage or theft of in-car camera equipment shall be reported to the immediate supervisor prior to placing the unit into service.

(a) A maintenance request shall be submitted stating failure of equipment.

422.4 ACTIVATION OF THE MAV

The MAV system is designed to turn on whenever the vehicle's emergency lights are activated or when manually activated. The system remains on until it is turned off manually. The audio portion of the wireless mic is independently controlled and should be activated manually by the officer whenever appropriate. When audio is being recorded, the video will also record.

422.4.1 REQUIRED ACTIVATION OF THE 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 (including, 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. Driving under the influence (DUI) investigations, including field sobriety tests
10. Consensual encounters

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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, including:

1. Domestic abuse
2. Disturbance of the peace
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

Activation of the MAV system is not required when exchanging information with other officers, during breaks or lunch periods, or when not in service or not actively on patrol.

422.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For the purpose 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 or other protracted incidents where the video/audio from the MAV would have no obvious evidentiary value.

422.4.3 SURREPTITIOUS RECORDING

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.

422.4.4 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 log in/outprocedures are followed.

(b) Holds for evidence indication and tagging as required.

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

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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.

Supervisors will conduct random inspections of each WatchGuard Video System in-car to ensure systems are maintained in serviceable condition.

Minor infractions (not criminal in nature) discovered during the routine review of recorded material should be viewed as coaching and training opportunities and not as routine disciplinary actions. Should the behavior or action become habitual after being informally addressed, the appropriate disciplinary or corrective action shall be taken.

422.5 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the Department 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) By officers for use when preparing reports or statements

(b) By a supervisor investigating a specific act of officer conduct

(c) By a supervisor to assess officer performance

(d) To assess proper functioning of MAV systems

(e) By department investigators who are 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 the permission of the Chief of Police or the authorized designee

(i) By the media through proper process

(j) To assess possible training value

(k) For training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the command staff to determine if the training value outweighs the officer’s objection.

(l) As may be directed by the Chief of Police or the authorized designee

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Members desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Shift Supervisor. Approved requests may be viewed on a computer controlled by the Shift Supervisor

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any member.

422.6 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.

422.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored electronically. All recording media that is not booked as evidence will be retained and disposed of in accordance with the established records retention schedule.

422.7.1 COPIES OF MAV RECORDINGS

Upon proper request, a copy of MAV recordingswill be made for use as authorized in this policy.

422.7.2 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense or to a potential claim against the officer or against the University of Oklahoma Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

422.8 SYSTEM OPERATIONAL STANDARDS

(a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.

(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) Officers using digital transmitters that are synchronized to their individual MAVs may activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

(e) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a MAV technician or other authorized designee may do so pursuant to the provisions of this policy.

422.9 MAV TECHNICIAN RESPONSIBILITIES

The MAV technician is responsible for:

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(a) Providing assistance in the management of all recorded media.

(b) Erasing of media:

1. Pursuant to a court order.

2. In accordance with the established records retention schedule..

(c) Ensuring that an adequate supply of recording space is available.

(d) 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 established records retention schedule.

422.10 TRAINING

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

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Mobile Data Terminal Use

423.1 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 proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Dispatch.

423.2 POLICY

University of Oklahoma 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.

423.3 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).

423.4 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 anyone to their supervisors or Shift Supervisors.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks or 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 will 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.

423.4.1 USE WHILE DRIVING

Members shall take care when operating a MDTwhile driving. When the vehicle is in motion, simple inquires and viewing the nature of an incoming message may be performed but extreme caution shall be used.

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(a) Short transmissions, such as license plate checks, are permitted if it reasonably appears that it can be done safely.

(b) Message response and complex or multiple inquires are not to be conducted while driving.

(c) Members shall always consider moving to a safe place and coming to a complete stop prior to using a mobile computer/device.

423.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Shift Supervisor 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.

423.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio.

423.5.2 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 the Shift Supervisoris 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 handling a different emergency.

423.6 EQUIPMENT CONSIDERATIONS

423.6.1 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

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be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

423.6.2 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.

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Portable Audio/Video Recorders

424.1 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.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any University of Oklahoma Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

424.2 POLICY

The University of Oklahoma 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.

424.3 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.

424.4 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.

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.

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.

424.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the 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 recorder should be activated in any of the following situations:

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(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 an officer would normally notify Dispatch

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

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. However, the recorder should be activated in situations described above as soon as reasonably practicable.

424.5.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

424.5.2 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER

Oklahoma law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (13 O.S. § 176.4).

Members 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.

424.5.3 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 unless intentionally employed by trained HDU personnel.

424.6 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 an official capacity.

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Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Supervisor. 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.

424.7 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 undercover officer or confidential informant.

(g) The recording or portions of the recording may be protected under the Oklahoma Open Records Act (51 O.S. § 24A.8).

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.

424.8 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.

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 a member’s performance.

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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) When the recording was made as part of a field training session and the review is needed as part of the training process. Retention or use beyond the original training session should be requested following established procedures for securing recordings for training needs.

(c) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(d) By media personnel with permission of the Chief of Police.

(e) In compliance with a public records request, provided that all recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recorded files released in compliance with a public records request (51 O.S. § 24A.8):

1. Shall only be released after redaction or obscuring of specific portions of the recording that:

    (a) Depict the death of a person or a dead body.

    (b) Depict any person who is nude.

    (c) Identify minors under 16 years of age.

2. May have redaction or obscuring of specific portions of audio and video that reveal the identity of officers who become subject to internal investigation by the Department until the investigation has been concluded. After conclusion of the investigation and any disciplinary process, the unedited audio and video recordings shall be available for public inspection and copying. The unedited audio and video recordings shall be available for public inspection and copying before the conclusion of the investigation and disciplinary process if the investigation and disciplinary process lasts for an unreasonable amount of time.

424.8.1 DEVELOPMENTAL REVIEWS

In preparation for each semiannual counseling and annual evaluation supervisors shall complete a full review of no less than one, and no more than 3, randomly selected recordings for any member either assigned, or routinely using, a recording device. The completion of this review shall be documented in the member's counseling or evaluation report. When necessary, the reviewing supervisor may take necessary steps to address or recognize actions of any member observed in the recording(s).

The limitation for review identified above shall not limit the supervisor's ability to review additional recordings when necessary including, but not limited to:

(a) Investigations of alleged misconduct,

(b) Reviewing uses of force,

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(c) Completing early intervention reviews,

(d) As a part of a performance improvement plan,

(e) Any necessary field training reviews, or

(f) In-service training.

424.8.2 REVIEW AND REMOVAL OF UNINTENTIONAL PRIVATE RECORDINGS

To ensure the privacy and dignity of University of Oklahoma Police Department employees and their families the following steps shall be followed to ensure proper handling of audio and/or video recordings unintentionally created by employees that are personal or private in nature.

(a) All employees shall download audio and video recordings into the designated department storage system as required by current department policy.

(b) Any employee who is aware of recorded material that appears to contain unintentionally recorded private material should notify their supervisor of the recording.

(c) The supervisor will forward the notification through the employee's chain of command to the Operations Division Commander. As the notification proceeds through the chain of command each receiving member shall indicate their receipt and notate any concerns they may have related to the request.

(d) Upon receipt, the Operations Division Commander, along with another Command Staff member, shall review the submitted request and determine if a record will be removed, restricted or redacted.

(e) The Deputy Chief shall maintain a confidential file containing all original requests for modification to recordings as well as documentation related to the outcome of each review. (See Administrative Communications policy).

(f) This policy in no way shall require the department or any member thereof to remove, restrict or redact any material, including material deemed personally private in nature if it is relate to potential criminal activity or policy related misconduct that may be subject to further investigation and/or action.

424.9 COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for:

(a) Establishing procedures for the security, storage and maintenance of data and recordings.

(b) Establishing procedures for accessing data and recordings.

(c) Establishing procedures for logging or auditing access.

(d) Establishing procedures for transferring, downloading, tagging or marking events.

424.10 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the established records retention schedule but in no event for a period less than 180 days.

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Members who believe a recording may be of value to the department for training should notify their supervisor. Upon review, the supervisor may forward the request to the Administrative Lieutenant and/or Police Training Coordinator who will determine if the recording should be retained for such purposes. If an involved employee objects to using the recording for departmental training needs, the employee should submit his/her objection to the Chief of Police for a final determination.

424.10.1 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.

424.11 HIPAA COMPLIANCE OF BODY CAMERA USAGE AND RECORDINGS
To ensure compliance with patient privacy the following considerations should be made when recording in a healthcare setting or storing and/or releasing audio/video recordings that might contain identifiable Protected Health Information ("PHI"):

(a) Use of body camera records inside healthcare settings is allowed when directly relevant and necessary to a law enforcement investigation and approved by OUPD Campus Chief.

(b) If feasible to the situation Member will shut off their camera upon entering a healthcare setting.

1. Camera can be re-activated, if relevant and necessary, provided Member follows reasonable safeguards to protect patient privacy, including but not limited to attempting to notify healthcare staff when possible.

2. To the extent feasible to the situation, recording should be limited to only active participants in the situation.

(c) If audio/video recordings contain PHI. Department shall ensure:

1. The footage is properly identified under section 424.7 (e) of this Policy.

2. The footage is maintained in compliance with OU's HIPAA compliance policies and OU's Information Technology to protect the data. Including but not limited to the compliance of any software used, Minimum Necessary access to the recordings, and HIPAA and Information Technology training for Members who will have access to the recordings.

3. Prior to releasing any audio/video recordings containing PHI, members shall take reasonable steps to redact any non-relevant PHI or patient images.

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Public Recording of Law Enforcement Activity

425.1 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.

425.2 POLICY

The University of Oklahoma 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.

425.3 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.

425.4 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 behavior to be unlawful. Accompanying the warnings should be clear directions on what an

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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.

425.5 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.

425.6 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 evidence is to transmit a copy of the recording from a device to a department-owned device.

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Public Recording of Law Enforcement Activity

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Section Policy.

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Bicycle Patrol

426.1 PURPOSE AND SCOPE

This policy establishes guidelines for the University of Oklahoma Police Department to safely and effectively use bicycle patrol for the purpose of enhancing field patrol efforts in the community.

426.2 POLICY

It is the policy of the University of Oklahoma Police Department that patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control or special events. The use of the patrol bicycle will emphasize officer mobility and department visibility in the community.

426.3 OPERATIONS

Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas, and the quiet operation of the patrol bicycle can facilitate a tactical approach to crimes in progress. Patrol bicycles may be deployed to any area, at any hour 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 coordinator or the Shift Supervisor.

426.4 SELECTION

Interested officers who are off probation shall submit a letter of interest to their appropriate Division Commanders. A copy will be forwarded to the bicycle patrol coordinator. Qualified applicants will then 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

426.4.1 OFFICER RESPONSIBILITIES

Officers should operate the bicycle in compliance with the Oklahoma Highway Safety Code under normal operation, unless their duties require otherwise (47 O.S. § 11-1202).

Officers may operate the bicycle without lighting equipment during hours of darkness only when it reasonably appears necessary for officer safety or tactical considerations. Officers must use caution and care when operating bicycles without lighting equipment or when they are operating in violation of the rules of the road.

Officers are exempt from the rules of the road while using an audible siren or warning lights under the following conditions (47 O.S. § 11-106):

(a) In response to an emergency call

(b) While engaged in rescue operations

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(c) In the immediate pursuit of an actual or suspected violator of the law

Bike program participants are responsible for notifying the watch supervisor of any injuries, illness, and medications prior to riding.

If the bike officer is involved in any collision, the officer will report it to a supervisor and have the bike inspected prior to riding the bike again.

426.4.2 EXCEPTION TO THE USE OF EMERGENCY EQUIPMENT
Officers operating a bicycle may exceed maximum speed limits and disregard regulations governing turning in specified directions without using audible and visual signals, provided that the actions do not endanger life or property, when the officer is following a suspected violator of the law and has probable cause to believe that (47 O.S. § 11-106):

(a) Knowledge of the presence of the officer will cause the suspect to:

1. Destroy or lose evidence of a suspected felony.
2. End a suspected continuing felony before the officer has obtained sufficient evidence to establish grounds for an arrest.
3. Evade apprehension or identification of the suspect or the vehicle of the suspect.

(b) Because of traffic conditions, there is a potential increased risk of a collision involving vehicles moving in response to the emergency lights and siren.

426.5 BICYCLE PATROL COORDINATOR

The Chief of Police shall delegate certain responsibilities to a bicycle patrol coordinator. The coordinator shall be appointed by and directly responsible to the Operations Division Commander or the authorized designee.

The coordinator may appoint a bicycle patrol officer or other designee to assist in the coordination of bicycle patrol officers,their activities, and serve as the bicycle maintenance coordinator (BMC).

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

(a) Organizing/coordinating bicycle patrol training.

(b) Inspecting and maintaining an inventory of patrol bicycles and program equipment.

(c) Inspecting, no less than annually , bicycles that are not in active service and documenting that they are in serviceable condition.

(d) Scheduling maintenance and repairs.

(e) Evaluating the riding performance of bicycle patrol officers.

(f) Coordinating activities with the Operations Division.

(g) Research and recommend new police bikes, equipment and/or procedures based on the feedback of other bike program members.

(h) Other activities as required to maintain the efficient operation of bicycle patrol.

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426.6 PATROL BICYCLE

Bicycle patrol officers will be assigned a specially marked and equipped patrol bicycle.

Patrol bicycles shall be primarily black or white in color with a “Police” decal affixed to each side of the crossbar or the bicycle’s gear bag. Every patrol bicycle shall be equipped with:

(a) Front and rear reflectors.

(b) Front light.

(c) Rear light in accordance with the law.

(d) Current bike registration sticker.

(e) A foot retention system.

(f) A siren and horn.

(g) A steady or flashing blue and red warning light that is visible from the frontof the bicycle.

(h) A rear rack and/or gear bag sufficient to carry all necessary equipment to handle routine patrol calls, including report writing, vehicle storage and citations.

Patrol bicycles shall be properly secured when not in the officer’s immediate presence.

426.6.1 TRANSPORTING THE PATROL BICYCLE

The patrol bicycle should be transported using a vehicle bicycle rack. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a law enforcement vehicle push-bumper is discouraged.

If a vehicle carrying a patrol bicycle becomes involved in a pursuit, they should disengage from the pursuit once another marked vehicle is available to take their place.

426.6.2 MAINTENANCE

(a) Bicycle patrol officers shall conduct an inspection of the patrol bicycle and equipment prior to use to ensure proper working order of the equipment.

(b) Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

(c) Officers shall not modify the patrol bicycle or remove, modify or add components to the patrol bicycle except with the express approval of the Operations Division Commander, or in the event of an emergency.

(d) If a needed repair is beyond the ability of the bicycle patrol officer, a maintenance request will be completed and forwarded to the coordinator for repair by a technician approved by the Department.

(e) Patrol bicycle batteries shall be rotated on the assigned charger at the end of each tour of duty.

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1. During prolonged periods of nonuse, each bicycle patrol officer assigned a patrol bicycle shall periodically rotate the batteries on the respective chargers to increase battery life.

(f) At the end of a patrol bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

426.7 UNIFORMS AND EQUIPMENT

Officers shall wear uniforms and safety equipment in accordance with the Uniforms and Civilian Attire Policy.

The uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt, with University of Oklahoma Police Department badge and patches, and department-approved bicycle patrol pants or shorts. Optional attire may include, but is not limited to, a jacket in colder weather and turtleneck shirts or sweaters when worn under the uniform shirt.

(a) Officers will have a normal patrol uniform available for use in their departmentally assigned locker.

Bicycle patrol officers shall carry the same equipment on their duty belts as they would on regular patrol assignments. Assignment-specific safety equipment should include, but is not limited to, department-approved helmet - replaced at 5-year intervals, a radio earpiece and microphone, riding gloves, protective eyewear and approved footwear.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

426.8 TRAINING

Officers must complete an initial department-approved bicycle-training course prior to assignment to bicycle patrol. The initial training shall minimally include:

(a) Bicycle patrol strategies.

(b) Bicycle safety and accident prevention.

(c) Operational tactics and techniques using bicycles.

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Automated License Plate Readers (ALPRs)

427.1 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 Automated License Plate Reader (ALPR) technology.

427.2 POLICY

The policy of the University of Oklahoma 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. Because such data may contain confidential information, it is not open to public review.

427.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It may be used by the University of Oklahoma 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 Support Division Commander. The Support Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

427.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members 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 law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal 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 shall operate ALPR equipment or access ALPR data without first completing department-approved training.

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(e) No ALPR operator may access confidential department, state or federal data unless authorized to do so.

(f) If practicable, the officer should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

(g) ALPR may be used in conjunction with the Uninsured Vehicle Enforcement Program upon approval of the Chief of Police and in accordance with 47 O.S. § 7-606.1.

427.5 DATA COLLECTION AND RETENTION

The Support 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 procedures.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence.

427.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The University of Oklahoma 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 in storage 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-related civil or administrative action.

(c) ALPR system audits should be conducted on a regular basis.

427.7 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.

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(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 will be documented in a report.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be referred to the OU Open Records Office..

427.7.1 UNINSURED VEHICLE ENFORCEMENT PROGRAM DATA

Information required for prosecutions may be released through sworn affidavits in conjunction with the Uninsured Vehicle Enforcement Program (47 O.S. § 7–606.1).

Data related solely to the Uninsured Vehicle Enforcement Program shall be retained as evidence of a violation of the Compulsory Insurance Law, but should be purged when no longer needed as evidence of the offense. Data related solely to the Uninsured Vehicle Enforcement Program shall not be sold or shared in manner that is not authorized by 47 O.S. § 7–606.1.

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Homeless Persons

428.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department members understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

This policy establishes a liaison to the homeless community, addresses the responsibilities of the department member appointed to act as a liaison to the homeless, and details the need for special protection and services for homeless persons.

428.2 POLICY

It is the policy of the University of Oklahoma Police Department to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The University of Oklahoma Police Department will address the needs of homeless persons in balance with the overall mission of this department.

Homelessness is not a crime and members will not use homelessness as the sole basis for detention or law enforcement action.

428.3 LIAISON TO THE HOMELESS COMMUNITY

The Chief of Police may delegate certain responsibilities to a liaison to the homeless community. The liaison may be appointed by and directly responsible to the Operations Division Commander or the authorized designee.

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

(a) Maintaining and making available to all department members a list of assistance programs and other resources that are available to homeless persons.

(b) Meeting with social services and representatives of other organizations that render assistance to the homeless community.

(c) Maintaining a list of the areas within and near the jurisdiction of this department that are used as frequent homeless encampments.

(d) Remaining abreast of laws dealing with homelessness, including personal property rights.

(e) Being present during any clean-up operation conducted by this department that involves the removal of personal property of the homeless. This is to ensure that the established rights of the homeless are not violated.

(f) Developing training to assist members in understanding current legal and social issues relating to the homeless.

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428.4 FIELD CONTACTS

Officers are encouraged to contact a homeless person to render aid, offer assistance or to check on the person's welfare. Officers also will take enforcement action when information supports a reasonable and articulable suspicion of criminal activity. However, such contacts shall not be used for harassment.

When encountering a homeless person who has committed a nonviolent 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, such as shelter referrals and counseling, in lieu of an arrest and criminal charges.

Officers should provide homeless persons with resources and assistance information whenever it is reasonably apparent that such services may be appropriate.

428.4.1 CONSIDERATIONS

A homeless person will receive the same level and quality of service provided to other members of the community. The fact that a victim, witness or suspect is homeless can, however, require special consideration for a successful investigation and prosecution. When handling investigations involving victims, witnesses or suspects who are homeless, officers should consider:

(a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.

(b) Documenting locations the person may frequent.

(c) Providing victim/witness resources, when appropriate.

(d) Obtaining sufficient statements from all available witnesses in the event that a victim cannot be located and is unavailable for a court appearance.

(e) Arranging for transportation for investigation-related matters, such as medical exams and court appearances.

(f) Whether a crime should be reported and submitted for prosecution, even when a victim who is homeless indicates that he/she does not desire prosecution.

(g) Whether the person may be an adult abuse victim and, if so, proceed in accordance with the Adult Abuse Policy.

428.5 MENTAL HEALTH ISSUES

When mental health issues are evident, officers should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by the person, and approved by a supervisor. Officers should consider detaining the person under an emergency detention when facts and circumstances reasonably indicate such a detention is warranted (see the Emergency Detentions Policy).

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428.6 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the community. 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, it should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure it. It will be the supervisor's responsibility to coordinate its removal and safekeeping.

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 homeless liaison. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the liaison.

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 liaison if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the liaison to address the matter in a timely fashion.

428.7 ECOLOGICAL ISSUES

Sometimes homeless encampments can have an impact on 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 University departments when a significant impact to the environment has or is likely to occur. A significant impact to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

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Medical Aid and Response

429.1 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.

429.2 POLICY

It is the policy of the University of Oklahoma Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

429.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and 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 or symptoms of excited delirium or other agitated chaotic behavior.

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 and should defer medical decisions to the appropriate medical personnel.

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429.3.1 REPORTING MEDICAL INCIDENTS
A police report will be written in accordance with established procedures.

Members will attempt to determine how the incident occurred and will be observant for hazards that may have contributed to an injury. Any observed hazards will be documented and reported to risk management.

When appropriate, members will complete or assist in the completion of OJI paperwork and/or exposure report.

429.4 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 transporting prisoners who are suspected of being mentally ill or carrying a communicable disease, or any other unusual circumstances, should not be transported in the same vehicle as other prisoners, and the member shall notify or cause the immediate supervisor to be notified. The officer's report shall reflect the specifics that caused the officers concern.

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.

429.5 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 medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks the 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 an emergency detention in accordance with the Emergency Detentions Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should notify a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

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429.6 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 policies.

429.7 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 Operations 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 shall 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.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during the 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.

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429.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

429.8.1 AED USER RESPONSIBILITY

Following use of an OUPD 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.

429.8.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

429.8.3 AED TRAINING AND MAINTENANCE

The Administrative Lieutenant should ensure appropriate training is provided to members authorized to use an AED.

The Support Division Commander is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule.

429.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Members who have been trained may administer opioid overdose medication (63 O.S. § 1-2506.1).

429.9.1 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 they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Administrative Lieutenant.

429.9.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

429.9.3 OPIOID OVERDOSE MEDICATION TRAINING

The Administrative Lieutenant should ensure training is provided to members authorized to administer opioid overdose medication.

429.10 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 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.

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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.

Members should consider filing charges by information for arrestees who appear to have a serious medical issue requiring them to be admitted to a hospital.

429.11 FIRST AID TRAINING

Subject to available resources, the Administrative Lieutenant should ensure officers receive periodic first aid training appropriate for their position.

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First Amendment Assemblies

430.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

430.2 POLICY

The University of Oklahoma 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.

430.3 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, 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 to 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.

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430.3.1 PHOTOGRAPHS, VIDEO RECORDINGS AND OTHER INFORMATION
Photographs, video recordings and other information may be collected at assemblies and demonstrations as they can serve a number of purposes, such as support of criminal prosecutions, 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, video recordings and other information shall not be maintained on the political, religious or social activities, views or associations of any individual, group or organization unless those activities, views or associations directly relate to an investigation of criminal activity and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

430.4 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:

- 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.

430.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific law enforcement operational plans may be developed. The ICS should be considered for such events.

430.5.1 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.
- The potential time, duration, scope, and type of planned activities.

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- 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).

430.5.2 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 (helmets, shields, etc.).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) An established liaison with demonstration leaders and external agencies.

(h) An established liaison with University 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.

(t) Parameters for the use of body-worn cameras and other portable recording devices.

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430.5.3 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).

430.6 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, he/she 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 law enforcement 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, and documented by audio and/or video when available. 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.

430.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices 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 TASER (TM)s 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 the Conducted Energy Device policies).

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.

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Crowd control formations will most likely only be used for small area clearing and denial. Groups of officers may be tasked with protecting fixed sites. Groups of officers may be tasked with physically denying access to specific areas.

Groups of officers may be tasked with the removal of unauthorized persons from specific locations in buildings or from specific buildings.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

430.8 ARRESTS

The University of Oklahoma 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).

430.9 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).

430.10 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

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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.

430.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include:

(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).

430.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with appropriate OU departments/organizationsl, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used, to include:

(a) Date, time and description of the event.

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests, costs).

(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.

430.12 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.

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Civil Disputes

431.1 PURPOSE AND SCOPE

This policy provides members of the University of Oklahoma 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 Abuse Policy will address specific legal mandates related to domestic abuse 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 Oklahoma law.

431.2 POLICY

The University of Oklahoma 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.

431.3 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 the following is not intended to be an exhaustive list, members should give consideration 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.

(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.

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431.4 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 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:

(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.

431.4.1 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.

431.5 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.

431.6 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.

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Suspicious Activity Reporting

432.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

432.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. 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 should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

432.2 POLICY

The University of Oklahoma Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

432.3 RESPONSIBILITIES

The Criminal Investigations Section Supervisor and the authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Criminal Investigations Section Supervisor include, but are not limited to:

(a) Remaining familiar with those databases available to the department that would facilitate the purpose of this policy.

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(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage community members to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

432.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request to the Shift Supervisor for tactical response or immediate notification of specialized entities, when applicable. Any non-sworn member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about the involved parties and the circumstances of the incident. If, during any investigation an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

432.5 HANDLING INFORMATION

The Records Section will forward copies of SARs, in a timely manner, to:

- The Oklahoma Information Fusion Center.
- The Criminal Investigations Section supervisor.
- The NPD Crime Analysis unit when applicable.
- Other authorized designees.

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Medical Marijuana

433.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production, or use of marijuana under Oklahoma's medical marijuana laws (63 O.S. § 420 et seq.; OAC 442:10-1-1 et seq.).

433.1.1 DEFINITIONS

Definitions related to this policy include:

Allowable amount - A licensee is able to have possession of the following (63 O.S. § 420; OAC 442:10-2-8):

(a) Up to 3 ounces or 84.9 grams of marijuana on the licensee's person

(b) 6 mature marijuana plants and the marijuana harvested from those plants

(c) 6 seedling plants

(d) 1 ounce or 28.3 grams of concentrated marijuana

(e) 72 ounces or 2,037.6 grams of edible marijuana

(f) Up to 8 ounces or 226.4 grams of marijuana in the licensee's residence

(g) 72 ounces of topical marijuana

Licensee – A person who has been properly issued any medical marijuana license (e.g., adult/minor patient, caregiver, out-of-state) by the Oklahoma Medical Marijuana Authority (OMMA) (OAC 442:10-1-4).

Medical marijuana – Marijuana that is grown, processed, dispensed, tested, possessed, or used for a medical purpose (OAC 442:10-1-4).

433.2 POLICY

It is the policy of the University of Oklahoma Police Department to prioritize resources to avoid making arrests related to marijuana that the arresting officers reasonably believes would not be prosecuted by state or federal authorities.

Oklahoma medical marijuana laws are intended to provide protection from prosecution to those who possess medical marijuana to mitigate the symptoms of a medical condition for which the medical marijuana provides therapeutic or palliative benefits. However, Oklahoma medical marijuana laws do not affect federal laws, and there is no medical exception under federal law for the possession or distribution of marijuana. The University of Oklahoma Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Oklahoma law and the resources of the Department.

The University of Oklahoma (OU) and Oklahoma State University (OSU) receive federal funds, and the two institutions are legally bound to comply with the Federal Drug-Free Schools and Communities Act (DFSCA), which mandates the implementation of drug prevention programs

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and prohibits the use of illegal drugs on campus or at University-sponsored events and activities. The universities must also comply with the Federal Drug-Free Workplace Act, which describes the drug-free policies required at workplaces with certain federal contracts. Furthermore, the two Universities must also comply with the Federal Controlled Substances Act (FCSA), which criminalizes the growth and use of marijuana.

Despite the recent passage of State Question 788, the DFSCA requires OSU and OU to adopt and adhere to policies prohibiting the unlawful use, possession or distribution of illegal drugs, including marijuana. Moving forward, OU and OSU will adhere to federal law prohibiting the use, possession, distribution or cultivation of marijuana for any reason at their campuses across the state. Additionally, federal law also prohibits the use and distribution of marijuana for any reason at events authorized or supervised by OSU and OU. Even with the evolving state law permitting marijuana use for medical reasons, it is important for students and employees to know they cannot consume, smoke or possess marijuana on campus even though they might have a card or prescription permitting them to do so.

433.3 INVESTIGATION

Investigations involving the possession, delivery, production, or use of marijuana generally fall into one of several categories:

(a) Investigations when no person makes a medicinal claim.

(b) Investigations when a medicinal claim is made by a licensee.

(c) Investigations when a medicinal claim is made by a non-licensee.

(d) Investigations related to the unlawful sale or transfer of medical marijuana.

433.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production, or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the officer should proceed with a criminal investigation. A medicinal claim may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

433.3.2 INVESTIGATIONS INVOLVING MEDICINAL CLAIM BY LICENSEE

Officers should not take criminal enforcement action against a licensee who is in possession of the allowable amount of medical marijuana, though they may pursue student conduct charges. Officers may utilize the system established by the OMMA to confirm the authenticity and validity of the person's license (OAC 442: 10-2-7).

When a person makes a medicinal claim and has an allowable amount of medical marijuana but does not have a license in the person's possession, if the officer can otherwise determine the person is a valid license holder, no enforcement action should be taken, though student conduct charges may be pursued.

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Possession of up to 1.5 ounces or 42.45 grams of marijuana by a person who claims a medical condition but is not in possession of a valid license is a misdemeanor offense with a fine prescribed by 63 O.S. § 420(B).

Under these circumstances, an arrest shall not be made and a citation shall be issued or a warrant requested unless there has been a violation of another provision of law (63 O.S. § 420(B)).

433.3.3 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving marijuana possession, delivery, production, or use:

(a) Because enforcement of medical marijuana laws can be complex, time-consuming, and can call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at another time.
2. The case would benefit from review by a person with expertise in medical marijuana investigations.
3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
4. Any other relevant factors exist, such as limited available department resources and time constraints.
5. The case involves the sale or transfer of medicinal marijuana or medical marijuana products or otherwise involves a violation of OAC 442:10-2-9.

(b) Whenever the initial investigation reveals an amount of marijuana greater than that specified by law, officers should consider and document, in anticipation of an affirmative defense:

1. The amount of marijuana recommended by a medical professional to be ingested.
2. The quality of the marijuana.
3. The method of ingestion (e.g., smoking, eating, nebulizer).
4. The timing of the possession in relation to a harvest (patient may be storing marijuana).
5. Whether the marijuana is being cultivated indoors or outdoors, the climate.

(c) Before proceeding with enforcement related to dispensaries, commercial growers, or processors, officers should consider conferring with appropriate legal counsel and the OMMA.

433.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

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433.5 EVIDENCE

433.5.1 MEMBER RESPONSIBILITIES

The investigating member should notify the receiving Property and Evidence Section member in writing when marijuana may be the subject of a medical claim.

433.5.2 PROPERTY AND EVIDENCE SECTION SUPERVISOR RESPONSIBILITIES

The Property and Evidence Section supervisor should ensure that marijuana, drug paraphernalia, or other related property seized from a person engaged or assisting in the use of medical marijuana is not destroyed. The Property and Evidence Section supervisor is not responsible for caring for live marijuana plants.

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property and Evidence Section supervisor should as soon as practicable return to the person from whom it was seized any usable marijuana, plants, drug paraphernalia, or other related property.

The Property and Evidence Section supervisor may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Chief of Police or authorized designee.

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Chapter 5 - Traffic Operations

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Traffic

500.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY

It is the policy of the University of Oklahoma Police Department to educate the public on traffic-related issues and to enforce traffic laws. The efforts of the Department will be driven by such factors as the location and/or number of traffic collisions, citizen complaints, traffic volume, traffic conditions and other traffic-related needs. The ultimate goal of traffic law enforcement and education is to increase public safety.

500.3 DEPLOYMENT

Enforcement efforts may include such techniques as geographic/temporal assignment of department members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving and a variety of educational activities. These activities should incorporate methods that are suitable to the situation; timed to events, seasons, past traffic problems or locations; and, whenever practicable, preceded by enforcement activities.

Several factors will be considered in the development of deployment schedules for department members. State and local data on traffic collisions are a valuable resource. Factors for analysis include, but are not limited to:

- Location.
- Time.
- Day.
- Violation factors.
- Requests from the public.
- Construction zones.
- School zones.
- Special events.

Department members assigned to uniformed patrol or traffic enforcement functions will emphasize the enforcement of violations that contribute to traffic collisions, and also will consider the hours and locations where traffic collisions tend to occur. Members will take directed enforcement action on request, and random enforcement action when appropriate. Members shall maintain high visibility while working general enforcement, especially in areas where traffic collisions frequently occur.

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500.4 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of arrests or citations issued by any member shall not be used as the sole criterion for evaluating member overall performance.

Several methods are effective in the reduction of traffic collisions (22 O.S. § 1115.1; 22 O.S. § 1115.1A).

It is important that officers exercise discretion and issue a mix of warnings and citations which will best achieve correction of unsafe and/or unlawful behavior.

(a) The officer should be prepared to articulate the factors used in making the determination.

(b) Supervisory guidance shall be solicited if direction is needed.

(c) Verbal warnings are not authorized and will not normally be used.

500.4.1 WARNINGS

Warnings are a non-punitive option that may be considered by the member when circumstances warrant, such as when a non-hazardous, non-moving or minor violation was inadvertent.

500.4.2 CITATIONS

Generally, citations should be issued when a member believes it is appropriate. A citation shall be issued to release a person who is arrested solely for a misdemeanor violation of a state traffic law or a municipal traffic ordinance, if (11 O.S. § 27-117; 11 O.S. § 27-117.1; 11 O.S. § 28-114.1; 22 O.S. § 1115.1; 22 O.S. § 1115.1A):

(a) The arrested person has been issued a valid license to operate a motor vehicle by Oklahoma or another state that is a participant in the Nonresident Violator Compact or any party jurisdiction of the Nonresident Violator Compact.

1. Non-members of the Non-Resident Violator Compact are: Alaska, California, Michigan, Montana, Oregon, Wisconsin.

(b) The officer is satisfied as to the identity of the arrested person.

(c) The arrested person signs a written promise to appear, unless the person is unconscious or injured and requires immediate medical treatment as determined by a treating physician.

(d) The violation does not constitute an offense for which a physical arrest should be made.

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When issuing a citation for a traffic violation, it is essential that the rights and requirements imposed on motorists be fully explained. At a minimum, the arresting officer shall include on the citation:

- An explanation of the violation or charge.
- The court appearance procedure, including the optional or mandatory appearance by the motorist.
- A notice of whether the motorist can enter a plea and pay the fine by mail or at the court.
- Notice that failure to timely appear for arraignment will result in the suspension of his/her driving privilege and driver license in Oklahoma or, for nonresidents, pursuant to the Nonresident Violator Compact (47 O.S. § 790).
- Signing the citation is a promise to appear to the court clerk and not an admission of guilt.
- Municipal citations may be voided **only** by the City Attorney.

500.4.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses. These cases usually deal with, but are not limited to (22 O.S. § 1115.1; 22 O.S. § 1115.1A):

(a) A felony.

(b) Negligent homicide.

(c) Driving or being in actual physical control of a motor vehicle while impaired or under the influence of alcohol or other intoxicating substances, unless the person is unconscious or injured and requires immediate medical treatment as determined by a treating physician.

(d) Eluding or attempting to elude a law enforcement officer.

(e) Operating a motor vehicle without having been issued a valid driver license, or while the driving privilege and driver license is under suspension, revocation, denial or cancellation.

(f) An arrest based upon an outstanding warrant.

(g) Refusal to sign a traffic citation.

(h) Traffic offenses committed in the commission of other crimes

Officers shall not accept pleas or bond in the field.

500.4.4 PUBLIC CARRIERS AND COMMERCIAL VEHICLES

Public carriers, commercial vehicles and other vehicles for which a commercial driver license is required should be handled in accordance with state law, which may include issuance of citations, warnings or other appropriate actions. However, if the driver is physically arrested, reasonable measures must be taken to accommodate any passengers.

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500.4.5 ANNOTATED OR MULTIPLE CITATIONS
All violations should be annotated unless the member believes a single citation is sufficient.

Multiple or stacked violations/citations should only be utilized when the violations are flagrant or the offender has repeatedly disregarded previous notifications of violations.

500.4.6 GRACE PERIOD
A grace period of no more than 30 days should be observed when a new law is implemented or when a traffic control device is installed, unless the violation is flagrant or dangerous.

500.4.7 PEDESTRIANS, BICYCLES OR NON-REGISTERED CONVEYANCES
Violations of traffic laws involving pedestrians, bicycles or other non-registered conveyances should be cited based upon local ordinances. The age and ability of the pedestrian, bicycle rider or other user should be considered in issuing citations.

500.4.8 PERSONS ELIGIBLE FOR RELEASE UPON PERSONAL RECOGNIZANCE
When a citation is issued to a person who is licensed from another jurisdiction that is not a party of the Nonresident Violators Compact, that person may be eligible for release by the issuing officer upon personal recognizance. To be eligible a driver must have a valid license (even if it is expired) regardless of the issuing jurisidiction. However, drivers who are cited for Driving Under Suspension, Driving Under Revocation, or Driving Under Cancellation must post bond on all charges and citations being issued.

500.5 SUSPENDED OR REVOKED LICENSES
If an officer contacts a traffic violator who is also driving on a suspended or revoked license, the officer should issue a traffic citation or make an arrest as appropriate.

500.5.1 INTERNATIONAL DRIVER LICENSES
An "International Driver License" issued by a non-governmental entity will **not** be honored.

A driver license issued by a foreign nation **will** be honored **provided** that it is written in a language or fashion and the date of expiration is expressed so as to be recognizable by the officer as a **current** driver license.

500.6 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 or by maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

500.6.1 REQUIRED USE
Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn when increased visibility would improve the safety of

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the department member or when the member will be exposed to the hazards of passing traffic or will be maneuvering or operating vehicles, machinery and equipment.

Examples of when high-visibility vests should be worn include traffic control duties, traffic collision investigations, lane closures and disaster scenes.

When emergency conditions preclude the immediate donning of the vest, members should retrieve and wear the vest as soon as conditions reasonably permit.

Use of the vests shall also be mandatory when directed by a supervisor.

500.6.2 CARE AND STORAGE

High-visibility vests shall be maintained in the trunk of each patrol and investigation vehicle. Members will also ensure they have their issued High-Visibility vest available for use while assigned to uniformed patrol.

A supply of high-visibility vests will be maintained and made available for replacement of damaged or unserviceable vests. The Support Division Commander should be promptly notified whenever the supply of vests needs replenishing.

500.7 HAZARDOUS CONDITIONS

Officers encountering hazardous road conditions should assess the severity of the hazard and take appropriate action, including but not limited to:

(a) Notifying the department responsible for maintaining that section of the road.

(b) Removing the hazard from the roadway if possible to do so in a safe manner.

(c) Placing a warning device around the hazard to warn oncoming traffic.

(d) When practicable, and safe to do so, positioning a patrol car to warn oncoming traffic and direct the traffic around the hazard.

500.8 VEHICLE CHECKPOINTS

The Operations Division Major may establish guidelines for roadside vehicle checkpoints based upon reasonable criteria (e.g., holidays, traffic injuries or fatalities, community requests). Operational decisions should be made by supervising officers. Guidelines for checkpoints should include, but are not limited to:

(a) Reasonable location and duration.

(b) Neutral criteria for stopping motorists.

(c) Clear indicators of the official nature of the checkpoint.

(d) Clearly identified officers and equipment.

(e) Adequate safety precautions.

(f) Minimal detention of motorists.

(g) Advance public notice.

(h) Officers may be assigned to assist other agencies conducting vehicle checkpoints.

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500.9 TRAFFIC STOPS

Officers shall perform traffic stops only when there is an articulable reason to do so. The safety of the officer, the driver of the vehicle and the public shall be considered prior to conducting a traffic stop.

Traffic stops should be performed by a uniformed on-duty officer.

Officers initiating a traffic stop shall follow department-approved safety procedures, including but not limited to:

(a) Contacting dispatch regarding the location, vehicle description and registration and occupants prior to the stop.

(b) Activating the emergency lights and siren.

(c) Escorting the vehicle to a tactically safe location to conduct the stop.

(d) Positioning the department vehicle to maximize officer safety.

(e) Approaching the vehicle and interacting with occupants in accordance with department-approved procedures.

(f) Calling for backup when warranted.

500.9.1 STOPS BY NON-UNIFORMED OFFICERS

Non-uniformed officers operating unmarked police vehicles equipped with concealed emergency lights and siren shall not conduct routine motor vehicle stops for traffic violations. If it reasonably appears that the violation creates a risk of loss of life, personal injury, or significant property damage, the officer shall take appropriate action, which may include conducting a traffic stop and/or requesting the assistance of a marked police vehicle.

Non-uniformed officers operating departmental vehicles not equipped with emergency lights or siren shall not conduct motor vehicle stops unless it reasonably appears that there exists an imminent danger of loss of life should they fail to act. In other less urgent cases demanding attention, the officer may contact the communications center and request a marked police vehicle to conduct the stop.

500.10 RADAR USE

The State of Oklahoma has not articulated any statutory standards for training in the use of radar for traffic speed enforcement.

Only those officers who have completed an approved course in radar usage are authorized to make traffic stops or issue citations based on use of radar.

(a) Officers who have satisfactorily completed an in-service training program may use the units for information and observation purposes, but may not issue traffic citations based solely on radar.

1. Written warnings based on use of radar may be issued by any commissioned member who has completed in-service training on the use of the equipment.

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500.11 TRAFFIC CONTROL

Members of the University of Oklahoma Police Department may control traffic using department-approved temporary traffic control devices and uniform hand signals and gestures for manual traffic direction:

(a) At public events.

(b) At the scene of traffic collisions.

(c) At the scene of fires or other emergencies.

(d) During periods of adverse road and/or weather conditions.

(e) When circumstances warrant the manual operation of traffic control devices.

(f) As required by other road or traffic conditions.

500.12 ESCORT SERVICES

All requests for escort services provided by the University of Oklahoma Police Department shall be approved by the Chief of Police or the authorized designee.

If a request is granted, the designated supervisor shall be responsible for:

(a) Identification of required department resources.

(b) Coordination with outside agencies.

(c) Identification of safety and security risks.

(d) Reasonable precautions to ensure public safety.

Only vehicles equipped with emergency lights and sirens shall be used to provide escort services.

Legitimate requests for scheduled escorts include, but are not necessarily limited to:

(a) Those associated with funerals

(b) Motorcades

(c) Parades

(d) Oversized vehicles

1. Oversized vehicle escorts are primarily performed by off-duty police officers if they are pre-authorized and proper documentation or permits are in order. Requests for escorts performed by on-duty officers should be referred to the Operations Division Major.

(e) Vehicles with hazardous or unusual cargo.

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Traffic Collisions

501.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to and investigating traffic collisions.

501.2 POLICY

It is the policy of the University of Oklahoma Police Department to respond to traffic collisions and render or summon aid to injured victims as needed. The Department will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of collisions by attempting to identify the cause of the collision and through enforcing applicable laws.

501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

(a) Is within the jurisdiction of this department and there is:

1. A life-threatening injury.
2. A fatality.
3. A University vehicle involved.
4. A University official or employee involved.
5. Involvement of an on- or off-duty member of this department.

(b) Is within another jurisdiction and there is:

1. A University of Oklahoma vehicle involved.
2. A University of Oklahoma official involved.
3. Involvement of an on-duty member of this department.

501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

(a) Traffic direction and control.

(b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.

(c) First aid for any injured parties if it can be done safely.

(d) The potential for involvement of hazardous materials.

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(e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire department, hazardous materials response, tow vehicles).

(f) Clearance and cleanup of the roadway.

(g) Control of property belonging to collision victims. If the vehicle is towed at the direction of the member, property will be handled in accordance with the Vehicle Towing and Property and Evidence Section policies.

501.3.2 DISPATCHER RESPONSIBILITIES

The communications officer will advise the assigned officer(s) of as much information regarding the motor vehicle collision as possible. In particular, the assigned officer will be notified of any of the following if known:

(a) Death or personal injury

(b) Hit and run

(c) Drug or alcohol involvement

(d) Hazardous material exposure

(e) Disturbances between principals

(f) Major traffic congestion, and

(g) Any other hazards

Notification of additional personnel or entities:

(a) If personal injury is involved the communications officer will also notify fire rescue and EMS.

(b) If a death is involved the communications officer will notify the on-call administrator, and if authorized, the on-call CIRT supervisor;

(c) The communications officer will notify appropriate entities if certain environmental, electric, natural gas, etc. hazards are present;

(d) Additional police units shall be assigned as necessary by the supervisor, communications officer, or responding officer if necessary.

(e) If vehicles or property owned or operated by the University of Oklahoma are involved, an appropriate department representative may be notified.

501.3.3 SUSPENDING OR HOLDING NON_INJURY MOTOR VEHICLE COLLISION CALLS FOR SERVICE

The Shift Supervisor may determine that officers will not respond to non-injury motor vehicle collisions when certain conditions arise in which personnel staffing and/or safety are a concern. On-duty patrol supervisors and communications personnel will be notified of the beginning and ending times when this provision is implemented. These conditions include:

(a) Inclement weather,

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(b) Special events, or

(c) Other extraordinary circumstances

During the time this provision is in effect, officers will not be dispatched to non-injury motor vehicle collisions and citizens will be advised to exchange information and remove vehicles from the roadway. Forms to aid in the exchange of information are available from the Oklahoma Department of Public Safety website.

Non-injury hit-and-run collisions will be responded to only if suspect information is available.

501.4 NOTIFICATION

If a traffic collision involves a life-threatening injury or fatality, the responding officer shall notify the Shift Supervisor. The Shift Supervisor will ensure notification is made to the on-call department command staff in accordance with the Major Incident Notification Policy.

(a) If the collision is considered major or involves a fatality, once authorized, the primary assigned unit will yield scene responsibility to the Collision Investigation and Reconstruction Team (CIRT) upon their arrival.

501.4.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Medical Examiner, department chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic collision should not be released until notification is made to the victim's immediate family.

501.5 MINIMUM REPORTING REQUIREMENTS

A written collision report shall be taken for every collision, including collisions that involve hazardous materials (OAC 595:65-1-2). For collisions involving hazardous materials, department members should refer to the Hazardous Materials Response Policy.

501.5.1 PRIVATE PROPERTY

Motor vehicle collisions occurring within the jurisdiction of the University of Oklahoma Police Department, whether on public or private property, will be investigated under any of the following circumstances:

1. Death or personal injury
2. The damage is estimated to be $500.00 or more
3. There is a conflict in the version of the event by any party involved
4. When requested to investigate by any party involved

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501.5.2 UNIVERSITY VEHICLE INVOLVED
A traffic collision report shall be taken when a University vehicle is involved in a traffic collision that results in property damage or injury.

A general information report may be taken in lieu of a traffic collision report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a University vehicle, a police and/or an Official Oklahoma Traffic Collision report shall be completed and forwarded to the appropriate Division Commander. The traffic investigator or supervisor at the scene should determine what photographs should be taken of the scene and the vehicle damage.

501.5.3 INJURED ANIMALS
Department members should refer to the Animal Control Policy when a traffic collision involves the disposition of an injured animal.

501.6 INVESTIGATION

When a traffic collision meets minimum reporting requirements the investigation should include, at a minimum:

(a) Identification and interview of all involved parties.

(b) Identification and interview of any witnesses.

(c) A determination of whether a violation of law has occurred and the appropriate enforcement action.

(d) Identification and protection of items of apparent evidentiary value.

(e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence, reporting) on the appropriate forms.

501.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY
The Operations Division Major or on-duty Shift Supervisor should request that the CIRT team investigate and complete a traffic collision investigation when a life-threatening injury or fatal traffic collision occurs within the jurisdiction of the University of Oklahoma Police Department and involves:

(a) An on- or off-duty member of the Department.

    1. The involved member shall complete the department traffic collision form. If the member is unable to complete the form, the supervisor shall complete it.

(b) An on- or off-duty official or employee of the University of Oklahoma.

Department members shall promptly notify a supervisor when any department vehicle is involved in a traffic collision. The collision investigation and report shall be completed by the agency having jurisdiction.

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501.7 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the collision, authorized members should issue a citation or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.7.1 FATALITY COLLISIONS

Any driver of a vehicle involved in a collision, who could be cited for any traffic offense, which results in immediate death or great bodily injury of any person (as defined in 21 O.S. § 646.B) shall submit to drug and alcohol testing as soon as practicable after the collision occurs. The procedures in 47 O.S. § 752 shall be followed to determine the presence of alcohol or controlled dangerous substances in the driver's system. (47 O.S. § 10-104)

501.7.2 PRIVATE PROPERTY ENFORCEMENT

The following violations may be enforced when motor vehicle collisions occur on public access private property or on a private road, driveway or parking area:

(a) Leaving the scene of a motor vehicle collision

(b) DUI/APC

(c) Reckless Driving

(d) Careless Driving

(e) Improper Backing

(f) Speed too Fast for Conditions

(g) Failure to Provide Security Verification

501.8 REPORTS

Department members shall utilize forms approved by the DPS as required for the reporting of traffic collisions. All such reports shall be forwarded to CIRT team members for review and to Records for filing.

501.8.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

501.8.2 OPERATIONS DIVISION MAJOR RESPONSIBILITIES

The responsibilities of the Administrative Division Commander include, but are not limited to:

(a) Ensuring that reports of traffic collisions are forwarded to the DPS pursuant to 47 O.S. § 40-102.

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501.8.3 REQUESTS FOR COLLISION REPORTS AND/OR RELATED PHOTOGRAPHS
Requests for motor vehicle collision reports and/or related photographs shall be handled through the OU Office of Open Records.

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Vehicle Towing

502.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

502.2 POLICY

The University of Oklahoma Police Department will tow vehicles when appropriate and in accordance with the law.

502.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through Dispatch to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (47 O.S. § 955).

Vehicles that are not the property of the University should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs, or to verify operation of the vehicle for purposes of DUI/APC arrests.

502.4 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard, the vehicle would be in jeopardy of theft or damage if left at the scene.

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

- The vehicle can be legally parked, left in a reasonably secure and safe location and is not needed as evidence.
- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.

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- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Department will not be responsible for theft or damages.

502.5 CIRCUMSTANCES FOR TOWING VEHICLES

Officers are authorized to order towing of vehicles when (47 O.S. § 955):

(a) A report has been made that the vehicle has been stolen or taken without the consent of its owner or the officer has reason to believe the vehicle has been stolen pursuant to 47 O.S. § 4-105.

(b) There is reason to believe the vehicle has been abandoned as defined in 47 O.S. § 901 and 47 O.S. § 902.

1. Vehicles may be stickered for towing in 15 days if the vehicle Indicates one or more of the following:

(a) No License plate.

(b) License expired more than 90 days (47 O.S. § 1115.1)

(c) Inoperable/derelict.

(c) The person driving or in control of the vehicle is arrested for an alleged offense for which the officer is required by law to take the person arrested or summoned before a proper magistrate without unnecessary delay.

(d) At the scene of an collision, the owner or driver is not in a position to take charge of the vehicle and direct or request its proper removal.

(e) The officer has probable cause that the person operating the vehicle has not been granted driving privileges or that the person's driving privileges have been suspended, revoked, canceled, denied or disqualified.

(f) The officer has probable cause that the vehicle has been used in the commission of a felony offense and the officer has obtained a search warrant authorizing the search and seizure of the vehicle.

(g) The officer has probable cause that the vehicle is not insured as required by the Compulsory Insurance Law of Oklahoma.

(h) The vehicle is involved in a fatal motor vehicle collision and is needed for evidentiary purposes.

(i) Vehicles may be towed on public or University property if they are in violation of the city, state or university regulations.

502.6 RECORDS

Dispatch members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

502.6.1 VEHICLE IMPOUND REPORT

Department members towing a vehicle shall complete a vehicle impound report. The report should be submitted to the Records Section as soon as practicable after the vehicle is towed.

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502.6.2 NOTICE OF TOW
As soon as practicable, and in any event within 72 hours of a vehicle being towed, the Dispatch shall send a notice of tow to the Department of Public Safety (47 O.S. § 903).

502.7 TOWING SERVICES
Members shall utilize towing services that have been authorized for use by the Department.

502.8 VEHICLE INVENTORY
The contents of all vehicles towed at the request of department members shall be inventoried and listed on the inventory report, unless such inventory can not be completed due to the vehicle being locked with no key reasonably available, in which case a visual inventory will be completed and the reason shall be noted on the impound form. When reasonably practicable, photographs may be taken to assist in the inventory.

(a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

(b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.

(c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.

(d) Closed, but not locked, containers located either within the vehicle or any of the vehicle’s compartments will be opened for inventory purposes..

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report. If the occupant acknowledges that any closed container contains valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner, or booked into property for safekeeping.

A copy (yellow) of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons

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independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

Items such as contraband or physical evidence encountered during the inventory will be taken into custody and the inventory continued.

(a) It is important that the inventory **not** be interrupted and resumed at a later time, in a different location, or by a different member.

502.9 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

502.10 RELEASE OF IMPOUNDED VEHICLES

Vehicles impounded at the direction of officers shall not be released to an owner without proof of valid insurance or an affidavit of nonuse on the roadway. An impounded vehicle may be released to an insurer who accepts liability for the vehicle without proof of valid insurance or an affidavit of nonuse (OAC 595:25-7-2).

Members shall not authorize the release of vehicles when there is a legitimate reason to preserve the secured status of an impounded or stored vehicle, including but not limited to:

(a) Failure to pay taxes due to the state.

(b) Forfeiture proceedings under the Uniform Controlled Dangerous Substances Act (63 O.S. § 2-506).

(c) Evidentiary proceedings.

(d) Failure to provide proof of insurance.

(e) The vehicle was used in the commission of a felony offense (47 O.S. § 955).

In the event an officer determines a need exists to preserve the secured status of an impounded or stored vehicle, the officer may direct the operator of the towing service or storage facility to place a hold on the vehicle.

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Vehicle Tow Hearings

503.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for vehicle tow hearings.

503.2 POLICY

When a vehicle is towed at the direction of any member of the University of Oklahoma Police Department, a hearing will be conducted upon request pursuant to 47 O.S. § 903A.

503.3 HEARING OFFICER

The Chief of Police will identify the person who will act as a hearing officer when the decision of a member to tow a vehicle is contested. The hearing officer in any case must be a person other than the member who directed the vehicle to be towed.

503.4 HEARING PROCESS

The registered or legal owner of the vehicle or his/her agent may request a hearing when a vehicle is towed or stored at the direction of any member of the University of Oklahoma Police Department (47 O.S. § 903A).

A timely requested hearing shall be scheduled within 72 hours of the request, excluding weekends and holidays. If the registered or legal owner consents, the hearing may be conducted via a telephone conference call.

Any relevant evidence may be submitted and reviewed by the hearing officer to determine the validity of the tow or storage of the vehicle.

Failure of either the registered or legal owner, or his/her agent, to timely request or to timely appear at a scheduled hearing shall be considered a waiver of and satisfaction of the hearing.

503.5 DECISION

After consideration of all the evidence, the hearing officer shall determine whether the Department has established the validity of the tow or storage by a preponderance of the evidence (47 O.S. § 903A).

(a) If a decision is made that reasonable grounds for the tow and storage have been established, the hearing officer shall advise the requesting party of the decision.

(b) If a decision is made that reasonable grounds for the tow or storage have not been established, the vehicle shall be released immediately. Towing fees will be the responsibility of the Department and storage fees will be waived by the operator of the towing service or storage facility.

503.5.1 DE NOVO HEARING

The owner of a stored vehicle may file a petition in the district court of the county where the vehicle is stored to conduct a de novo hearing and determine the validity of a tow and storage either in lieu of or after a department hearing (47 O.S. § 903A).

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Driving Under the Influence

504.1 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).

504.1.1 DEFINITIONS

National Highway Traffic Safety Administration (**NHTSA**) - a component of the United States Department of Transportation, the federal agency which sets national standards for DUI Detection and SFST.

Preliminary Breath Testing *Device* (**PBT**) - a battery-powered hand-held device for assessing breath-alcohol content of an individual in the field as a supplement to the SFST battery for the purpose of verifying that observed impairment is the result of alcohol use.

Standardized Field Sobriety Testing (**SFST**) - a set of three field tests that are certified and taught by NHTSA. SFST includes the Horizontal Gaze Nystagmus (**HGN**), Walk and Turn (**WAT**) and One Leg Stand (**OLS**) tests conducted as a battery which provide a statistically higher probability of detecting persons under the influence than any single test alone.

504.2 POLICY

The University of Oklahoma Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Oklahoma's impaired driving laws.

504.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Operations Division Major will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency (47 O.S. § 11-902d). Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The standard field sobriety tests (SFSTs) administered and the results.

(b) The officer’s observations that indicate impairment on the part of the individual, and the officer’s health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

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(d) Information about any audio and/or video recording of the individual's driving or subsequent actions.

(e) The location and time frame of the individual's vehicle operation and how this was determined.

(f) Any prior related convictions in Oklahoma or another jurisdiction.

504.4 FIELD TESTS

The Operations Division Major should identify SFSTs and any approved alternate tests for officers to use when investigating violations of DUI laws.

Only personnel trained in administering SFSTs or any other approved alternate tests may administer the tests.

Only personnel certified as Drug Recognition Experts (DRE) are authorized to administer DRE evaluations.

504.4.1 SCREENING DEVICES

Screening devices may be used to detect the presence of alcohol or drugs in a person suspected of DUI. Members shall use approved devices in accordance with the rules prescribed by the Board of Tests for Alcohol and Drug Influence and have proper training, if required (OAC 40:55-1-1 et seq.; OAC 40:55-2-1 et seq.; OAC 40:10-5-1).

The Operations Division Major shall establish procedures to properly maintain screening devices in accordance with the manufacturer's instructions (OAC 40:55-1-3; OAC 40:55-2-3).

504.5 CHEMICAL TESTS

A person is deemed to have consented to a chemical test or tests, and to providing the associated chemical sample, when the person has been arrested by an officer who has probable cause to believe that the person was operating or in actual physical control of a motor vehicle while DUI (47 O.S. § 751).

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.

504.5.1 STATUTORY NOTIFICATIONS

Officers arresting a person for DUI should read the implied consent advisory prior to administering a chemical test. If a blood sample will be requested, the officer shall inform the person that the withdrawal will be performed by authorized medical personnel (47 O.S. § 751).

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504.5.2 BREATH SAMPLES

The Operations Division Major should ensure that all devices, under OUPD's control, 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 Operations Division Major.

The chemical test requested by OUPD will be specified as a breath test and be conducted only by a valid certified Intoxilyzer operator unless a blood test is necessary.

504.5.3 BLOOD SAMPLES

If the officer investigating a collision has probable cause to believe a person under arrest, while intoxicated, has operated a motor vehicle in such manner as to have caused the death or serious physical injury of any other person and that person refuses to submit to the State’s test(s) the test(s) may be made in the same manner as if a search warrant had been issued for such tests.

A blood test shall be administered as soon as practicable following a collision resulting in the immediate death of any person, or to any driver of any vehicle involved in the collision who can be cited for any traffic offense.

Only persons authorized by law to draw blood shall collect blood samples (47 O.S. § 752). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

All blood samples shall be collected, packaged and transferred as required by OAC 40:20-1-3.

In addition to the blood sample collected for analysis (referred to as the state’s blood specimen), an additional and separate blood specimen shall be collected at the same time, without any additional punctures, whenever possible, and by the same qualified person. This will be the retained blood specimen (47 O.S. § 752; OAC 40:20-1-3).

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 shall not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

504.5.4 ADDITIONAL TESTS AND RETENTION

In addition to any test administered at the direction of an officer, a person arrested for DUI has the right to request an additional test be administered. The cost of the test shall be at the expense of the arrested person and a sufficient quantity of the additional specimen taken shall be available to the University of Oklahoma Police Department (47 O.S. § 751).

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If a sample is taken at the request of an officer, a sufficient quantity of the same specimen shall be obtained that would enable the person to have it tested at his/her own expense. The specimen shall be retained for a minimum of 60 days from the date of collection by the laboratory in cases of blood, saliva, or urine, or by the University of Oklahoma Police Department in cases of breath specimens obtained on a non-automated analyzer (47 O.S. § 752).

504.5.5 PRELIMINARY BREATH TESTING
Preliminary Breath Testing (PBT) devices are recognized as an additional tool for officers to utilize when attempting to confirm their suspicions in cases where a driver may be under the influence of intoxicants.

504.5.6 TYPE OF TEST
The test administered to an arrested person shall be a breath test unless (47 O.S. § 751):

(a) The officer reasonably believes that the person's intoxication is caused by a substance other than alcohol or by a combination of alcohol and other intoxicating substances.

(b) A breath test cannot be administered due to the unavailability of an approved device or a qualified person to administer a breath test.

(c) A breath test cannot be administered in accordance with the rules established by the Board.

(d) The person whose breath is to be tested is incapable of submitting to and successfully completing a breath test by reason of illness, injury or disability.

(e) The person was transported to a medical facility for treatment or examination before a breath test could be administered.

504.6 DRUG RECOGNITION EXPERTS
In situations where an officer believes, based upon driving, general appearance, behavior, and/or performance on the SFST that a defendant arrested for DUI/DWI has tested considerably lower than expected on a breath alcohol testing device and concludes the defendant may be under the influence of intoxicating substances other than alcohol, that officer may request the Shift Supervisor to authorize a DRE be asked to perform a drug recognition evaluation.

504.7 REFUSALS
When an arrestee refuses to provide a chemical sample, officers shall:

(a) Advise the arrestee of the requirement to provide a sample.

(b) Audio- and/or video-record the admonishment and the response when it is practicable.

(c) Document the refusal in the appropriate report.

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504.7.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test, or if the result of the chemical test indicates a prohibited alcohol concentration, officers shall personally serve the notice of revocation on the form prescribed by the Oklahoma Department of Public Safety (DPS). The officer shall take possession of any Oklahoma-issued license, permit, or other evidence of driving privilege to operate a motor vehicle that is held by that individual. If the evidence of driving privilege that is surrendered has not expired and otherwise appears valid, the officer shall issue the person a receipt that shall serve as a 30-day driving permit (47 O.S. § 754).

504.7.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses to submit to a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained.

(b) The officer can articulate that exigent circumstances exist and has probable cause to believe that the person arrested for DUI caused the death or serious physical injury of another person (47 O.S. § 753). Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from a collision investigation or medical treatment of the person.

504.7.3 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 providing such a sample without physical resistance.

    1. This dialogue should be recorded on audio and/or video when practicable.

(d) Ensure that the blood sample is taken by a medical professional.

(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.

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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 the duties of a supervisor, as set forth above.

504.8 INJURED DRIVER CONSIDERATIONS

Injured drivers that are not fit for incarceration or will not be released from the hospital for timely transportation to the testing site, whether conscious or unconscious, must be informed that he or she is under arrest prior to reading the Chemical Test Request.

(a) An unconscious driver to be charged with DUI shall be deemed to have not revoked his or her consent to submit to testing, and a blood specimen may be collected.

(b) Whether conscious or unconscious, the driver must be under arrest at the time of the collection of a blood specimen.

(c) The arrest will be documented by issuing a traffic citation.

Once the driver is conscious, they shall be re-contacted and read the Chemical Test Request and their response will be accepted. In this case, the driver may have an attorney present.

504.9 RECORDS SECTION RESPONSIBILITIES

The Records Manager will ensure that:

(a) All case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

(b) Any driving privilege (driver license) seized from an arrestee is forwarded to DPS in a timely manner (47 O.S. § 754).

(c) A copy of the report and notice of revocation/disqualification is forwarded to the DPS within 72 hours (47 O.S. § 754).

(d) All DUI arrests are entered into the Oklahoma impaired driver database (11 O.S. § 34-108; 47 O.S. § 11-902d).

504.10 ADMINISTRATIVE HEARINGS

The Records Manager will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the DPS.

An officer called to testify at an administrative hearing may document the hearing date and the DPS 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.

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504.11 COMMUNITY AWARENESS

As part of the department's crime prevention and community awareness programming, we will provide informative programs and materials on the effects of alcohol and the possible repercussions of DUI arrest and conviction.

(a) These programs may be held in conjunction with University-wide programming or upon request of University groups and organizations

(b) DUI Awareness programs and presentations will be conducted by officers knowledgeable in the field of DUI/DWI enforcement and coordinated by OUPD Crime Prevention.

504.12 MEDICAL CARE

Officers should take a person arrested for DUI to be medically evaluated if the person is:

(a) Vomiting.

(b) Talking incoherently.

(c) Unconscious.

(d) Has an obvious head injury.

(e) Complains of any injury that is beyond their ability to treat.

(f) Unable to stand.

(g) Showing a blood alcohol level of 0.30 or higher.

(h) Otherwise directed to obtain a "Fit for Incarceration" examination / slip.

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Traffic and Parking Citations

505.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding and dismissing traffic and parking citations.

505.2 POLICY

It is the policy of the University of Oklahoma Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation, or written warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

505.3 RESPONSIBILITIES

The Support Division shall be responsible for the supply of all traffic and parking citations issued to members of this department.

Members of the University of Oklahoma Police Department shall only use department-approved traffic and parking citation forms.

505.3.1 WRITTEN OR VERBAL WARNINGS

Written may be issued when the department member believes it is appropriate. The Records Section should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

Verbal warnings are not authorized and will not normally be used.

505.4 TRAFFIC CITATIONS

505.4.1 CORRECTION

When a traffic citation is issued but is in need of correction, the member issuing the citation shall submit the citation and an approved form from the Municipal Court, or letter to his/her immediate supervisor requesting a specific correction. Once approved, the citation and form, or letter shall then be forwarded to the Records Section. The Records Manager or the authorized designee shall prepare a letter of correction, or forward the form to the court having jurisdiction.

505.4.2 VOIDING

Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued. All copies of the voided citation shall be presented, along with the appropriate form or letter, to a supervisor for approval. The citation and copies shall then be forwarded to the Records Section.

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505.4.3 DISMISSAL

Members of this department do not have the authority to dismiss a traffic citation once it has been issued. Only the court has that authority. Any request from a recipient to dismiss a citation shall be referred to the Chief of Police. Upon a review of the circumstances involving the issuance of the traffic citation, the Chief of Police mayrecommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal has been denied shall be referred to the appropriate court.

Prior to a court hearing, a member may submit a request for dismissal of a traffic citation to his/her supervisor. The request must be in writing and should include the reason for dismissal (i.e., in the interest of justice, prosecution is deemed inappropriate). Upon a review of the circumstances involving the issuance of the traffic citation, the supervisor may forward the request to the Operations Division Commander to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal.

Should a member determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the citation. Upon such dismissal, the member shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required, and forward it to the Operations Division Commander for review.

505.4.4 DISPOSITION

The court and file copies of all traffic citations issued by members of this department shall be forwarded to the member’s immediate supervisor for review by the end of each shift. The citation copies shall then be filed with the Records Section.

Upon separation from appointment or employment with this department, all members who were issued traffic citation books shall return any unused citations to the Records Section.

505.4.5 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. When a citation is issued to a juvenile, officers will note the name and mailing address for a parent or guardian on the face of the citation. Records Section

505.5 PARKING CITATIONS

Municipal Traffic Citations have been made available as an option to field personnel with which to address problems and circumstances. There is no agreement with the City of Norman that these citations must be used, nor any requirement that a certain number be issued. They should be used when they appear to be the tool which will address the situation at hand most effectively.

(a) It is the writing officer’s responsibility to ensure that the location where the offending vehicle is parked is within the jurisdiction of the Municipal Court, that the ordinance violated is applicable at that site, and that the proper ordinance reference is cited.

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(b) City of Norman Parking Citations will be written on University property only where the *Parking & Traffic Regulations* of the University provide no remedy for the violation encountered.

(c) City of Norman Parking Citations will be issued to and by commissioned members only.

(d) The same vehicle will not normally be issued both University and City of Norman Parking Citations at the same time.

(e) The City of Norman Parking Citation will not be used for written warnings.

(f) Limitations:

1. Only one violation will be written on any one Citation form.
2. Only one citation will normally be issued to any vehicle at one time.
3. Registration violations may be cited (on a separate form) at the same time as a parking violation.
4. Vehicles may be cited at the same location for the same offense(s) no more than once every two (2) hours.

The Parking and Mass Transit Office (P&T) provides University Parking Citation forms for use in presenting alleged violations of regulations pertaining to the parking of motor vehicles.

(a) University Parking Citation forms may be used anywhere on the Norman campus to enforce University parking regulations.

1. They may not be used off University property

(b) University Parking Citation forms may be issued by any uniformed member of this department.

(c) The same vehicle will not normally be issued both University and City of Norman Parking Citations at the same time.

(d) Limitations:

1. **Only one violation will be written on any one citation form**
2. Only one citation will normally be issued any vehicle at one time at any one location for a 24-hour period from the time of the first citation.

(a) A second citation may be issued if the vehicle is moved, creating a separate offense.

505.6 PARKING CITATION APPEALS

Parking citations may be appealed in accordance with local and state law and/or University policy.

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Disabled Vehicles

506.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for department members who provide assistance to motorists in disabled vehicles within the primary jurisdiction of the University of Oklahoma Police Department.

506.2 POLICY

It is the policy of the University of Oklahoma Police Department to offer reasonable assistance to motorists with disabled vehicles. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

506.3 RESPONSIBILITIES

When an on-duty member of this department sees a disabled vehicle on the roadway, the member should make a reasonable effort to provide assistance. If this is not reasonably possible, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another department member to respond as soon as practicable.

Except where circumstances render it such, motorist assistance is normally a non-emergency matter and will be assigned a priority for response accordingly.

(a) Requestors shall be asked to raise the hood of their vehicles, if possible, to help the assigned officer locate same.

(b) Service may be declined by telephone to requestors who are at their residence or who indicate they have the means to summon alternate assistance from a safe location.

(c) Service may be declined to anyone to whom this department has rendered assistance on a repeated basis and who has had ample opportunity to have the vehicle malfunction repaired.

1. Such requestors shall be politely instructed to seek proper repair for their vehicle.

506.4 WAIVER

A completed and signed *Motorist's Waiver of Liability* shall be obtained prior to service other than transportation or summoning of another provider being rendered.

(a) Assistance shall not be rendered to anyone declining to sign the waiver.

(b) Members shall determine to their own satisfaction that the requestor is the owner or authorized agent of the owner of the subject vehicle.

1. Typically, a registration check will be run on the vehicle and the owner information compared with identification presented by the requestor.

2. Discrepancies will be resolved before assistance is provided.

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506.5 ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department members will be contingent on the time of day, the location, the weather, and the availability of department resources and the vulnerability of the disabled motorist.

The Shift Supervisor may authorize exceptions and may limit provision of motorist assistance when deemed necessary due to safety considerations.

506.5.1 MECHANICAL REPAIRS

Department members shall not make mechanical repairs to a disabled vehicle. The use of push bumpers, in the event of a life-threatening emergency, to relocate vehicles to a position of safety is not considered a mechanical repair.

506.5.2 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. Members are discouraged from pushing vehicles by hand due to the risk of injury involved.

506.5.3 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 motorist or transport him/her to a safe area on-campus or to the nearest commercial service station, to await pickup.

506.5.4 OTHER ASSISTANCE

Members who come into contact with motorists in need of medical assistance should provide assistance in accordance with the Medical Aid and Response Policy.

506.5.5 JUMP START

Members may provide a jump start to a vehicle with compatible (12-volt) electrical systems, by the use of an automotive jump box kit.

(a) Because of officer safety concerns and potential physical damage to vehicles, officers shall not use battery jumper cables to jump start motor vehicles or use a door unlock device to unlock a motor vehicle door without prior approval from the Shift Supervisor.

506.5.6 CHANGING FLATS

Members may change a tire for anyone who is physically incapable of changing their own or under any circumstances where this is deemed the best course of action.

506.5.7 VEHICLE UNLOCKS

Officers dispatched to calls where individuals or animals are locked in cars shall respond immediately and assess the situation. If life threatening conditions exist officers may

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take the necessary actions to access the vehicle. The communications officer shall simultaneously request a wrecker service or locksmith to respond for a possible unlock.

506.5.8 FUEL

Because fuel cannot be safely transported inside the passenger compartment or trunk of a patrol vehicle, members are unable to provide this service for motorist assistance.

506.5.9 LOAN OF TOOLS

Members may loan, on a stand-by basis, a tire tool/lug wrench to be used while the members is present and returned immediately following use.

The department cannot assume the liability associated with loan of a jack or any other tool except a tire tool/lug wrench.

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Chapter 6 - Investigation Operations

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Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations.

600.1.1 DEFINITIONS

Affiliate: an affiliate is defined as any person currently enrolled as a student of the University of Oklahoma, regardless of the campus on which enrolled or classification, or any person employed in a paid capacity as a faculty or staff member.

WatchGuard Video System/Evidence Library: The system currently used in both the vehicles and interview rooms of this department.

600.2 POLICY

It is the policy of the University of Oklahoma 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:

1. An initial statement from any witnesses or complainants.
2. A cursory examination for evidence.
3. Documentation of any pertinent information including:
   (a) The weather and environmental conditions when relevant to the circumstances or evidence related to the investigation.
   (b) Events associated with the incident.
   (c) The officer's factual observations.

(b) If information indicates a crime has occurred, the officer shall:

1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
2. Determine whether additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.

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3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Supervisor.
4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
5. Collect any evidence.
6. Take any photographs, sketches or use other methods necessary to record the crime scene.
    (a) Any member identifying an apparent need for photo-documentation which exceeds the capabilities of the equipment available to patrol or his/her expertise will immediately inform the on-duty supervisor.
        1. Any supervisor verifying that technical assistance is required shall notify the on-call Command Supervisor of the specialty needs.
7. Take any appropriate law enforcement action, including but not limited to apprehending suspects.
8. Complete and submit the appropriate reports and documentation.
9. Assist in the prosecution of the case.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information.

(d) With some exceptions, patrol officers are expected to conduct follow-up investigations on cases they are assigned.

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 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.

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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 Criminal Investigations Section 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.

600.4.2 STATUTORY AUDIO/VIDEO RECORDING REQUIREMENTS

Any custodial interrogation conducted at a law enforcement facility of any person suspected of having committed a homicide or a felony sex offense shall follow the direction in this policy for the recording of any violent offense. Additionally, in these cases (22 O.S. § 22):

(a) Officers are required to make an audio/video recording when feasible rather than just an audio recording.

(b) Officers are required to record the making of any signed or written statement obtained.

(c) Obtaining a recording is mandatory, except when:

1. There was an equipment malfunction and replacement equipment was not immediately available.
2. There was a good faith, inadvertent failure to operate recording equipment properly.
3. The recording equipment malfunctioned or stopped recording without the officer’s knowledge.
4. The suspect affirmatively asserted the desire to speak without being recorded.
5. Multiple interrogations took place simultaneously that exceeded the available recording capacity.
6. A statement was made spontaneously and not in response to interrogation.
7. A statement was made during questioning that was routinely asked during booking.
8. The statement was made at a time the officer was unaware of the suspect’s involvement in a homicide or a felony sex offense.
9. Exigent circumstances made recording impractical.
10. At the time of the interrogation, the officer, in good faith, was unaware of the type of offense involved.
11. The recording was damaged or destroyed without bad faith.

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12. Other unusual circumstances occurred that may reasonably have prevented a recording from being obtained.

The Criminal Investigations Section supervisor should verify these recordings are being addressed appropriately in the department's retention schedule and property storage procedures (22 O.S. § 22).

600.5 FOLLOW-UP INVESTIGATIONS

The University of Oklahoma Police Department provides 24-hour availability of qualified investigative personnel to respond to incidents requiring more than routine preliminary investigations.

The Shift Supervisor will coordinate for appropriate investigative personnel upon the occurrence of any of the following incidents:

(a) Homicide and/or unattended death: The on-call administrator or Operations Division Commander.

(b) Employee involved incident which results in serious bodily injury: The on-call administrator or Operations Division Commander.

(c) Employee involved incident that results in critical bodily injury or death to any individual including the employee: The on-call administrator or Operations Division Commander.

(d) Suicide: The on-call administrator or Operations Division Commander.

(e) Drowning: The on-call administrator or Operations Division Commander.

(f) Major or fatality collision: The on-call administrator or Operations Division Commander.

(g) Child or adult abuse/neglect: The on-call administrator or Operations Division Commander.

(h) Rape or sexual assault: The on-call administrator or Operations Division Commander.

(i) Armed robbery: The on-call administrator or Operations Division Commander.

(j) Bombing: The on-call administrator or Operations Division Commander.

(k) Any other critical incident: The on-call administrator or Operations Division Commander.

600.6 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, there is 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.

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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; 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 proved that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

(g) The victim chooses not to cooperate in the investigation, or specifically requests that a case not be investigated.

The Domestic Abuse, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.7 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.

600.7.1 INVESTIGATIVE USE OF ELECTRONIC SURVEILLANCE EQUIPMENT

Use of Departmental electronic surveillance equipment must conform to current state and/or federal regulations. Use of this equipment must be approved by the Chief of Police or her/his designee prior to checking out the equipment. This equipment is typically maintained by the Criminal Investigations Section.

600.8 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. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery

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to his/her 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 equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.8.1 ACCESS RESTRICTIONS

Information that can be accessed from any department 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 alias or other identifier, or the use of nongovernment IP addresses, requires Command supervisor approval prior to access. The Command 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.

600.8.2 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.

600.9 SELECTION OF PROSECUTORIAL VENUE

Persons unaffiliated with the University must be referred to available criminal justice venues.

The institution has an obligation to the members of the University Community to take prompt and effective prosecutorial action against perpetrators of serious crimes, and this type of offender will routinely be referred to the state criminal justice system.
This agency is provided access to the Municipal Criminal Court of the City of Norman by statutory authority.

(a) Absent specific guidance to the contrary, any misdemeanor offense for which the Municipal Court has competent jurisdiction may be filed there in preference to the District Court.

(b) All charges to be filed on a single individual arising out of a single incident must be filed in the same court; if **any** charge is filed in District Court, **all** charges must be filed there.

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Minor misdemeanor offenses and administrative offenses involving students may be referred for institutional disciplinary action in addition to any possible criminal charges.

600.9.1 OFFENSES REFERRED FOR CRIMINAL PROSECUTION
The following types of offenses will normally be referred for criminal prosecution and custodial arrests should be effected when appropriate:

(a) All felonies.

(b) All crimes in which under state statute officers are required to take offenders into custody.

(c) *Public Intoxication* when any of the following circumstances are present

1. The offender is in such a state of inebriation that s/he is incapable of properly caring for her/himself.
2. There is no responsible person present or readily available who is willing and capable of properly caring for the intoxicated offender.
3. The offender is uncooperative or combative.

(d) The following traffic related offenses (all of which will be filed in the District Court):

1. A felony.
2. Negligent homicide (47 OS § 11-903).
3. Eluding or attempting to elude a law enforcement officer (21 OS § 540.A).

600.9.2 OFFENSES REFERRED FOR UNIVERSITY DISCIPLINARY ACTION
The *Student Code of Responsibility and Conduct for the Norman Campus* articulates the formal administrative prosecution system for students of the University; no such system is articulated for other affiliates (i.e. currently employed faculty and staff).

600.9.3 CONCURRENT CRIMINAL AND UNIVERSITY DISCIPLINARY ACTION
The University has both mandated and implied responsibility for notification of the campus community about certain offenses and timely removal from the campus community of an individual known to have the potential for violence, disruption, or harm to others.

600.10 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 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.

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Sexual Assault Investigations

601.1 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.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, including, but not limited to, offenses defined in Title 21, Chapter 34 and 45 of the Oklahoma Statutes Annotated.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including 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.

601.2 POLICY

It is the policy of the University of Oklahoma 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.

601.3 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.

(f) Participate in or coordinate with SART or other multidisciplinary investigative teams as applicable.

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601.4 INVESTIGATION AND 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.

601.4.1 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.

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 and in coordination with other involved entitities to minimize the number of repeat interviews conducted.

Victims are often reluctant or embarrassed to discuss details. Recanting or changing one or more aspects of a prior statement is not necessarily an indication of false reporting or that the case is unfounded. If the responding officer has reason to believe the incident may be without merit, he/she should document the evidence and inconsistencies. Due to physical and emotional trauma, and the myths and stereotypes associated with sexual assault, inconsistencies in the victim's report are not uncommon. No opinions of whether the case is unfounded shall be included in the report.

Victims shall not be asked or required to take a polygraph examination (42 USC § 3796gg-8).

Victims should be apprised of applicable victim’s rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.4.2 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SANE nurseshould 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, it is critical to the investigation that a urine and blood sample from the victim be collected by a medical professional.

If resources allow, kits or biological evidence from all rape cases, including cases where the suspect is known by the victim, should be submitted for biological testing. The result and the case information should be entered into state and national registries in a timely manner.

Victims who do not contact OUPD and choose not to file a police report may desire to provide an anonymous rape kit. In these circumstances, the rape kit shall be completed and stored according

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to Oklahoma State Bureau of Investigation (OSBI) procedures for collection and handling of anonymous rape kits.

All evidence from cases where the suspect is a stranger to the victim shall be transmitted in a timely manner to the proper forensics lab for processing all relevant biological evidence.

601.4.3 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 a command staff member.

Classification of a rape case as unfounded requires a command staff member 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 should be a comparison of any coorborating evidence that may support the recanted information before the case should be determined as unfounded.

601.5 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. A command staff member 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.

601.6 TRAINING

Subject to available resources, periodic training will be provided to:

(a) Members who are first responders. This includes, but is not limited to:

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. This includes, but is not limited to:

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).

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Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the University of Oklahoma Police Department seizes property for forfeiture or when the University of Oklahoma Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture Counsel - ADA responsible for asset forfeiture.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and acting as the liaison between the Department and the forfeiture counsel.

Property subject to forfeiture - May include the following:

(a) Proceeds from misdemeanors or felonies under Oklahoma law or equivalent out of state offenses (21 O.S. § 2001; 21 O.S. § 2002).

(b) Property forfeitable for violations of the Oklahoma Uniform Controlled Dangerous Substances Act including (63 O.S. § 2-503):

1. Containers used or intended to hold a controlled substance.
2. Conveyances used to transport, conceal or cultivate controlled substances for distribution.
3. Things of value furnished or intended to be furnished in exchange for a controlled dangerous substance.
4. Real property used to commit a controlled substance offense that is punishable by more than one year imprisonment.
5. Weapons used to facilitate controlled substance violations.

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.

602.2 POLICY

The University of Oklahoma Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime.

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However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations or any person's due process rights.

It is the policy of the University of Oklahoma 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 forfeitures.

602.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following property may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

(a) Property seized under the authority of a valid court order.

(b) Property subject to forfeiture under the Oklahoma Uniform Controlled Dangerous Substances Act may be seized without a court order when (63 O.S. § 2-504):

1. The seizure is incident to arrest or other lawful evidence collection.
2. Probable cause exists to believe the property is dangerous to the health or safety of the public.
3. Probable cause exists to believe the property is subject to forfeiture under the Oklahoma Uniform Controlled Dangerous Substances Act and that a nexus between the property and the Act's violation can be articulated.

(c) Property seized under the following circumstances:

1. Vehicles, airplanes, vessels, or other conveyances used in the commission of certain crimes (21 O.S. § 1738).
2. Weapons and instruments used to commit an act of domestic abuse (22 O.S. § 60.8).
3. Equipment used to record, display, distribute, etc. obscene material or child pornography (21 O.S. § 1040.54).
4. Other items authorized by statute.

Whenever practicable, obtaining a search warrant or 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.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds

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(b) Property where there is reason to suspect the owner was not consenting or aware of the relation of the property and the offense (21 O.S. § 2002; 63 O.S. § 2-503)

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

(a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or 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” and advise the Property and Evidence Manager or designee.

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.

602.5 MAINTAINING SEIZED PROPERTY

The Property and Evidence Section custodian 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.

(b) All property received for forfeiture is checked to determine whether the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest subject to the following:

1. Currency will be turned over to the District Attorney's office by the Property and Evidence Manager or designee.
2. All vehicles that are seized for forfeiture are to the turned over to the Wrecker Service under contract with the DA's office.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

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(e) Forfeitable property is retained until such time as its use as evidence is no longer required.

(f) Exceptions to the storage location and methods may vary depending on the asset(s) seized and as determined by the Property and Evidence Manager.

602.6 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 on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly the provisions of the Oklahoma Uniform Controlled Dangerous Substances Act pursuant to 63 O.S. § 2-503 et seq., the forfeiture of unlawful proceeds under 21 O.S. § 2002 and the forfeiture policies of the forfeiture counsel.

(b) Serving as the liaison between the Department 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) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that officers 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.

(g) 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.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
4. Property is promptly released to those entitled to its return.
5. All changes to forfeiture status are forwarded to any officer who initiates a forfeiture case and their supervisor.
6. Any currency received will be turned over to the District Attorney's office ty the Property and Evidence Manger or designee.

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7. All vehicles that are seized for forfeiture are to be turned over to the Wrecker Service under contract with the DA's office.
8. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
9. Current minimum forfeiture thresholds are communicated appropriately to officers.
10. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(h) Ensuring that a written plan is 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 personnel and attorneys who may assist in these matters is available.

(i) Ensuring that the process of selling or adding forfeited property to Department inventory is in accordance with all applicable laws and consistent with the use and disposition of similar property.

(j) Upon completion of any forfeiture process, ensuring that no property is retained by the University of Oklahoma Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.

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 (63 O.S. § 2-506).

(a) Accounts for forfeiture monies will be monitored on a monthly basis by the OUPD Managerial Assistant.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and University financial directives.

602.7 DISPOSITION OF FORFEITED PROPERTY

No member of this department 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 member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

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Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction or request of, or by agreement with, the University of Oklahoma Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the University of Oklahoma Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY

The University of Oklahoma 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.

603.3 USE OF INFORMANTS

603.3.1 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.

Although individual officers may be charged with recruiting and managing informants, informants do not “belong” to the officer but are resources for the Department as a whole. Although any officer is capable of developing a Confidential Informant (CI), CI’s may be reassigned at the discretion of the Deputy Chief or his/her designee.

603.3.2 JUVENILE INFORMANTS

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

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(d) The Chief of Police or the authorized designee

During an operation in which a juvenile is being used, an officer should maintain visual or auditory observation of the juvenile informant. An officer shall be assigned to the juvenile and shall remain in close enough proximity to the juvenile to intervene for his/her protection, based upon the type of operation involved.

603.3.3 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.

603.4 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, Deputy Chief,Division Commander, Operations Division supervisor or their authorized designees.

1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Reasonable steps shall be taken to ensure the security and safety of informants, including, but not limited to:

1. Meetings and transactions with the informant should include precautions that minimize the probability of revealing the informant's identity to subjects of the investigation.

2. If the informant's identify is revealed or suspected to have been revealed and there is a threat of violence or harm against the informant, the University of Oklahoma Police Department will take appropriate and reasonable action to mitigate the threat.

(c) Criminal activity by informants shall not be condoned.

(d) Informants shall be told they are not acting as police officers, employees or agents of the University of Oklahoma Police Department, and that they shall not represent themselves as such.

(e) 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 Operations Division supervisor.

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3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(f) Officers shall not meet with informants unless accompanied by at least one additional officer or with prior approval of the Operations Division supervisor

(g) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

(h) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(i) 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.

603.4.1 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 Deputy Chief of Police, who will initiate a review to determine suitability. Until a 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..

603.5 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

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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 Deputy Chief's office The Deputy Chief or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, or the Deputy Chief, or their authorized designees.

603.5.1 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 that includes the following information shall be prepared for each file:

(a) Name and aliases

(b) Date of birth

(c) Fingerprints

(d) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

(e) Photograph

(f) Current home address and telephone numbers

(g) Current employers, positions, addresses and telephone numbers

(h) Vehicles owned, photographs of vehicles owned, and registration information

(i) Places frequented

(j) 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.

(k) Name of the officer initiating use of the informant

(l) Signed informant agreement and liability waiver

(m) Update on active or inactive status of informant

(n) Criminal history

(o) Gang affiliation

(p) Next-of-kin and contact information

603.6 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:

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- 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 Operations Division Commander will discuss the above factors with the Deputy Chief and recommend the type and level of payment, subject to approval by the Chief of Police.

603.6.1 PAYMENT PROCESS

Monetary compensation for CI's will be approved by the Chief of Police prior to any payment.

A written request for payment will be prepared by the officer controlling the CI. This request will ultimately become a part of the CI's file.

Upon approval, the CI will be paid. The CI will sign a receipt for payment which will be witnessed by the CI's controller and another officer. This receipt will also be added to the CI's file.

603.6.2 REPORTING OF PAYMENTS

Each informant receiving a payment shall be advised of his/her responsibility to report the payment 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.

603.6.3 AUDIT OF PAYMENTS

The OUPD managerial associate will be responsible for monitoring the "Investigative Incentive Fund/Crime Stoppers" account which is controlled by the OU Foundation.

Monthly audits of the "Investigative Incentive Fund/Crime stoppers" account will also be conducted by the OUPD managerial associate.

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Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

604.1.1 DEFINITIONS

Definitions related to this 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.

604.2 POLICY

The University of Oklahoma Police 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.

604.3 INTERPRETIVE SERVICES

Members 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 member 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.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Criminal Investigations Section 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 should include appropriate forms or reports that provide:

(a) The date, time and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

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(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An admonishment to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

(j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary.

604.5 EYEWITNESS IDENTIFICATION

Members 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. Members 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.

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect.

In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably

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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 member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

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 member should contact the appropriate prosecuting attorney before proceeding.

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identification. A field elimination show-up or one-on-one 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 member 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; Field identifications should not be attempted more than two hours after the commission of the crime.

(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, members should bring the witness to the location of the subject of the show-up.

(e) The person who is the subject of the show-up should not be shown to the same witness more than once.

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(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

(g) The person who is the subject of the show-up 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 a subject of a show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow-up, if necessary.

(i) Whenever feasible, the field identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures

604.8 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case 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.

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Brady Information

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the University of Oklahoma Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The University of Oklahoma 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 University of Oklahoma 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.

605.3 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., 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, 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.

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605.4 BRADY PROCESS

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

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

(a) Working with the appropriate prosecutors' offices and the City Attorney's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.

(b) Maintaining a current list of members who have *Brady* information in their files or backgrounds.

1. Updating this list whenever potential *Brady* information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

605.5 DISCLOSURE OF REQUESTED 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 whose file is related to the motion shall be notified of the potential presence of *Brady* information.

(b) The prosecuting attorney or City Attorney should be requested to file a motion in order to initiate an in-camera review by the court.

1. If no motion is filed, the Custodian of Records should work with the appropriate 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 and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(d) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any information pursuant to this process, a protective order shall be requested from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant *Brady* information is contained in a member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

605.6 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility or dishonesty or has been engaged in an act of moral turpitude or criminal conduct,

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the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.7 SUBPOENA PROCESSING

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

605.8 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

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Unmanned Aerial System - Policy Removed 03/03/2021 - Number kept as place holder JCH#39

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Warrant Service

607.1 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.

607.1.1 DEFINITIONS

Arrest: Taking custody of a person for holding or detaining him/her to answer a criminal or civil demand. The physical seizure by the arresting officer or submission to the officer's control. The taking, seizing, or detaining the person, touching or putting hands upon him/her in the execution of the process or any act indicating an intention to arrest.

Arrest Warrant: A written order issued and signed by a magistrate of a court of competent jurisdiction, directed to a peace officer, and commanding him/her to arrest the body of a person named on it, who is so accused of an offense.

***Bench Warrant*:** An arrest warrant issued for a person who has been discharged on bail, personal recognizance, or otherwise has deposited money thereof, and does not appear at the time and date when his or her person appearance is required.

Subpoena: A mandatory writ or process directed to and requiring one (1) or more persons to appear at a date and time to come and testify under oath for the party named or to answer allegations against them.

Summons: A mandate requiring the appearance of a defendant in a legal proceeding. The defendant is under penalty of law for failure to obey the summons.

607.2 POLICY

It is the policy of the University of Oklahoma 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.

607.3 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.

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The operations 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.

607.4 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.

See attachment: OUPD Risk Assessment Form.pdf

(a) If no threat factors are identified in the risk assessment form, it is considered a low-risk warrant service and no further review is needed.

(b) If any threat factors are identified in the risk assessment form, then the Operations Director, or their approved designee, shall review the form and classify the risk (see Operations Planning and Deconfliction Policy).

607.5 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.

607.5.1 WARRANT CONFIRMATION

Immediately prior to attempting service of an arrest warrant, the officer will confirm the validity of the warrant through the issuing authority or the law enforcement entity holding the original warrant.

When the existence of the warrant is discovered during a contact with or detention of a person, that person may be detained for a reasonable period if necessary for the purpose of confirming the warrant.

Officers serving arrest warrants shall make every reasonable effort to ensure that the person being arrested is the person described on the warrant.

607.5.2 NOTICE

The arresting officer must inform the person being arrested the arrest is on the authority of an arrest warrant and shall, whenever reasonable, state the charge for which the warrant is issued and the jurisdiction issuing it.

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The arresting officer is not required to provide the person being arrested with a copy of the warrant at the time of the arrest but a copy must be provided within a reasonable time period.

The officer may arrest on the authority of an electronically transmitted warrant provided the warrant is verified immediately prior to the arrest.

607.5.3 SERVICE RESTRICTIONS
Felony arrest warrants may be served on any day, and at any time of the day or night.

Misdemeanor arrest warrants and bench warrants may be served only during the hours of 0600 hours (6:00 a.m.) and 2200 hours (10:00 p.m.), except as otherwise may be directed by the magistrate endorsed upon the warrant. Provided, a misdemeanor warrant may be served at any time of the day or night if the defendant is in a public place or on a public roadway.

OUPD officers cannot serve Norman Municipal Warrants in the Un-incorporated area of campus and not provide mutual-aid to NPD in this circumstance. They may detain the subject until a NPD Officer arrives to serve the warrant.

607.6 WARRANT PREPARATION
An officer who prepares a warrant should 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.

(b) A clear explanation of the affiant’s training, experience and relevant education.

(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 involved location and any indication of separate living spaces at the involved 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.

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(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the *Brady* Information Policy).

607.7 HIGH-RISK WARRANT SERVICE

If the operations director determines that SWAT participation is appropriate, once approved by the Chief of Police, the SWAT supervisor shall assume operational control until all persons 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.

The member responsible for directing the 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.

(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 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 provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(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.

607.8 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 movements of any or all persons present at a warrant service, including those 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).

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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 people who have been detained.

607.9 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 or in accordance with 22 O.S. § 1231.

607.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The Shift Supervisor 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 Shift Supervisor. The Shift Supervisor should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The Shift Supervisor should ensure that members of the University of Oklahoma Police Department are utilized appropriately. Any concerns regarding the requested use of University of Oklahoma 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 officers intend to serve a warrant outside University of Oklahoma Police Department jurisdiction, the operations director or authorized designee 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 University of Oklahoma Police Department when assisting outside agencies or serving a warrant outside University of Oklahoma Police Department jurisdiction.

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607.11 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.

607.12 TRAINING

The Administrative Lieutenant should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

607.13 PROCEDURES RELATED TO THIS POLICY

See attachment: 5204 Obtaining serving of Warrants and Legal Process.pdf

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Operations Planning and Deconfliction

608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

608.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY

It is the policy of the University of Oklahoma Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 OPERATIONS DIRECTOR

The Operations Division Commander will be the operations director.

The operations director will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations director will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The director may also have the responsibility for coordinating operations that are categorized as high risk.

See attachment: OUPD Risk Assessment Form.pdf

608.4 RISK ASSESSMENT

608.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, the District Attorney's Task Force, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

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The officer should gather available information that includes, but is not limited to:

(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

608.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations director.

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

608.4.3 HIGH-RISK OPERATIONS

If the operations director, after consultation with the involved supervisor, determines that the operation is high risk, the operations director should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:

  (a) Special Weapons and Tactics Team (SWAT)

  (b) Additional personnel

  (c) District Attorney's Task Force

  (d) Outside agency assistance

  (e) Special equipment

  (f) Medical personnel

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(g) Persons trained in negotiation

(h) Additional surveillance

(i) Canines

(j) Property and Evidence Section or analytical personnel to assist with cataloguing seizures

(k) Forensic specialists

(l) Specialized mapping for larger or complex locations

(b) Contact the appropriate department members or other agencies as warranted to begin preparation.

(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.

(d) Coordinate the actual operation.

608.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant 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.

608.6 OPERATIONS PLAN

The operations director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)

2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic

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and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

(c) Information from the risk assessment form by attaching a completed copy in the operational 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.

(d) Participants and their roles.

1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.

(k) Communications plan.

(l) Responsibilities for writing, collecting, reviewing and approving reports.

608.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

608.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any planned high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and

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responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

(b) All participants should be provided a copy of the operations plan and search warrant, if applicable. 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 shall ensure that all participants are visually identifiable as law enforcement officers.

1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt 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, if necessary.

(d) The briefing should include details of the communications plan.

1. It is the responsibility of the operations director 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 practicable, but at a minimum 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.

608.8 SWAT PARTICIPATION

If the operations director determines that SWAT participation is appropriate, once approved by the Chief of Police, The SWAT supervisor shall assume operational control until all persons 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.

608.9 MEDIA ACCESS

No advance information regarding planned 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.

608.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

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Forensic Services

609.1 PURPOSE AND SCOPE

This policy provides guidance regarding the forensic science processes used by the University of Oklahoma Police Department. The policy addresses the specific disciplines and parameters verified through independent accrediting and/or certifying bodies to ensure compliance with industry-established criteria for testing, examination and analysis that comply with rules of evidence.

609.2 POLICY

It is the policy of the University of Oklahoma Police Department that only appropriately trained, certified and/ or accredited personnel and units shall be authorized by the Chief of Police to conduct forensic analyses of potential evidence for criminal prosecution.

609.3 REQUIRED TRAINING AND CERTIFICATIONS

609.3.1 COMMISSIONED PERSONNEL

All commissioned personnel are authorized by the Chief of Police to conduct the following forensic processes:

(a) Field testing, crime scene processing, crime scene evidence collection, and searches.

(b) Breath testing for alcohol when properly certified by the Oklahoma Board of Tests for Alcohol and Drug Influence. (OAC 40:10-3-1)

(c) Mobile device data extraction after completing a course of instruction properly certified by the manufacturer or consistent with the manufacturer's guidelines.

609.3.2 TECHNICAL INVESTIGATORS

Commissioned personnel, who have been assigned as Technical Investigators by the Chief of Police or authorized designee, will complete the requirements listed below:

(a) A minimum of 40 hrs of a CLEET certified introduction to crime scene processing course within the first year of assignment, and

(b) Complete annual continuing education/professional development training that includes, but is not limited to, fundamentals of crimes scene photography, latent print processing, evidence collection, and obtaining additional/advanced certifications.

609.3.3 COLLISION INVESTIGATION AND RECONSTRUCTION TEAM

Commissioned personnel, who have been assigned as investigators with the Collision Investigation and Reconstruction Team by the Chief of Police, will complete the requirements listed below:

(a) A minimum of a 40 hr Institute of Police Technology and Management (IPTM), or equivalent, course At-Scene Traffic Crash/Traffic Homicide Investigation course within the first year of assignment,

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(b) An additional 160 hrs of IPTM, or equivalent, Advanced Traffic Crash Investigation and Traffic Crash Reconstruction courses within the first five years of assignment, and

(c) Complete annual continuing education/professional development training that includes, but is not limited to, advanced crash reconstruction, vehicle dynamics, vehicle EDR data application, and vehicle system mechanics and safety.

609.3.4 FORENSIC VIDEO EXAMINER

Commissioned personnel, who have been assigned as a Forensic Video Examiner by the Chief of Police, will obtain one of the certifications listed below within the first 3 years of assignment:

(a) IAI Forensic Video Certification; and/or

(b) Law Enforcement and Emergency Services Video Association (LEVA) Certified Forensic Video Examiner

Once certified, Forensic Video Examiners will complete continuing education thereafter in coursework that is directly related to maintaining their current certification or obtaining additional/advanced certifications.

609.3.5 FORENSIC COMPUTER ANALYSTS

Commissioned personnel, who have been assigned as a Forensic Computer Analyst by the Chief of Police, will obtain one of the certifications listed below within the first 3 years of assignment:

(a) AccessData Certified Examiner (ACE)

(b) Certified Forensic Computer Examiner (CFCE)

(c) Certified Computer Examiner (CCE)

(d) Computer Hacking Forensic Investigator (CHFI)

(e) EnCase Certified Examiner (EnCe)

(f) GIAC Certified Forensics Analyst (GCFA)

Once certified, Forensic Computer Analysts will complete continuing education thereafter in coursework that is directly related to maintaining their current certification or obtaining additional/advance certifications.

609.4 AUTHORIZED INSTRUMENTS, TOOLS, EQUIPMENT, AND SOFTWARE

Only forensic instruments, tools, equipment, and software that are either issued or authorized by the Chief of Police may be used by any member of the University of Oklahoma Police Department in any official forensic process.

Only members trained and/or certified in the applicable forensic instruments, tools, equipment, or software are authorized to conduct forensic analysis or examinations.

This section is not intended to limit the use of specialized instruments, tools, equipment, and software properly employed by members acting within their forensic duties for the department and within their applicable certification or accreditation.

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609.5 MANAGEMENT OF FORENSIC PROCESSES

The Support Division Commander is responsible for creating guidelines to manage the accreditation, training, and certification requirements of this policy to include:

(a) Establishing or approving industry standard and/or tool specific operating procedures to ensure that forensic and digital evidence is appropriately secured and stored in order to maintain chain-of-custody and to prevent loss, contamination, or alteration.

(b) Developing or approving industry standard and/or tool specific processes for technical and/or peer review and validation and/ or verification logs as required for accreditation or certification.

609.6 LIMITATIONS AND RESTRICTIONS

All members of the University of Oklahoma Police Department are prohibited from performing any forensic processes on behalf of any public, private entity, or University office, outside of the University of Oklahoma Police Department, without the specific authorization of the Chief of Police or authorized designee.

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Chapter 7 - Equipment

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Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

This policy addresses the care of department-owned property and the role of the Department when personal property, the property of another person or department-owned property is damaged or lost.

700.2 POLICY

Members of the University of Oklahoma Police Department shall properly care for department property assigned or entrusted to them. Department-owned property that becomes damaged shall be promptly replaced. Members' personal property that becomes damaged during the performance of assigned duties may be reimbursed in accordance with this policy.

700.3 DEPARTMENT-ISSUED PROPERTY

All property and equipment issued by the Department shall be documented in the appropriate property sheet or equipment log. Upon separation from the Department, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

700.3.1 CARE OF PROPERTY

Members shall be responsible for the safekeeping, serviceable condition, proper care, proper use and replacement of department property that has been assigned or entrusted to them.

Intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to, the cost of repair or replacement.

(a) Members shall promptly report, through their chain of command, any loss, damage to, or unserviceable condition of any department-issued property or equipment.

1. A supervisor receiving such a report shall determine whether misconduct or negligence caused the loss, damage or unserviceable condition.
2. A review by command staff should determine whether additional action is appropriate.

(b) The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or otherwise reasonable by 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.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

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(e) Employees who misplace, destroy, or damage University or OUPD property shall notify their supervisor as soon as practical and will document the incident with a report.

700.4 PERSONAL PROPERTY

Carrying and/or using personal property or equipment on-duty is at your own risk, and may be disapproved by a Command Supervisor. Personal property of the type routinely carried by persons who are not performing law enforcement duties, and that is not a weapon, is excluded from this requirement.

The Department will not replace or repair costly items (e.g., jewelry, expensive watches, exotic equipment) that are not reasonably required as part of work.

700.4.1 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage to, or loss of, personal property must be made via memorandum. This memo is submitted to the member's immediate supervisor. The supervisor may require a separate written report.

The supervisor receiving such a report shall investigate and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

Upon review by command staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended to the Chief of Police. Once approved by the Chief of police, the member will be reimbursed for their loss.

700.5 DAMAGE TO PROPERTY OF ANOTHER PERSON

Anyone who intentionally or unintentionally damages or causes to be damaged the real or personal property of another person while performing any law enforcement function shall promptly report the damage through his/her chain of command.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

A review of the incident by command staff to determine whether misconduct or negligence was involved should be completed.

700.5.1 DAMAGE BY PERSONNEL OF ANOTHER AGENCY

Personnel from another agency may intentionally or unintentionally cause damage to the real or personal property of the University of Oklahoma or of another person while performing their duties within the jurisdiction of this department. It shall be the responsibility of the department member present or the member responsible for the property to report the damage as follows:

(a) A verbal report shall be made to the member’s immediate supervisor as soon as circumstances permit.

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(b) A written report shall be submitted before the member goes off-duty or as otherwise directed by the supervisor.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.

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Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued 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 (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets 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, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The University of Oklahoma Police Department allows members to utilize department-issued 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, may 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, members 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 member and the member's PCD records to civil or criminal discovery or disclosure under applicable open records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

Use of the Internet provided to Local Area Network clients is subject to the University of Oklahoma Policy and Procedure standards related to the use of University or personal equipment and the use of employee work time. Improper use of the internet or electronic equipment by personnel will subject the employee to disciplinary action up to and including termination in accordance with OU Human Resources policies and practices and the University of Oklahoma Positive Discipline System.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance.)

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701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue a PCD for the member's use. Such devices and the associated telephone number, if any, 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.

All members issued a PCD are expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, within limits of the talk-time and data use plan. If a member exceeds talk/data limits of the plan, that member shall be responsible for any additional costs and shall immediately reimburse the department for any such expense.

Any loss or theft of a departmental PCD will be reported to a supervisor immediately.

Departmental PCDs assigned to individuals or vehicles shall have the "Find My" app enabled, and the location shared with departmental master account, so any lost or stolen device can be located.

Any lost or stolen PCD that is unlikely to be recovered shall be remotely wiped as soon as practical.

701.5 PERSONALLY OWNED PCD

Members 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) 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.

(d) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.

(e) Members who use PCDs for work-related purposes 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.

(f) The device shall not be utilized to record or disclose any department 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 or appointment with the Department, without the express authorization of the Chief of Police or the authorized designee.

(g) Members using a PCD while at work or for work-related business, will provide any data to meet the needs of the Department, which may include litigation, records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.

(h) 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

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the University of Oklahoma Police Department and deleted from the member's PCD as soon as reasonably practicable.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. Unless that member was offered a departmentally issued PCD and they declined to take/use it. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing employment agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members 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.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) The department may restrict the use or possession of a PCD while within identified work areas or while performing specific duties.

(b) A PCD may not be used to conduct personal business (profit making or promotion of any product, service, or cause without prior approval of the Chief of Police) while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(c) Members may use a PCD to communicate with other personnel in situations where the use of radio communications 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.

(d) Members are prohibited from taking pictures, audio or video recordings 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.

(e) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

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(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.

2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 OFFICIAL USE

Members 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, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 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. Members operating department 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.

Members operating department vehicles shall ensure that use of a PCD does not prevent them from devoting their full time and attention to driving (47 O.S. § 11-901b).

Members shall not use a PCD to compose, send or read electronic text messages while driving unless the communication is between other law enforcement or emergency services personnel and involves an imminent emergency (47 O.S. § 11-901d).

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Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 POLICY

The University of Oklahoma Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance inside and out.

702.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. A maintenance request shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be maintained with the vehicle history at the motor pool.

702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged which may affect vehicle safety or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 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.

702.4.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured prior to the vehicle being released for maintenance, service or repair.

702.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles.

702.5.1 PATROL VEHICLES

Officers should inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment is in the vehicle:

- 3 traffic cones
- 2 sticks yellow crayon or chalk

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- 1 roll of crime scene barricade tape
- 1 trauma kit
- 1 blanket
- 1 fire extinguisher
- 1 bloodborne pathogen kit, including protective gloves and a National Institute for Occupational Safety and Health (NIOSH) particulate respirator mask
- 1 high-visibility vest
- 1 hazardous materials emergency response handbook
- 1 fingerprint kit
- 1 camera
- Spare tire, jack and lug wrench
- Water

If any of the above listed items are missing from the vehicle, the officer/member should attempt to obtain the missing item from available stock/supply, and/or send a maintenance request identifying the missing items.

702.6 VEHICLE REFUELING

Patrol vehicles should not be retired at the end of shift with less than three-quarter tank of fuel, without supervisor approval. Vehicles shall only be refueled at the authorized location(s).

702.7 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Department.

Patrol officers shall obtain clearance from the dispatcher before going to the car wash. Only one patrol vehicle should be at the car wash at a time unless otherwise approved by a supervisor.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

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Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the University of Oklahoma to provide assigned take-home vehicles.

703.2 POLICY

The University of Oklahoma Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

703.3 USE OF PERSONAL VEHICLE

Use of Personal Vehicle on Department Business

(a) The use of a personal vehicle (POV) on departmental business **Is strictly voluntary** and **is discouraged**.

1. By agreeing to operate a POV while in paid status, a member is assuming personal responsibility for, and exposure to, consequences arising from involvement in a collision.
2. University insurance does not compensate employees for damages sustained to personal vehicles while driving them on institutional business.

See also University Staff Handbook on liability coverage and personal vehicle use.

703.3.1 SHIFT ASSIGNED VEHICLES

The Shift Supervisor shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Supervisor. A notation will be made on the shift assignment roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned a vehicle to travel to a school or other purpose, or to transport vehicles to and from the maintenance yard or car wash.

703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously

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unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or it's issued contents.

703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No vehicle key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 MDT

Members assigned to vehicles equipped with a Mobile Data Terminal (MDT) shall log onto the MDT with the required information when going on-duty. If the vehicle is not equipped with a working MDT, the member shall notify Dispatch. Use of the MDT is governed by the Mobile Data Terminal Use Policy.

703.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle’s location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require Division Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

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703.3.7 KEYS
Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

703.3.8 AUTHORIZED PASSENGERS
Members operating department vehicles shall not permit persons other than University personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy.

703.3.9 ALCOHOL
Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.10 PARKING
Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

703.3.11 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

703.3.12 NON-SWORN MEMBER USE
Non-sworn members will not use marked police emergency vehicles . Non-sworn members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.3.13 SUBSECTION TITLE

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

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703.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a command supervisor and shall meet the following criteria:

(a) The circumstances are unplanned and were created by the needs of the Department.

(b) Other reasonable transportation options are not available.

(c) Off-street parking will be available at the member's residence.

(d) The vehicle will be locked when not attended.

(e) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status.

Members are cautioned that under federal and local tax rules, personal use of a University vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Division Commander gives authorization.

(b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.

(c) Vehicles will not be used when off-duty except:

1. In circumstances when a member has been placed on call by the Chief of Police or Division Commanders and there is a high probability that the member will be called back to duty.

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2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
3. When the member has received permission from the Chief of Police or Division Commanders.
4. When the vehicle is being used by the Chief of Police, Division Commanders or members who are in on-call administrative positions.
5. When the vehicle is being used by on-call investigators.

(d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and identification card/Commission Card and be prepared to perform any function they would be expected to perform while on-duty.

(e) The two-way communications radio, MDT and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(f) Unattended vehicles are to be locked and secured at all times.

1. No vehicle key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety).
2. All weapons shall be secured while the vehicle is unattended.
3. All department identification, portable radios and equipment should be secured.

(g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

(h) Vehicles are to be secured at the appropriate department facility, at the discretion of the Department, when a member will be away (e.g., on vacation) for periods exceeding one week.

(i) The member is responsible for the care and maintenance of the vehicle.

703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the University of Oklahoma Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

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Officers driving take-home vehicles shall be armed and appropriately attired and shall carry their department-issued identification card/Commission Card. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies are provided at the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

(a) Members shall make daily inspections of their assigned vehicles for service/ maintenance requirements and damage.

(b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

(c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.

(d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.

(e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair form explaining the service or repair.

(f) All weapons shall be removed from any vehicle left for maintenance.

(g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 SPECIAL PURPOSE VEHICLES

members are trained in the use of special purpose vehicles prior to their use. It is understood that emergency situations may call on the use of special purpose vehicles prior to orientation or certification on specialized purpose vehicles.

Employees of the University of Oklahoma Police Department will attend an orientation class or specialized training on special purpose vehicles. The employee must show proficiency or be certified in the use of any particular specialized equipment prior to it being used by the employee.

(a) The Administrative Lieutenant will be responsible for the coordination of Orientation(s) and/or training on special purpose vehicles.

Maintenance of special purpose vehicles is the Support Division Commander responsibility to coordinate with fleet services or the manufacture/dealer.

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703.6 UNMARKED VEHICLES

Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division or the assigned member, unless otherwise approved by a command supervisor. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall also be recorded with the Shift Supervisor on the shift assignment roster.

703.7 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collisions Policy).

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered and documented in electronic format, which shall be forwarded to the Shift Supervisor. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.8 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempt from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating department vehicles on a toll road shall adhere to the following:

(a) Members operating department vehicles for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit for reimbursement from the University for any toll fees incurred in the course of official business.

(b) Members passing through a toll plaza or booth during a response to an emergency shall notify, in writing, the appropriate Division Commander within five working days explaining the circumstances.

703.9 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

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Fiscal Management

704.1 PURPOSE AND SCOPE

This policy does not address cash-handling issues specific to the Property and Evidence Section and Informants policies.

This policy meets statutory requirements requiring the adoption of an inventories and audits policy pursuant to 11 O.S. § 34-107.

704.2 POLICY

It is the policy of the University of Oklahoma Police Department to properly manage and audit fiscal operations, including budget preparation, cash transactions, fund expenditures and disposition of assets, and to maintain accurate records of fiscal transactions, in order to protect the integrity of department operations and ensure the public trust.

704.3 FISCAL MANAGEMENT

Each member overseeing a fiscal responsibility is required to create and maintain an accurate and current transaction ledger that is approved by the fiscal manager and that documents all transactions relating to the specific fund or fiscal responsibility.

Accounting systems which incorporate appropriations of accounts, beginning and ending balances, expenditures, encumbrances and unencumbered balances will be in accordance with the standards set by the University of Oklahoma.

704.3.1 CASH MANAGEMENT

All cash funds shall be properly collected, safeguarded and disbursed by the member assigned to oversee the fund. The assigned member shall:

(a) Maintain a system or record of appropriations among organizational components.

(b) Prepare financial statements.

(c) Conduct internal audits.

(d) Verify members or positions authorized to accept or disburse funds.

704.4 FISCAL TRANSACTIONS

Each member overseeing a fiscal responsibility 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, cash transfer form or expense report.

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704.5 ROUTINE CASH HANDLING

Members who handle cash as part of their regular duties (e.g., property officers, or those who accept payment for department services) will discharge those duties in accordance with the procedures established for those tasks (see the Property and Evidence Section and Informants policies).

704.6 OTHER CASH HANDLING

Members 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 Section 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.

704.7 AUDITS

Audit procedures will be in accordance with the standards set by the University of Oklahoma.

704.8 INVENTORY CONTROL OF PROPERTY, EQUIPMENT AND OTHER ASSETS

Members overseeing a fiscal responsibility for the acquisition, management or distribution of any capital or major items of equipment; the issue of any equipment and supplies; or the assignment of control numbers and proper markings are responsible for compliance with inventory control procedures. Such members are also responsible for ensuring:

(a) Required inventory verification in compliance with a process authorized by the fiscal manager.

(b) Appropriate documentation in compliance with a process authorized by the fiscal manager and inclusion in inventory of items purchased or obtained for use by the Department.

(c) Appropriate documentation and deletion from inventory of items properly authorized for disposal by the fiscal manager or the Chief of Police.

(d) Reporting and disposition of damaged, excess and surplus property in compliance with a process authorized by the fiscal manager.

(e) Maintenance of complete records for all department property, equipment and other assets.

704.9 PURCHASING

All purchasing of department supplies and equipment will be in compliance with the University purchasing manual and in compliance with a process authorized by the fiscal manager.

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Small-item or emergency purchases or rental of equipment during periods when normal purchasing procedures cannot be followed will be in compliance with a process authorized by the fiscal manager.

All purchases for the University made by an authorized employee will require submission of a receipt and appropriate documentation necessary for reimbursement and will be in compliance with a process authorized by the fiscal manager.

704.10 PROPERTY DISPOSAL

The fiscal manager or authorized designee is responsible for prompt deposit of revenue from:

(a) Property sold under court order with the clerk of the court issuing the order.

(b) The sale of bicycles or other items of lost or found, or unclaimed non-evidentiary items into the appropriate funds.

(c) The sale of University property with the University finance manager.

704.11 CONTRACTUAL AGREEMENTS

Only those authorized by the Board of Regents or the authorized designee may sign contracts with outside entities.

Only the Chief of Police is authorized to sign official memorandums of understanding.

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Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The University of Oklahoma Police Department endeavors to protect employees by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection should meet or exceed industry standards for use at firing ranges (29 CFR 1910.95; OAC 380:40-1-2).

705.5 EYE PROTECTION

Approved eye protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses may incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

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The Rangemaster should ensure eye protection meets or exceeds consensus standards set by the American National Standards Institute (29 CFR 1910.133; OAC 380:40-1-2).

705.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

Body protection consisting of chest, forearm, shin/knee protection should be provided as required for use in crowd control/riot situations.

705.7 RESPIRATORY PROTECTION

The Support Division Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan should include procedures for (29 CFR 1910.134; OAC 380:40-1-2):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; OAC 380:40-1-2):

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(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

705.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; OAC 380:40-1-2):

(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; OAC 380:40-1-2).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

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705.7.4 RESPIRATOR FIT TESTING
No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; OAC 380:40-1-2).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; OAC 380:40-1-2):

(a) At least once every 12 months.

(b) Whenever there are changes in the type of facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.7.5 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE
No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; OAC 380:40-1-2):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.8 RECORDS
The Support Division Commanderor authorized designee is responsible for maintaining records of all:

(a) PPE training.

(b) Initial fit testing for respiratory protection equipment.

(c) Annual fit testing.

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule, 29 CFR 1910.1020 and OAC 380:40-1-2.

705.9 TRAINING
Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; OAC 380:40-1-2).

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Personal Protective Equipment

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; OAC 380:40-1-2).

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Asset Management

706.1 POLICY

It is the policy of the University of Oklahoma Police Department that all property, equipment, and other assets purchased or granted to this agency are accounted for through accepted inventory and disposition procedures.

706.2 INVENTORY REGISTER

Inventory registry of equipment and assets is the responsibility of the Support Division Commander and the University of Oklahoma Property Control department.

(a) In addition, the following entities maintain inventory registers for these items:

1. Firearms: Range master.
2. Radio equipment: Communications Manager.
3. Computer hardware and software: Network Systems Specialist.

706.3 CONVERSION OF PROPERTY

Conversion of property will be done as prescribed by law.

(a) Procedures to dispose of property not purchased by the University of Oklahoma can be found in the OUPD Property Manual.

(b) Property purchased by the University of Oklahoma Police Department will be converted or returned in accordance with the University of Oklahoma Property Control standards.

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Chapter 8 - Support Services

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Crime Analysis

800.1 PURPOSE AND SCOPE

This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the University of Oklahoma Police Department. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

800.2 POLICY

It is the policy of the University of Oklahoma Police Department to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the resources of this department.

800.3 ADMINISTRATIVE CRIME AND ANALYSIS REPORTS

The Chief of Police or the authorized designee should designate a member of the Department to collect crime data and prepare periodic, but no less frequently than annually, reports of agency activities and statistical data summaries.

800.4 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports.
- Field Interview (FI) cards.
- Parole and probation records.
- Activity records from Dispatch.
- Oklahoma Automated Criminal History System (ACHS).
- Juvenile On-Line Tracking System (JOLTS).
- Department of Public Safety State Computer Files (SCOM).
- Oklahoma Tax Commission Vehicle Registration Files (VREG).

800.5 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

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- Modus operandi factors
- Physical evidence information

800.6 CRIME ANALYSIS DISSEMINATION

Information developed through crime analysis should be disseminated to the appropriate divisions or members on a timely basis. Information that is relevant to the operational or tactical plans of specific line members should be sent directly to them. Information relevant to the development of department strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected members.

800.6.1 DISTRIBUTION OUTSIDE DEPARTMENT

As the custodian of all departmental records, only the Chief of Police may authorize the distribution of crime analysis information outside of the department. The Chief of Police may pre-authorize the dissemination of certain types of information.

Crime analysis information considered public is available by compliance with the open records process.

800.6.2 MEMBER RESPONSIBILITIES

Every employee who receives crime analysis information is expected to review it and provide necessary feedback to their chain-of-command regarding inaccurate or misleading information or any other concerns including methods of improvement.

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Dispatch

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of Dispatch. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the University of Oklahoma Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between Dispatch and department members in the field.

801.3 DISPATCH SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of Dispatch, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Dispatch.

Access to Dispatch shall be limited to Dispatch members, the Shift Supervisor, command staff and department members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 DISPATCH SUPERVISOR

The Chief of Police shall appoint and delegate certain responsibilities to a Dispatch Supervisor. The Dispatch Supervisor is directly responsible to the Administration Division Commander or the authorized designee.

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

(a) Overseeing the efficient and effective operation of Dispatch in coordination with other Lead Police Communications Officers (LPCOs).

(b) Supervising, Scheduling and maintaining dispatcher time records with LPCOs.

(c) Supervising, training and evaluating dispatchers with LPCOs.

(d) Ensuring the radio and telephone recording system is operational.

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Processing requests for copies of Dispatch's information for release.

(f) Overseeing Dispatch database systems.

(g) Maintaining and updating Dispatch procedures manual.

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1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.
2. Ensuring dispatcher compliance with established policies and procedures, applicable regulations, and good operating practices.

(h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

(i) Maintaining a current contact list of University personnel to be notified in the event of a utility service emergency.

(j) Maintaining a list of social service organizations that provide youth services within the local area.

(k) Periodically monitor communications for appropriate use of the radio system and compliance with the FCC regulations on proper transmission procedures.

801.4.2 DISPATCHERS

Dispatchers report to the Dispatch Supervisor. The responsibilities of the dispatcher include, but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:

1. Emergency 9-1-1 lines.
2. Business telephone lines.
3. Rave mobile.
4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
5. Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through Dispatch, department and other law enforcement database systems (Automated Criminal History System (ACHS), Juvenile On-Line Tracking System (JOLTS), Oklahoma Law Enforcement Telecommunications System (OLETS), Department of Public Safety State Computer Files (SCOM), Oklahoma Tax Commission Vehicle Registration Files (VREG), National Crime Information Center (NCIC)).

(d) Monitoring department video surveillance systems.

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(e) Maintaining the current status of members in the field, their locations and the nature of calls for service.

1. Dispatchers shall check on the welfare of officers in the field during long lapses in radio communications.

(f) Notifying the Shift Supervisor or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

801.5 CALL HANDLING

This department provides members of the public with access to the 9-1-1 system for a single emergency telephone number. All requests for police department service or response obtained through the communications network are recorded.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in Dispatch, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the dispatcher is unable to identify the caller's language, the dispatcher will contact the Association of Central Oklahoma Governments (ACOG) contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should be courteous, patient and respectful when dealing with the public.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A

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person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Shift Supervisor shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

If a dispatcher determines that the call has been misdirected to the University of Oklahoma Police Department, the dispatcher should forward the call and/or notify the appropriate agency pursuant to Dispatch procedures manual.

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

801.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

(a) Members acknowledging the dispatcher with their radio identification call signs.

(b) Dispatchers acknowledging and responding promptly to all radio transmissions.

(c) Members keeping the dispatcher advised of their status and location.

(d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Dispatch Supervisoror shift LPCO shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant’s supervisor and processed through the chain of command.

801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

University of Oklahoma Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.2 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Dispatchers shall identify themselves on the radio with the appropriate station name or number, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can

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acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

801.6.3 USE OF MILITARY TIME
This department will use 24-hour "military" time notation.

(a) The 24-hour day commences at "Zero-zero-zero-one (0001) hours" and concludes at "Twenty-four hundred (2400) hours".

801.6.4 RADIO COMMUNICATIONS SYSTEM
Responsibility for the department's radio communications system is assigned to the Administration Division Commander

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(a) Current licensure or authorization from the licensee for operation on all frequencies for which this department has transmission capability will be maintained in accordance with applicable regulations and requirements.

801.6.5 RADIO FREQUENCIES LICENSED TO OTHERS
Use of radio frequencies licensed to others is authorized for limited purposes.

(a) Use of any frequency licensed to another user will not interfere with that user's operations.
    1. Interruption of traffic between elements of the licensed user shall be limited to situations where there is imminent endangerment of life.
    2. Due courtesy and proper procedure shall be observed at all times.
(b) Use of radio frequencies licensed to external entities shall be limited to coordination of inter-agency activities.
    1. Supervisors may access other frequencies at their discretion when circumstances warrant the intrusion.
    2. The radio frequency assigned to the Norman Police Department will be used by field units only by direction of the Supervisor.
        (a) Emergency traffic, such as notice of a pursuit progressing into their jurisdiction, may be transmitted after monitoring sufficiently to ensure critical traffic on their channel is not thereby interrupted.
        (b) Prior to commencing inter-unit traffic, a request for authorization to use the channel will be directed to the Norman PD Watch Commander or Communications Center and an affirmative response received.
        (c) All other communications by field units with NPD shall be routed through the OUPD Communications Center.

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(c) Use of radio frequencies licensed to other University units shall be limited to official business.

1. Under certain circumstances, other University radio frequencies may be pre-empted for public-safety purposes.

(a) Generally, such circumstances are limited to large-scale emergencies or tactical operating situations.

(b) An administrator of the other unit(s) shall be contacted and notified should pre-emption become necessary.

801.7 DOCUMENTATION

It shall be the responsibility of Dispatch to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member’s arrival.
- Time of member’s return to service.
- Disposition or status of reported incident.
- Vehicle mileage and transport time when a member is transporting a juvenile or a person of the opposite sex.

801.8 CONFIDENTIALITY

Information that becomes available through Dispatch may be confidential or sensitive in nature. All members of Dispatch shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Public Safety records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

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801.9 TRAINING AND CERTIFICATION

Dispatchers shall complete any training required by the Department of Public Safety, the state or the Department.

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Property and Evidence Section

802.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

This policy meets the statutory requirements of adopting an evidence and property management policy pursuant to 11 O.S. § 34-107.

802.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Property and Evidence Section, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including photographs and latent fingerprints.
- Found property - Items found by members of the Department or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Department for safekeeping, such as a firearm, the personal property of an arrestee that has been not taken as evidence and items taken for safekeeping under authority of law.

802.2 POLICY

It is the policy of the University of Oklahoma Police Department to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

802.3 PROPERTY AND EVIDENCE SECTION SECURITY

The Property and Evidence Section shall maintain secure storage and control of all property in the custody of this department. A property officer shall be appointed by and will be directly responsible to the Deputy Chief of Police or the authorized designee. The property officer is responsible for the security of the Property and Evidence Section.

Security measures include ensuring 24-hour security of the property storage areas through:

(a) Personal presence of a property officer.

(b) Video surveillance.

(c) Monitored silent and/or audible alarms.

(d) Other appropriate measures.

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802.3.1 REFUSAL OF PROPERTY

The property officer has the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the property officer refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member's supervisor of the reason for refusal and the action required for acceptance into the Property and Evidence Section.

802.3.2 KEY CONTROL

Property and Evidence Section keys should be maintained by the property officer and members assigned to the Property and Evidence Section. An additional set of keys should be kept in a sealed and initialed envelope in a safe in the Deputy Chief's office. Property and Evidence Section keys shall not be loaned to anyone and shall be maintained in a secure manner. If any Property and Evidence Section key is lost, all access points shall be re-keyed and new keys issued as necessary.

802.3.3 ACCESS

Only authorized members assigned to the Property and Evidence Section shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by the Deputy Chief and accompanied by the property officer. Each individual must sign the Property and Evidence Section access log and indicate:

(a) The date and time of entry and exit.

(b) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying department member.

802.4 PROPERTY HANDLING

The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the property officer and/or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

A receipt shall be furnished if requested by an individual, regardless of status, anytime property is taken from that individual, irrespective of the classification of the property.

802.4.1 PROCESSING AND PACKAGING

All property must be processed by the responsible member prior to the member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

(a) A property entry shall be completed describing each item. List all known information, including:

1. Serial number.

2. Owner’s name.

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3. Finder's name.
4. Other identifying information or marking.

(b) Each package shall be marked with the member's initials and the date processed using a method that will not damage, deface, degrade or devalue the item.

(c) Property shall be packaged in a container suitable for its size.

(d) A property label shall be completed and attached to the property or container in which the property is stored.

(e) The case number shall be indicated on the property label and the container.

(f) The property form, shall be submitted with the case report.

(g) The property shall be submitted to a temporary property locker. Items too large to fit in a temporary property locker may be placed in the pass-through room..

802.4.2 EXCEPTIONAL PROCESSING

The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Alcohol - Open containers of alcohol shall not be logged into the property/evidence room. When a sample is required for prosecution, photograph the container and retain a small sample of the alcohol in an appropriate package/container and log it into the property/evidence room. Destroy the remainder and document it in the report. Do not log large quantities of unopened alcohol into the property/evidence room. When a sample is required for prosecution, photograph the original containers and retain a small sample of the alcohol in an appropriate package/container and log it into the property/evidence room. Destroy the remainder and document it in the report.

Bicycles - Only bicycles considered as evidence will be submitted to the Property/Evidence Room. All bicycles submitted to the Property/Evidence Room will be placed in the walk-through room on the east side of the Property/Evidence Room. Found bicycles will only be submitted if the owner and contact information is readily available. All other bicycles will be collected and stored by OU Facilities Management.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the property form.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items of evidence collected from a crime scene that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated on the property form.

Items that are potential biohazards shall be appropriately packaged and marked "Biohazard" to reduce the risk of exposure or contamination.

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Property and Evidence Section

Cash - Cash shall be counted in the presence of another member. All money collected and logged into the Property/Evidence Room shall be itemized by denomination and quantity. Money shall be submitted using the approved clear money bag. There shall be two (2) signatures verifying the amount. One of the two (2) persons verifying the count and signing shall be a supervisor. Cash shall be stored in a safe or other secure locked container or facility. There shall be two (2) Property Officers verify the count and initial the clear money bag prior to transferring currency to the safe.

Explosives and fireworks - Due to the volatile and dangerous nature of hazardous materials and devices, the local Hazardous Devices Unit and/or the Norman Fire Department along with the Property Officer will be consulted before any hazardous materials and/or devices are submitted to the property/evidence room.

(a) Never Transport or store in or about the Police facility, any unexploded device.

(b) Never transport or store in or about the Police facility, any Class A explosives such as dynamite, nitroglycerin, large quantities of fireworks or more than one pound of black powder.

(c) Small amounts of hazardous materials, after being packaged in the appropriate container, can be stored in the Hazardous Materials Locker. When in doubt, consult a Property Officer BEFORE storage.

(d) All evidence from an exploded device can be collected, packaged and stored in the Hazardous Materials Locker.

(e) Only small amounts/quantities (no more than 2 ounces per item) of flammable liquids will be stored in the Hazardous Materials Locker.

(f) The OU Fire Marshall and/or Norman Fire Department will respond to all arson scenes and assist with expertise and equipment for the appropriate collection, packaging and storage of the arson evidence.

(g) Small amounts of fireworks will be stored in the Hazardous Materials Locker. When in doubt, consult a Property Officer BEFORE storage.

The property officer is responsible for transporting to the fire department, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

Firearms and other weapons - Firearms shall be unloaded and packaged separately from ammunition. All firearms will be packaged in the provided firearms boxes unless the condition of the firearm or to protect potential evidence it must be packaged in another manner. Along with initialing all seals secured with tape, the employee shall mark clearly on the box in marker; FIREARM CLEARED AND UNLOADED BY and add your name, badge number and date. Indicate direction the firearm is pointing in the box with an arrow.Knife boxes should be used to package knives.

Government property - License plates that have not been reported stolen or are of no evidentiary value should be submitted to the Records Division for return to the Oklahoma Tax Commission, Motor Vehicle Division (MVD).

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University property that is of no evidentiary value should be released directly to the appropriate University department. No formal property processing is required.

If no responsible University personnel can be located, the property should be held for safekeeping.

Jewelry - Jewelry identified as having significant value shall be stored in a safe or other secure locked container or facility.

Motor Vehicles - Motor vehicles requiring retention shall be transported to and stored in the OUPD Impound Lot. Motor vehicles stored in the OUPD Impound Lot SHALL be entered/logged into the property evidence system. Motor vehicles pending seizure will be transferred to the vendor with the current contract with the Cleveland County District Attorney's Office for the storage of vehicles pending seizure.

Other valuable items - Other valuable items identified as having significant value (e.g., collectibles, rare artifacts) shall be stored in a safe or other secure locked container or facility. The keys to motor vehicles stored in the OUPD Impound Lot Shall be physically submitted to the Property/Evidence Room.

Photographs - All photographs will be downloaded to the Evidence Library evidence management software per established guidelines.

Sharps - Plastic tubes are provided and used to package and store hypodermic needles and other sharp objects, i.e. knives, razor blades, etc. WARNING: DO NOT USE PAPER OR PLASTIC BAGS TO PACKAGE ANY SHARP WEAPON OR OBJECT..

Wet or Damp Items - Do not package and submit items to the property room that are wet or damp. These items must be dried before being packaged and submitted. A drying cabinet is located in the packaging room. See the Temporary Storage section of this manual for the proper use of the drying cabinet.

802.4.3 CONTROLLED DANGEROUS SUBSTANCES

(a) Controlled dangerous substances shall not be packaged with other property.

(b) The member processing controlled dangerous substances shall retain such property in his/her possession until it is weighed, packaged, tagged, witnessed by a supervisor, and placed in the temporary storage locker.

(c) Prior to packaging and if the quantity allows, a presumptive test may be made on all suspected controlled dangerous substances. If conducted, the result of the test shall be included in the crime report.

1. The member shall package controlled dangerous substances as follows:

(a) Maintain the property in the container in which it was seized and place it in a clear evidence bag of appropriate size.

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(b) Seal and initial the clear evidence bag. There shall be two (2) signatures verifying the amount/weight. One of the two (2) persons verifying the count and signing shall be a supervisor.

(c) Weigh the property envelope to obtain the Gross Package Weight (GPW).

(d) When the quantity of controlled dangerous substances exceeds the available safe storage capacity as determined by the property officer, the quantity shall be photographed and weighed.

1. A representative sample of sufficient quantity to allow scientific analysis of the controlled dangerous substances should be taken as allowed by state law and placed in a separate package or container (63 O.S. § 2-508).

2. Excess quantities should be stored or disposed of as required by law or directed by court order.

(e) Marijuana with any perceptible moisture content shall be loosely packaged in a container that allows for drying or shall be dried prior to storage. The property officer shall monitor stored marijuana for growth of mold.

(f) When submitting CDS other than marijuana, the submitting officer shall complete the OSBI submittal form and envelope. The clear evidence bag shall be placed into the OSBI envelope. The OSBI envelope shall not be sealed when submitted into the Property/Evidence Room. The Property Officer that transport the CDS to OSBI will seal and initial the OSBI Envelope when taken to the OSBI Forensic Services Center.

(g) If submitting suspect marijuana for analysis, there is no need for an OSBI envelope, just the clear evidence bag.

802.5 RECORDING OF PROPERTY

The University of Oklahoma Police Department utilizes a property/evidence bar code software program for tracking and managing all property and evidence.

The officer receiving custody of property shall ensure a property control label for each item or group of items is created with the bar code software. The property control label and Bar Code Software entry will be the permanent record of the property in the Property and Evidence Section. The officer will record on the property control label his/her signature, GPW if the package contains controlled dangerous substances, the date and time the property was received and where the property will be stored.

A unique property number shall be obtained for each item or group of items from the property log software. This number shall be recorded on the property control label, and in the bar code software. The property software entry shall document the following:

(a) Property number

(b) Case number

(c) Property tag number

(d) Item description

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(e) Item storage location

(f) Receipt, release and disposal dates

Any change in the location of property held by the University of Oklahoma Police Department shall be noted in the property log.

802.6 PROPERTY CONTROL

The property officer temporarily relinquishing custody of property to another person shall record in the bar code software, the date and time the property was released, the name and signature of the person accepting custody of the property and the reason for release.

Any member receiving property shall be responsible for such property until it is returned to the Property and Evidence Section or released to another authorized person or entity.

The return of the property to the Property and Evidence Section should be recorded in the property control bar code software program, indicating the date, the time, the name and the signature of the person who returned the property and the name and signature of the person to whom the property was returned.

802.6.1 EVIDENCE

Every time evidence is released or received, an appropriate entry in the property control software program shall be completed to maintain the chain of custody. No evidence is to be released without first receiving written authorization from the Primary case officer, assigned detective, or the detective's supervisor. The property officer or the property officer's supervisor, any person authorized in writing by the Chief of Police, a judge or magistrate, or any person authorized by the District Attorney holding jurisdiction over the case associated with the property/evidence.

The temporary release of evidence to members for investigative purposes or for court proceedings shall be noted on the property control label or bar code software entry, stating the date, time and to whom it was released. Requests for items of evidence needed for court proceedings shall be submitted to the property officer at least one day prior to the court date.

Requests for laboratory analysis shall be completed on the appropriate lab form and submitted to the property officer. This request may be submitted any time after the property has been processed.

802.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The property officer releasing items of evidence for laboratory analysis must complete the required information on the property control label or bar code software program. The transporting member will acknowledge receipt of the evidence by indicating the date and time on the property control label or bar code software program. The lab form will be transported with the evidence to the examining laboratory. Upon delivering the item, the member will record the delivery time on the lab form and the property control label or bar code software program, and obtain the signature of the person accepting responsibility for the evidence. The original copy of the lab form will remain with the evidence and a copy of the form will be returned to the Records Section for filing with the case.

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802.6.3 CONTROLLED DANGEROUS SUBSTANCES
The Property Officer will be responsible for the storage, control and destruction of all controlled dangerous substances coming into the custody of this department. The GPW will be verified every time controlled dangerous substances are checked in or out of the Property and Evidence Section and any discrepancies noted on the outside of the package. Any change in weight should be immediately reported to the Deputy Chief of Police.

802.6.4 UNCLAIMED MONEY
The property officer shall submit an annual report, or more frequently as directed, regarding money that is presumed to have been abandoned to the Chief of Police. The property officer may deposit such money in compliance with existing laws (O.S. § 25-1325).

802.6.5 OBSCENE MATERIAL AND CHILD PORNOGRAPHY
The property officer shall ensure that obscene material or child pornography held by this department as evidence is destroyed as set forth in 21 O.S. § 1024.4. Evidence includes material stored in a digital format. The destruction should only occur after the property officer supervisor obtains written approval from the prosecuting agency.

802.7 RELEASE OF PROPERTY

The property officer shall authorize the release of all property coming into the care and custody of the Department.

Release of property shall be made upon receipt of an authorized property release form, listing the name and signature of the person to whom the property is to be released. Release of all property shall be documented.

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.

Found property and property held for safekeeping shall be retained for the period of time required by law. During such period, Property and Evidence Section members shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented on the property control label or software.

A property officer 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 shall be recorded on the property control label or software program.

The release of all items shall be documented in the property log.

802.7.1 DISCREPANCIES
The Shift Supervisor shall be notified whenever a person alleges that there is a shortage or discrepancy regarding his/her property. The Shift Supervisor will interview the person claiming

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the shortage. The Shift Supervisor shall ensure that a search for the alleged missing items is completed and shall attempt to prove or disprove the claim.

802.7.2 DISPUTED CLAIMS TO PROPERTY
Occasionally, more than one party may claim an interest in property being held by this 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 establishes an undisputed right to the property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for this department should be contacted.

802.8 DESTRUCTION OR DISPOSAL OF PROPERTY
The Deputy Chief of Police shall approve the destruction or disposal of all property held by this department.

All property not held for evidence in a pending criminal investigation or proceeding may be destroyed or disposed of in compliance with existing laws upon receipt of proper authorization. The disposition of all property shall be entered in the property control software program.

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:

- Weapons or devices declared by law to be illegal to possess
- Controlled dangerous substances declared by law to be illegal to possess without a legal prescription
- Personal property, money or legal tender

802.8.1 BIOLOGICAL EVIDENCE
The property officer shall ensure that no biological evidence held by this department is destroyed without adequate notification to the following persons, when applicable:

- The defendant
- The defendant’s attorney
- The appropriate prosecutor and Attorney General
- Any sexual assault victim
- The Deputy Chief of Police

Biological evidence from a violent felony offense shall be retained until the expiration of any sentence imposed related to the evidence, and may be disposed of before that time only if (22 O.S. § 1372):

(a) Notification regarding the intention to destroy the evidence and any applicability of the provisions of the DNA Forensic Testing Act is sent to:

1. Any person who remains incarcerated in connection with the case.

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2. The Oklahoma Indigent Defense System DNA Forensic Testing Program, if still applicable.
3. Any counsel of record or public defender organization for the judicial district in which the judgment of conviction for such person was entered.

(b) No person submits a written objection to the destruction of the biological evidence within 90 days of receiving notification.

(c) No other provision of law requires that the biological evidence be preserved.

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 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 Deputy Chief of Police.

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 assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of the applicable statute of limitations, the Deputy Chief of Police should be consulted and the sexual assault victim should be notified.

Any sexual assault evidence kits subject to the audit conducted by the Oklahoma Task Force on Sexual Assault Forensic Evidence must be preserved until the audit is concluded and the task force notifies the Department in writing that sexual assault evidence kits may be disposed of (Executive Order No. 2017-11).

802.8.2 MARIJUANA

At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth. As soon as practicable, the property officer shall make efforts to lawfully destroy the contaminated marijuana, in compliance with this policy. The property officer should consult with the member assigned to the case investigation for authorization to destroy the remaining marijuana, after taking representative samples, and should request assistance from the appropriate prosecutor in obtaining a court order for immediate destruction.

802.9 INSPECTION OF THE PROPERTY AND EVIDENCE SECTION

The Deputy Chief of Police shall ensure that periodic, unannounced inspections of the Property and Evidence Section operations and storage facilities are conducted to ensure adherence to appropriate policies and procedures. The Deputy Chief of Police shall ensure that an audit is conducted annually, or as directed by the Chief of Police. Inspections and audits shall be conducted with a member of this department who is not routinely or directly connected with the Property and Evidence Section operations.

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Property and Evidence Section

Whenever there is a change of assignment for any member with authorized access to the Property and Evidence Section, an inventory of all property shall be conducted with a person who is not associated with the Property and Evidence Section or its function. This is to ensure that all property is accounted for and the records are correct.

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Records Section

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the University of Oklahoma Police Department Records Section. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the University of Oklahoma Police Department to maintain department records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 RECORDS MANAGER

The Chief of Police shall appoint and delegate certain responsibilities to a Records Manager. The Records Manager shall be directly responsible to the Communications Lieutenant or the authorized designee.

The responsibilities of the Records Manager 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

803.3.2 RECORDS SECTION

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.

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(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.

(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) Preparing and maintaining periodic (annual, quarterly, monthly and/or weekly) reports of the Department activities and statistical data summaries.

(h)

803.4 FILE ACCESS AND SECURITY

The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Section, accessible only by authorized members of the Records Section. Access to case reports or files when Records Section staff is not available may be obtained through the Shift Supervisor.

The Records Section will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

803.4.1 ORIGINAL CASE REPORTS

Generally, original case report folders shall not be removed from the Records Section. Should an original case report folder be needed for any reason, the requesting department member shall first obtain authorization from the Records Manager. All original case report folders removed from the Records Section shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report folder may be removed from the Records Section.

All original case report folders to be removed from the Records Section shall be photocopied and the photocopy retained in the file location of the original case report folder until the original is returned to the Records Section. The photocopied report shall be shredded upon return of the original report to the file.

803.5 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

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other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.

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Records Maintenance and Release

804.1 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.

804.1.1 DEFINITIONS

Public News Media - for the purposes of this order, the public news media is defined as all print and electronic news media including but not limited to newspapers, other periodicals and radio and television broadcasters.

804.2 POLICY

The University of Oklahoma Police Department is committed to providing public access to records in a manner that is consistent with the Oklahoma Open Records Act (51 O.S. § 24A.3 et seq.) and any other applicable laws, as amended, pursuant to the provisions of the Open Records Policy of the University.

804.3 CUSTODIAN OF RECORDS

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include, but are not limited to (51 O.S. § 24A.5):

(a) Managing the records management system for the Department, including the retention, archiving, release and destruction of department public records.

(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 department 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.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law. Fee schedules shall be posted for public view at the Department and with the county clerk.

(g) Preparing and making available to the public a description of the basic rights of a person who requests public information, the responsibilities of the Department and the procedures, to include the cost of inspecting or obtaining copies.

Fee schedules shall be posted for public view at the Department.

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804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

804.4.1 REQUESTS FOR RECORDS

Requests for records from non-law enforcement agencies and non-OU partners shall be forwarded to the OU Open Records Office. Once the OU Open Records Office defines the scope of records to be released, the records custodian or authorized designee shall promptly provide the records to the OU Open Records Office for release.

804.4.2 PUBLIC LAW RECORDS

In accordance with **Public Law 101-542**, Title II, The *Crime Awareness & Campus Security Act of 1990*, as amended, this department in conjunction with OU Public Affairs, will prepare and make available to any requestor an "*Annual Security Report*".

The law enforcement records maintained by this agency which pertain to students will be released in accordance with the"*Family Educational Rights and Privacy Act*" (**Public Law 93-380**, commonly known as the "*Buckley Amendment.*")

804.4.3 RELEASE TO GOVERNMENT OFFICIALS

Records/reports will be released to members of criminal justice, public safety or other entitled governmental agencies upon presentation of appropriate credentials/identification and/or written request or authorization by the subject whose record is requested.

804.5 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 record, including traffic collision reports, are restricted except as authorized by the Department, 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; 51 O.S. § 24A.5).

(b) Personnel records relating to personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation, or where disclosure would constitute a clearly unwarranted invasion of personal privacy such as in evaluations (51 O.S. § 24A.7).

(c) Home addresses, telephone numbers and Social Security numbers of members or former members (51 O.S. § 24A.7).

(d) Law enforcement records except for those records identified in 51 O.S. § 24A.8.

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1. Criminal records or portions thereof may be disseminated to other University administrators whose administrative responsibilities necessitate their access to this information.
    (a) This information is provided to these administrators exclusively for the purpose of permitting them to execute their duties properly; it is expected that these records will be afforded appropriate sensitivity, security and care.
    (b) Information on Confidential Informants and any other confidential information whose release would endanger law enforcement personnel and/or adversely impact ongoing law enforcement operations will be excised from reports prepared for dissemination to University administrators.
    (c) Further dissemination or duplication of such records by the administrators to whom furnished is discouraged and is the responsibility and liability of that administrator.

(a) Certain victim information by court order (21 O.S. § 142A-9).

(b) Juvenile records (10A O.S. § 2-6-102).

(c) Certain information relating to acts of terrorism, including investigative evidence; assessments of the vulnerability of government facilities; details for deterrence, prevention, protection, response and remediation; and certain information technology of a public body (51 O.S. § 24A.28).

(d) Confidential reports and information relating to child abuse and vulnerable adult abuse (10A O.S. § 1-6-107; 43A O.S. § 10-110).

(e) Automated License Plate Reader (ALPR) data retained in conjunction with the Uninsured Vehicle Enforcement Program (47 O.S. § 7-606.1).

(f) Any other information that may be appropriately denied by federal or state law.

804.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records 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 OU legal counsel for the Department so that a timely response can be prepared.

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This does not limit a member's ability to testify during DPS Driver License Revocation Hearings.

804.7 RELEASED RECORDS TO BE MARKED

Each page of any 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.

804.7.1 TRAFFIC COLLISION REPORTS

All traffic collision reports that are released shall include the following or a similar notice upon the copy (47 O.S. § 40-102): "Warning - State Law. Use of contents for commercial solicitation is unlawful."

804.8 EXPUNGEMENT

Expungement orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records 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 a record is expunged, members shall respond to any inquiry as though the record did not exist.

804.9 JUVENILE RECORDS

The records of law enforcement officers concerning juveniles shall be maintained separate from records of arrest, and shall not be open to public inspection, or their contents disclosed to the public, except by order of the court or when criminal proceedings have been instituted or to be entered in and maintained in the Juvenile Justice Information system.

804.10 SECURITY BREACHES

Members who become aware that any University of Oklahoma Police Department system containing personal information may have been breached should notify the Records Manager as soon as practicable.

The Records Manager shall ensure the required notice is given to any resident of this state whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person (24 O.S. § 163).

Notice shall be given without unreasonable delay, consistent with the legitimate needs of the University of Oklahoma Police Department or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the agency data system. Notice may be delayed if notification will impede a criminal or civil investigation or homeland or national security (24 O.S. § 163).

For the purposes of the notice requirement, personal information includes an individual's first name or first initial and last name in combination with any one or more of the following (24 O.S. § 162):

(a) Social Security number

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(b) Driver's license number or Oklahoma identification card number

(c) Full account number, credit or debit card number, or any required security code, access code or password that would permit access to an individual's financial account.

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Records Manager should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).

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Protected Information

805.1 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 University of Oklahoma 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.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the University of Oklahoma 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.

The *Oklahoma Law Enforcement Telecommunications System* (*OLETS*) - is a state-wide communications network linking city, county, state, federal, and military law enforcement and criminal justice agencies in Oklahoma.

The *National Law Enforcement Telecommunications System* (*NLETS*) - is a computerized, message switching system whose sole purpose is to provide for the interstate and interagency exchange of criminal justice related information.

(a) NLETS affords access to a number of other national and international telecommunications networks including INTERPOL, Canadian national law enforcement files, and US Treasury's Enforcement Communications System (TECS), among others.

The *National Crime Information Center* (*NCIC*) - is a nationwide computerized information management system operated by the Federal Bureau of Investigation whose goal is to help the criminal justice community perform its duties by providing a computerized filing system of accurate and timely criminal justice information readily accessible to as many criminal justice agencies as possible (local, state and Federal).

805.2 POLICY

Members of the University of Oklahoma 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.

805.3 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:

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(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 Public Safety (DPS) records and Oklahoma Law Enforcement Telecommunications System (OLETS).

(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.

(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.

805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, University of Oklahoma 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.

Information may be classified as confidential by any command supervisor; the classification will normally be assigned during the report review process.

805.5 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.

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 Manager 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.

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Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

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.

(a) Communications personnel are hereby directed to provide, in the most expeditious manner, criminal justice information requested by field personnel.

1. If it appears that the release of requested information is inappropriate, the PCO will so-inform the requesting member.

(a) If the member elects to ignore the caution, the information will be provided by the PCO; responsibility for the release then rests with the receiving member.

(b) Management of air time is also a Comm responsibility; the requestor should be informed that the return is lengthy, and alternative methods of delivery to broadcast considered

Any member determined to have released information obtained via OLETS to an unauthorized person is in violation of this order, and may be subject to disciplinary action

(a) OLETS conducts random audits to assess compliance with system procedures.

1. OLETS may pursue criminal prosecution of any operator determined by them to have willfully and maliciously released information obtained via their system to an unauthorized person.

2. OLETS may revoke the certification of any operator determined by them to have violated system procedure.

(a) Upon notification by OLETS that a member's certification has been revoked for cause, the department will suspend the member from assignment to the Communications Center pending command review of the circumstances surrounding the revocation.

1. If the review verifies that the member committed a deliberate and willful violation of system procedures, the member may be subject to discipline up to and including termination.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

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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 U.S. Department of Justice's 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.

805.6.1 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).

(a) Negligent handling or release to an unauthorized person of criminal justice information may constitute a breach of discipline.

(b) Members may bear personal civil and/or criminal liability for improper handling or release of criminal justice information in addition to any penalties imposed by the agency.

805.7 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Public Law 93-380, the *Family Educational Rights and Privacy Act of 1974* (as amended), commonly known as the *Buckley Amendment*, restricts institutions of higher education from releasing other than "directory information" regarding enrolled students.

(a) "Directory information" includes the student's name, address, and telephone number (unless directed to be withheld by the student); college, major, and classification; dates of attendance; degree and dates of graduation; University honors; and verification of participation in recognized student activities unless withheld by the student.

(b) **PL 93-380** articulates an exception authorizing the release of confidential information (defined as all other information in the student's record) without the student's prior consent "to comply with a judicial order or lawfully issued subpoena" and another exception for circumstances "in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons".

1. A warrant is a judicial order commanding any peace officer to take the named party into custody and all other officers and persons to assist upon request; this implies a duty to provide information as well as physical assistance.

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2. Civil process is a judicial order commanding the authorized server to deliver to the named recipient the court's directive(s).
   (a) Under Oklahoma law, any commissioned peace officer may request assistance from any other such officer
3. Based upon these applications, any commissioned member of a governmental law enforcement or criminal justice agency may be provided whatever information about a student may be necessary to enable him/her to execute a judicial order.
   (a) Civilian process-servers are not entitled to law enforcement access to student information.
4. Individuals other than bona fide law enforcement personnel inquiring for information about a student, faculty and staff will be provided only "directory information" as defined above.
5. Commissioned members of governmental law enforcement or criminal justice agencies will be provided any information about institutional employees available to this agency.

805.8 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.

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Animal Control

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

806.2 POLICY

It is the policy of the University of Oklahoma Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

The care of animals used in research and educational projects is controlled by the University of Oklahoma Office of Lab Animal Resources.

806.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Norman Animal Control and include the following:

(a) Animal-related matters during periods when Animal Control is available.

(b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.

(c) Follow-up on animal-related calls, such as locating owners of injured animals.

806.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

(c) An animal is creating a traffic hazard.

(d) An animal is seriously injured.

(e) An animal is left in a vehicle or tied to a structure. The situation may constitute cruelty due to environmental conditions if exposed to temperature extremes, lack of adequate ventilation, or absence of water.

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1. Unless the animal is in obvious distress, attempt to contact the owner prior to impoundment.
2. If the animal is in obvious distress, members may summon Norman Animal Control for assistance or force entry without waiting to contact the owner.
3. Discretion should also be used in filing charges.

(f) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.

1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

806.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty of animals should be enforced, including, but not limited to, any offense listed in 21 O.S. § 1680 through 21 O.S. § 1700.

(a) An investigation should be conducted on all reports of animal cruelty.

(b) Legal steps should be taken to protect an animal that is in need of immediate care of protection from acts of cruelty.

806.5.1 PROTECTIVE CUSTODY OF ABUSED OR NEGLECTED ANIMALS

Generally, Norman Animal Control will be responsible for the protective custody of abused or neglected animals, however, members may take protective custody of abused or neglected animals as follows (21 O.S. § 1680.4):

(a) Members may specify the terms and conditions by which an owner or keeper may maintain custody of the animal and impound the animal if the terms and conditions are not met.

(b) Members may obtain a court order to take custody of any animal found neglected or cruelly treated by removing the animal from its present location.

Within seven days of seizing an animal and prior to charges being filed, the Department shall petition the district court for a bond hearing to determine the cost and care for the animal including, but not limited to, medical care and boarding of the animal. The Department may petition the court for a subsequent bond hearing at any time.

The Department shall provide an accounting of expenses to the court when the animal is no longer in the custody of the Department or upon request by the court.

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When all expenses covered by the bond are exhausted and a subsequent bond has not been posted, the animal shall be forfeited to the Department.

806.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

806.7 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

806.7.1 STRAY ANIMALS OTHER THAN DOGS AND CATS

Unless the owner is known, an officer notified of a stray animal other than a dog or cat shall attempt to identify the owner by examining brand records and reports of lost, strayed and stolen livestock (4 O.S. § 85.5).

If the owner is identified, the officer shall notify the owner of the location of the stray animal. If the owner cannot be identified, the officer shall arrange for the housing of the animal at the owner's expense.

If an owner cannot be identified, the Department shall transport the animal to an appropriate animal care facility.

806.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Shift Supervisor will be contacted to determine available resources, including requesting the assistance of Norman animal control services.

806.8.1 DANGEROUS DOGS

Members may seize dogs determined to be potentially dangerous or dangerous, as defined in 4 O.S. § 44, as follows:

(a) Members may seize a potentially dangerous dog without a warrant when (4 O.S. § 41):

1. The dog is running at large at the time of the seizure.
2. There is probable cause to believe the dog is a threat to the health, safety and welfare of livestock or persons.

(b) Members shall immediately seize a dangerous dog when (4 O.S. § 47):

1. The dog is not validly registered.

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2. The owner does not have the required liability insurance coverage or surety bond.
3. The dog is not maintained in a proper enclosure.
4. The dog is outside of the dwelling of the owner, or outside the proper enclosure, and not under physical restraint of a responsible person.

The seizure of a potentially dangerous or dangerous animal by a member may require the animal to be held pursuant to 4 O.S. § 41.

806.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), because such calls may involve significant quality-of-life issues.

806.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals on public property should be reportedto the appropriate office for removal/ disposal.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

806.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

806.12 DESTRUCTION OF ANIMALS

Members may humanely destroy or cause to be humanely destroyed any animal found abandoned and for which no proper care has been given (21 O.S. § 1686).

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

806.13 CUSTODY OF ANIMALS FOLLOWING AN ARREST

When a person is arrested while in charge of an animal, members may take custody of the animal or any vehicle containing an animal pursuant to 21 O.S. § 1686. The animal will then be turned over to Norman Animal Control or another appropriate care facility.

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Jeanne Clery Campus Security Act

807.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure this department fulfills its obligation in complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

807.2 POLICY

The University of Oklahoma Police Department encourages accurate and prompt reporting of all crimes and takes all such reports seriously (20 USC § 1092(f)(1)(C)(iii)). Reports will be accepted in any manner, including in person or in writing, at any University of Oklahoma Police Department facility. Reports will be accepted anonymously, by phone, or via email.

It is the policy of the University of Oklahoma Police Department to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the University of Oklahoma Police Department and the administration of the institution.

Supervisors who are assigned areas of responsibility in the following policy sections are expected to be familiar with the subsections of 20 USC § 1092(f) and 34 CFR 668.46 that are relevant to their responsibilities.

807.3 POLICY, PROCEDURE AND PROGRAM DEVELOPMENT

The Chief of Police will:

(a) Ensure that the University of Oklahoma Police Department establishes procedures for immediate emergency response and evacuation, including the use of electronic and cellular communication, and testing of these procedures (20 USC § 1092(f)(1)(J)(i); 20 USC § 1092(f)(1)(J)(iii)).

(b) Enter into agreements as appropriate with local law enforcement agencies to:

1. Identify roles in the investigation of alleged criminal offenses on campus (20 USC § 1092(f)(1)(C)(ii)).
2. Assist in the monitoring and reporting of criminal activity at off-campus student organizations that are recognized by the institution and engaged in by students attending the institution, including student organizations with off-campus housing facilities (20 USC § 1092(f)(1)(G)).
3. Ensure coordination of emergency response and evacuation procedures, including procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation (20 USC § 1092(f)(1)(J)).
4. Notify the University of Oklahoma Police Department of criminal offenses reported to local law enforcement agencies to assist the institution in meeting its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)).

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5. Notify the University of Oklahoma Police Department of criminal offenses reported to local law enforcement agencies to assist in making information available to the campus community in a timely manner and to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).

(c) Appoint a designee to develop programs that are designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others (20 USC § 1092(f)(1)(D)).

(d) Appoint a designee to develop programs to inform students and employees about the prevention of crime (20 USC § 1092(f)(1)(E)).

(e) Appoint a designee to develop educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking, and what to do if an offense occurs, including, but not limited to, who should be contacted, the importance of preserving evidence and to whom the alleged offense should be reported (20 USC § 1092(f)(8)(B)). The designee shall also update written materials to be distributed to reporting persons that explain the rights and options provided for under 20 USC § 1092 (20 USC § 1092(f)(8)(C)).

(f) Appoint a designee to make the appropriate notifications to institution staff regarding missing person investigations, in order to ensure that the institution complies with the requirements of 34 CFR 668.46(h).

807.4 RECORDS COLLECTION AND RETENTION

The Administration Division Commander is responsible for maintaining University of Oklahoma Police Department statistics and making reasonable good-faith efforts to obtain statistics from other law enforcement agencies as necessary to allow the institution to comply with its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)). The statistics shall be compiled as follows:

(a) Statistics concerning the occurrence of the following criminal offenses reported to this department or to local police agencies that occurred on campus, in or on non-campus buildings or property, and on public property including streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus (20 USC § 1092(f)(1)(F)(i)):

1. Murder
2. Sex offenses, forcible or non-forcible
3. Robbery
4. Aggravated assault

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5. Burglary
6. Motor vehicle theft
7. Manslaughter
8. Arson
9. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession

(b) Statistics concerning the crimes described in the section above, theft, simple assault, intimidation, destruction, damage or vandalism of property, and other crimes involving bodily injury to any person where the victim was intentionally selected because of his/her actual or perceived race, sex, religion, sexual orientation, ethnicity or disability. These statistics should be collected and reported according to the category of prejudice (20 USC § 1092(f)(1)(F)(ii)).

(c) The statistics shall be compiled using the definitions in the FBI's Uniform Crime Reporting (UCR) system and modifications made pursuant to the Hate Crime Statistics Act (20 USC § 1092(f)(7); 34 CFR 668.46(c)(7)). For the offenses of domestic violence, dating violence and stalking, such statistics shall be compiled in accordance with the definitions used in the Violence Against Women Act (20 USC § 1092(f)(7); 42 USC § 13925(a)). The statistics will be categorized separately as offenses that occur (20 USC § 1092(f)(12); 34 CFR 668.46(c)(4)):

1. On campus.
2. In or on a non-campus building or property.
3. On public property.
4. In dormitories or other on-campus, residential or student facilities.

(d) Statistics will be included by the calendar year in which the crime was reported to the University of Oklahoma Police Department (34 CFR 668.46(c)(2)).

(e) Statistics will include the three most recent calendar years (20 USC § 1092(f)(1)(F); 34 CFR 668.46(c)).

(f) The statistics shall not identify victims of crimes or persons accused of crimes (20 USC § 1092(f)(7)).

807.4.1 CRIME LOG

The Records Manager is responsible for ensuring a daily crime log is created and maintained as follows (20 USC § 1092(f)(4); 34 CFR 668.46(f)):

(a) The daily crime log will record all crimes reported to the University of Oklahoma Police Department, including the nature, date, time and general location of each crime, and the disposition, if known.

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(b) All log entries shall be made within two business days of the initial report being made to the Department.

(c) If new information about an entry becomes available, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police department or security department.

(d) The daily crime log for the most recent 60-day period shall be open to the public for inspection at all times during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection. Information in the log is not required to be disclosed when:

1. Disclosure of the information is prohibited by law.
2. Disclosure would jeopardize the confidentiality of the victim.
3. There is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, may cause a suspect to flee or evade detection, or could result in the destruction of evidence. In any of these cases, the information may be withheld until that damage is no longer likely to occur from the release of such information.

807.5 INFORMATION DISSEMINATION

It is the responsibility of the Administration Division Commander to ensure that the required Clery Act disclosures are properly forwarded to campus administration and community members in accordance with institution procedures. This includes:

(a) Procedures for providing emergency notification of crimes or other incidents and evacuations that might represent an imminent threat to the safety of students or employees (20 USC § 1092(f)(3); 34 CFR 668.46(e); 34 CFR 668.46(g)).

(b) Procedures for notifying the campus community about crimes considered to be a threat to other students and employees in order to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).

(c) Information necessary for the institution to prepare its annual security report (20 USC § 1092(f)(1); 34 CFR 668.46(b)). This report will include, but is not limited to:

1. Crime statistics.
2. Crime and emergency reporting procedures.
3. Policies concerning security of and access to campus facilities.
4. Crime and sexual assault prevention programs.
5. Enforcement policies related to alcohol and illegal drugs.

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6. Locations where the campus community can obtain information about registered sex offenders.
7. Emergency response and evacuation procedures.
8. Missing student notification procedures.

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Chapter 9 - Custody

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Consular Notification and Access

900.1 PURPOSE AND SCOPE

Consular notification may be mandatory when certain foreign nationals are arrested.

900.2 POLICY

It is the policy of the University of Oklahoma Police Department that upon the arrest of certain foreign nationals, the U.S. Department of State may require consular notification.

900.3 GENERAL REQUIREMENTS

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.Consular notification may be mandatory when certain foreign nationals are arrested. The Administration 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.

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.

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(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.

    (b) Forward any communication from the individual to his/her consular officers without delay.

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Temporary Custody of Juveniles

901.1 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 University of Oklahoma Police Department (34 USC § 11133).

901.1.1 DEFINITIONS

Definitions related to this policy include:

Child or Juvenile in need of supervision: A child or juvenile who has (1) Repeatedly disobeyed reasonable and lawful commands or directives of the parent, legal guardian, or other custodian; or (2) is willfully and voluntarily absent from his or her home without the consent of the parent, legal guardian, or other custodian for a substantial length of time or without intent to return; or (3) is willfully and voluntarily absent from school if the juvenile is subject to compulsory attendance; or (4) has been served with an ex parte or final protective order pursuant to the Protection from Domestic Abuse Act.

Juvenile, Child, Minor: Generally, for the purposes of identifying a person who is not considered an adult, a juvenile, child, or minor is any person who is under the age of eighteen (18).

Juvenile non-offender - An abused, neglected, dependent or alien juvenile who may be legally held for his/her 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 his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

Juvenile offender - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense). It also includes an offense under 21 O.S. § 1273 for handgun possession by a minor (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other department 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 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 - The University of Oklahoma Police Department does not maintain a facility that allows for the secure custody of juveniles.

Sight and sound separation - Located or arranged to prevent physical, visual or auditory contact.

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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.

Youthful Offender: A person that is 13 or 14 years of age who is charged with murder in the first degree and certified as a youthful offender as provided by (10A O.S. 2.5-205; a person who is fifteen (15), sixteen (16), or seventeen (17) years of age and are charged with a crime listed in (10A O.S. 2.5-206.A) who are charged with certain felony criminal offenses as enumerated in the Oklahoma State Statues.

901.2 POLICY

The University of Oklahoma 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 Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

901.2.1 JUVENILES IN HOLDING OR LOCKUP FACILITIES

A juvenile shall not be detained in any holding facility or lockup facility (OAC 310:670-7-1).

901.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at a juvenile custody facility. 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 Emergency Detentions Policy).

1. If the officer taking custody of a juvenile believes that he/she 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 a juvenile custody facility unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

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901.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the University of Oklahoma 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 Department without authorization of the arresting officer's supervisor or the Shift Supervisor. 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. In no event shall a juvenile be held beyond six hours from the time of his/her entry into the Department (34 USC § 11133).

901.4.1 PARENTAL/GUARDIAN NOTIFICATION

Officers shall notify parents or guardians of juveniles who are taken into custody as soon as practicable.

901.4.2 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 University of Oklahoma 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).

901.4.3 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by a promise to appear 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).

901.4.4 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the University of Oklahoma Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Juvenile offenders may be taken into custody without a court order for any criminal offense for which an adult may be arrested without a warrant (10A O.S. § 2-2-101).

When applicable, members taking a juvenile offender into custody should advise a supervisor that the release of the juvenile may be contrary to the child's welfare and/or the protection of the public. The supervisor may then seek court-approved detention. Examples of when further detention may be appropriate include (10A O.S. § 2-3-101):

(a) The juvenile offender is an escapee from court placement or a fugitive.

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(b) The juvenile offender is seriously assaultive, destructive toward others or a danger to him/herself.

(c) The juvenile offender is currently on probation or some form of supervision for a previous offense.

(d) The juvenile offender has a history of failing to appear at court proceedings.

(e) A warrant has been issued for the juvenile.

901.4.5 RELEASE AND HOLDING OF JUVENILE OFFENDERS

Juveniles charged with misdemeanor offenses may be issued a juvenile non-traffic citation and released when appropriate. Officers may consider transporting juvenile offenders to a juvenile custody facility where they will be photographed and finger printed prior to release. Officers should also consider notifying the Department of Human Services (Child Welfare) where juveniles have been arrested for repeated delinquent behaviors.

Juveniles charged with felonies can be handled in the following manner:

(a) The on-call Juvenile Services Unit (JSU) specialist or supervisor shall be notified prior to placing any juvenile in any detention facility.

(b) Juveniles taken into custody for youthful offender offenses may be transported to the Cleveland County Justice Center (CCJC) for detention. (10A O.S. § 2-5-101, 2-5-205, 2-5-206)

(c) Juveniles taken into custody for felonies that are not youthful offender offenses may be:

1. Transported to a juvenile custody facility where the offense is non-violent.

2. Screened for detention by the on-call JSU specialist or supervisor.

901.5 ADVISEMENTS

No custodial interrogation of a juvenile offender under 16 years of age and who is charged with an offense specified in the Youthful Offender Act (e.g., murder in the first degree, kidnapping, certain robbery offenses) shall begin until the juvenile and his/her parents, guardian, attorney, adult relative, adult caretaker, or legal custodian have been fully advised of the juvenile's constitutional and legal rights (10A O.S. § 2-5-202; 10A O.S. § 2-2-301).

901.6 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the University of Oklahoma Police Department (34 USC § 11133). 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 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.

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901.7 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 University of Oklahoma 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 Shift Supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

901.7.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

901.8 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.

901.9 RESTRICTION ON FINGERPRINTING

While juvenile offenders may be fingerprinted under the same circumstances as arrested adults, all related records must be amended to reflect any determination made through investigation or by a court that the juvenile offender did not commit the offense for which the fingerprints were taken (10A O.S. § 2-6-107).

901.10 TRAINING

Department members should be trained on and familiar with this policy and any supplemental procedures.

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Custodial Searches

902.1 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 University of Oklahoma Police Department or other law enforcement facilities. 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.

This policy meets statutory requirements requiring the adoption of a strip and body cavity search policy pursuant to 11 O.S. § 34-107.

902.1.1 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 breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her buttocks, genitalia or female breasts are visible.

902.2 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.

902.3 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.

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902.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the University of Oklahoma Police Department facilities. Except in exigent circumstances, the search should be 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 it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

902.4.1 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 Section Policy.

902.4.2 VERIFICATION OF MONEY

When possible, money retained by the University of Oklahoma Police Department shall be counted in front of the individual from whom it was received and another witnessing officer. Additionally, all money shall be retained in accordance with the Property Section policy.

902.5 STRIP SEARCHES

No individual in temporary custody at any University of Oklahoma Police Department facility shall be subjected to a strip search.

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).

902.5.1 STRIP SEARCH PROCEDURES

Strip searches at the point of incarceration or medical facility:

(a) When the arrestee arrives at the point of incarceration or medical facility, the officer shall articulate his or her reasons for a strip search. The facility administrator/supervisor will determine whether a strip search will be conducted. If a strip search is permitted, it will be conducted in accordance with the facility policy. Any items found during the strip search may be given to the arresting officer

(b) Authorization from the Shift Supervisor shall be obtained prior to the strip search being requested.

The primary member requesting the strip search shall prepare a written report to include:

(a) The facts that led to the decision to request a strip search.

(b) The reasons less intrusive methods of searching were not used or were insufficient.

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(c) The name of the individual who was searched.

(d) The name and sex of the members who conducted the search.

(e) The name, sex and role of any person present during the search.

(f) The time and date of the search.

(g) The place at which the search was conducted.

(h) A list of the items, if any, that were recovered.

(i) The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(j) No member should view an individual's buttocks, genitalia or female breasts while that individual is performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search.

d. The Shift Supervisor shall prepare a supplement to the primary member's police report acknowledging their authorization for the strip search to have been requested.

902.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES
A strip search shall not be conducted anywhere other than at the point of incarceration or a medical facility.

902.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following:

(a) No individual shall be subjected to a physical body cavity search without written approval of the Shift Supervisor and only upon a search warrant. 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:

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 Shift Supervisor’s approval.

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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.
8. Any contraband or weapons discovered by the search.

(f) A copy of the written authorization shall be retained and shall be made available to the individual who was searched or other authorized representative upon request.

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Chapter 10 - Personnel

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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 University of Oklahoma Police Department and that are promulgated and maintained by the Human Resources Department.

1000.2 POLICY

In accordance with applicable federal, state and local law, the University of Oklahoma Police Department provides equal opportunities for applicants and employees, regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, marital status, sex or any other protected class or status. 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.

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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. The process to select and hire a new Police Officer or civilian employee will commence at the time a resignation is received from an incumbent, a vacancy occurs for other reasons or an increase in staffing levels is authorized. The [DivisionAdmin] [DivisionCommander] will establish a hiring time line based on the Chief of Police's guidance and desired hiring date. 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 verification, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents

(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) For police officer applicants, polygraph or computer voice stress analyzer (CVSA) examination (when legally permissible)

(i) For police officer applicants, medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

(k) For police officer applicants, completion of drug and alcohol screening (40 O.S. § 554)

1. An applicant may request a confirmation test of a sample within 24 hours of receiving notice of a positive test. The applicant shall pay all costs of the confirmation test unless the confirmation test reverses the findings of the positive test (40 O.S. § 556).

1000.4.1 VETERAN PREFERENCE

The Department will provide veteran preference points as required (74 O.S. § 840-4.14).

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation pursuant to 70 O.S. § 3311(E) 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 University of Oklahoma Police Department.

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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 University of Oklahoma Police Department shall not require candidates to provide passwords, account information or access to password-protected social media accounts (40 O.S. § 173.2).

The University of Oklahoma Police Department 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 University of Oklahoma Police Department should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 RECORDS RETENTION
The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

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 STATE NOTICES
The Department shall report the hiring of an officer to the Council on Law Enforcement Education and Training (CLEET) within 10 days (70 O.S. § 3311(H)).

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

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- 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.

1000.6.1 FEDERAL FIREARMS PROHIBITIONS

It is unlawful for any officer candidate to transport, possess or receive any firearm involved in interstate commerce under any of the following conditions (18 U.S.C. § 922(g):

(a) Where the candidate has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;

(b) Where the candidate is a fugitive from justice;

(c) Where the candidate is an unlawful user of, or addicted to, any controlled substance (as defined by 21 U.S.C. § 802);

(d) Where the candidate has been adjudicated as a mental defective or who has been committed to a mental institution;

(e) Where the candidate is an alien who is either illegally or unlawfully in the United States, or has been admitted under a non-immigrant visa (as defined in 8 U.S.C. § 1101(a)(26)) unless exempted by 18 U.S.C. § 922(y)(2);

(f) Where the candidate has been discharged from the Armed Forces under dishonorable conditions;

(g) Where the candidate, having once been a citizen of the United States, has renounced their citizenship;

(h) Where the candidate is subject to a court order that restrains that person from harassing, stalking, or threatening an intimate partner or child of an intimate partner, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child;

(i) Where the candidate has been convicted in any court of a misdemeanor crime of domestic violence.

1000.6.2 OTHER PROHIBITIONS

No applicant will be considered for employment as an officer where any of the following apply:

(a) The applicant is under investigation, indictment, or has charges pending for a felony crime, crime of moral turpitude, a crime of domestic violence, or any other crime that would prohibit them from carrying a firearm.

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(b) The applicant has been arrested, and charges have been filed, for any crime within the three years prior to the date the agency began accepting applications.

(c) The applicant has three or more hazardous moving violations within the two years prior to the date the agency began accepting applications.

(d) The applicant has feloniously used/possessed/distributed CDS within the five years prior to the date the agency began accepting applications.

(e) The applicant has used/possessed/distributed CDS under any other circumstance than above within the two years prior to the date the agency began accepting applications.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. 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 and job descriptions 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 Human Resources Department should maintain validated standards and written job descriptions for all positions.

1000.7.1 CLEET STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by Oklahoma law and CLEET-approved certification training, including those provided in 70 O.S. § 3311(E):

(a) Be at least 21 years of age prior to certification as a peace officer.

(b) Be a United States citizen or in resident alien status, as defined by U.S. Citizenship and Immigration Services.

(c) Possess a high school diploma or a GED equivalency certificate as recognized by state law.

(d) Not have been convicted in state or federal court for any felony, crime of moral turpitude, or a crime of domestic abuse.

(e) Have fingerprint clearance from the Federal Bureau of Investigation and the Oklahoma State Bureau of Investigation.

(f) Have undergone psychological evaluation by the employing agency using a psychological instrument approved by CLEET.

(g) Not be currently undergoing treatment for a mental illness, condition or disorder.

(h) Not be subject to a CLEET order revoking, suspending or accepting a voluntary surrender of peace officer certification.

(i) Be commissioned or appointed by the Department prior to attending CLEET-approved certification training.

(j) Not have been involuntarily committed to an Oklahoma state mental institution.

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(k) Certify that he/she is physically able to fully participate in and complete all phases of the CLEET Basic Peace Officer Certification Academy as mandated in CLEET rules.

(l) Submit all required documentation and enrollment materials.

1000.8 NEW EMPLOYEE ORIENTATION

All new employees of the University of Oklahoma Police Department shall receive information regarding:

(a) The agency's role, purpose, goals, policies and procedures.

(b) Working conditions and regulations.

(c) Responsibilities and rights of employees and the University of Oklahoma Police Department.

(d) Retirement programs, health insurance programs, disability and death benefits, employee assistance programs, and other benefits provided to University of Oklahoma employees.

1000.9 JOB DESCRIPTIONS

The Administration Division Commander should ensure that a current job description is maintained for each position in the Department.

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Performance Evaluations

1001.1 PURPOSE AND SCOPE

This policy provides guidelines for the University of Oklahoma Police Department performance evaluation system.

1001.2 POLICY

The University of Oklahoma Police Department shall use a performance evaluation system to measure, document and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

1001.3 TYPES OF EVALUATIONS

The Department shall use the following types of evaluations:

Regular - An evaluation completed at regular intervals by the employee's immediate supervisor.

When an employee transfers to a different assignment in the middle of an evaluation period and less than six months has transpired since the transfer, the evaluation should be completed by the current supervisor with input from the previous supervisor.

Mid-Year - Mid-year counseling and evaluation sessions are designed to provide employees with an assessment of their work performance. Mid-year counseling and evaluation sessions allow supervisors the opportunity to reinforce positive performance, discuss perceived strengths and weaknesses, formulate plans to improve performance, and develop plans to help employees meet goals and objectives prior to annual performance evaluation. The counseling sessions further serve to improve supervisor and agency effectiveness by identifying shortcomings in training, policy, and procedure.

Special - An evaluation that may be completed at any time the supervisor and Division Commander or the authorized designee determine an evaluation is necessary to address less than standard performance. The evaluation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training, retraining).

1001.3.1 RATINGS

When completing an evaluation, the supervisor will identify the rating category that best describes the employee's performance. The definition of each rating category is as follows:

N/A- Items not applicable to the position or unable to be observed in the timeframe.

U - Unsatisfactory work.

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N - Work performance needs improvement. Employee is having performance problems.

M - Work performance Meets normal work requirements. The employee completes tasks as assigned.

B- Performs Beyond normal work requirements.

Supervisor comments may be included in the evaluation to document the employee's strengths, weaknesses and requirements for improvement. Any job dimension rating marked as unsatisfactory or outstanding shall be substantiated with supervisor comments.

1001.3.2 PERFORMANCE IMPROVEMENT PLAN (PIP)
Employees who receive an unsatisfactory rating may be subject to a PIP. The PIP shall delineate areas that need improvement, any improvement measures and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review his/her performance and the status of the PIP at least monthly.

1001.4 EVALUATION PROCESS

Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee.

Performance evaluations cover a specific period and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee’s immediate supervisor. Other supervisors directly familiar with the employee’s performance during the rating period should be consulted by the evaluating supervisor for input.

Assessment of an employee’s job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

Non-probationary employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

1001.4.1 ASSIGNMENT CHANGES DURING EVALUATION PERIOD
The employee must have worked for the supervisor conducting the annual evaluation for a period of not less than ninety (90) days. If the ninety (90) day criteria is not satisfied, the employee's previous supervisor will conduct the annual evaluation.

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1001.4.2 SPECIAL EVALUATIONS
Counseling Sessions: Counseling and evaluation forms will be used to review the past performance and goals and objectives of the employee for that period. The forms will be used to document corrective measures, goals and objectives for future performance. The employee will sign and date the form at the end of this counseling session.

Counseling forms can be used on a daily basis to document the employee's performance, problem areas, corrective measures, and outstanding performance. The supervisor and employee will initial and date each comment or entry made.

1001.5 EVALUATION FREQUENCY

Supervisors shall ensure that all employees they supervise are evaluated at least once every year. Such evaluations shall be completed by a deadline specified annually by the Deputy Chief.

Those employees who are required to successfully complete a probationary period should be evaluated monthly.

1001.6 EVALUATION INTERVIEW

When the supervisor has completed his/her evaluation, a private discussion of the evaluation should be scheduled with the employee. The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the evaluation. The reason for such adjustments shall be documented.

Employees may write comments in an identified section of the evaluation. The supervisor and employee will sign and date the evaluation.

1001.6.1 DISCRIMINATORY HARASSMENT FORM
At the time of each employee’s annual evaluation, the supervisor shall provide access to and require the employee to read the University harassment and discrimination policies and the University of Oklahoma Police Department Discriminatory Harassment Policy. The supervisor shall give the employee a form to be completed and returned that acknowledges the following:

(a) The employee understands the harassment and discrimination policies.

(b) The employee has had all questions regarding the policies sufficiently addressed.

(c) The employee knows how to report alleged harassment and discrimination policy violations.

(d) Whether the employee wants to report being the subject of, or witness to, any unreported conduct that may have violated the discrimination or harassment policies.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week. If the

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employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

See attachment: Discriminatory Harassment Form v2.pdf

1001.7 APPEAL

An employee who disagrees with his/her evaluation may provide a formal written response that will be attached to the evaluation, or may request an appeal.

To request an appeal, the employee shall forward a written memorandum within three days to the evaluating supervisor's Division Commander or the authorized designee. The memorandum shall identify the specific basis for the appeal and include any relevant information for the reviewer to consider.

1001.8 CHAIN OF REVIEW

The signed performance evaluation and any employee attachment should be forwarded to the evaluating supervisor's Division Commander or the authorized designee. The Division Commander or the authorized designee shall review the evaluation for fairness, impartiality, uniformity and consistency, and shall consider any written response or appeal made by the employee.

The Division Commander or the authorized designee should evaluate the supervisor on the quality of ratings given.

All completed annual evaluation reports and University of Oklahoma Staff Performance Evaluation Summary Reports will be forwarded through the chain-of-command to the Chief of Police.

1001.9 RETENTION AND DISTRIBUTION

The original performance evaluation and any original correspondence related to an appeal shall be maintained by the Department in accordance with the Personnel Records Policy.

A copy of the evaluation and any documentation of a related appeal shall be provided to the employee.

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Special Assignments, Promotions, and Step Plan

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions, employee step plans, and for making special assignments within the University of Oklahoma Police Department.

1002.1.1 DEFINITIONS

Special Assignments - Appointments to special teams or individual specialties that are not specifically identified on the organizational chart e.g., SWAT, HDU, Canine, DRE, etc. **Lateral Transfers** - Assignments to special duties that are specifically identified on the organizational chart e.g., Detectives, Rangemaster, Training Officer, etc. **Promotions** - Assignments to a higher pay classification, level of responsibility, and authority. **Demotions** - Assignments to a lower pay classification, level of responsibility, and authority.

1002.2 POLICY

The University of Oklahoma Police Department determines assignments, lateral transfers, and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police. Vacant positions will be filled with the most qualified applicant(s) available consistent with federal, state, and local equal employment opportunity laws and regulations.

1002.3 SPECIAL ASSIGNMENT AND LATERAL TRANSFER POSITIONS

Special assignments and lateral transfers are not considered promotions as the member remains in the same pay classification. The following positions, while not an exhaustive list of all possible duties available to members, are recognized as special assignments and lateral transfers for the purpose of this policy:

(a) Lateral Transfers
    1. Detective
    2. Administrative Lieutenant
    3. Communications Lieutenant
    4. Criminal Investigations Lieutenant

(b) Special Teams/Units:
    1. Bike Team*
    2. Collision Investigations and Reconstruction Team (CIRT)
    3. Hazardous Devices Unit (HDU)*
    4. Honor Guard
    5. Special Weapons and Tactics (SWAT)*

(c) Specialties:
    1. Canine Officer

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2. Crisis Intervention Team (CIT)
3. Defensive Tactics
4. Drug Recognition Expert (DRE)
5. Law Enforcement Driver Training (LEDT)
6. Physical Fitness Instructor
7. Police Training Officer (PTO, PTE, PTS)
8. Standardized Field Sobriety Testing (SFST)
9. Technical Investigator (TI)
10. Crime Prevention

1002.3.1 GENERAL REQUIREMENTS

The Chief of Police is responsible for identifying, documenting and validating any specialized job qualifications in a manner consistent with this policy as well as applicable laws.

The following requirements should be considered when selecting a candidate for a special assignment:

(a) Two years of relevant experience

(b) Off probation

(c) Possession of or ability to obtain any certification required by CLEET or law

(d) Exceptional skills, experience or abilities related to the special assignment

1002.3.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

(a) Presents a professional, neat appearance.

(b) Maintains a physical condition that aids in his/her performance.

(c) Expressed an interest in the assignment.

(d) Ability to obtain and retain relevant certification requirements

(e) Demonstrates the following traits:

1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making
4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility

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8. Ability to conform to department goals and objectives in a positive manner
9. Ability to work with others with minimal supervison

1002.3.3 SELECTION PROCESS WITHOUT A BOARD

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

(a) Supervisor recommendations - Each supervisor who has directly supervised the candidate (within the past two years) will submit a recommendation.

1. The supervisor recommendations will be submitted to the Division Commander for whom the candidate will work.

(b) Division Commander interview - The Division Commander will schedule interviews with each candidate.

1. Based on supervisor recommendations and those of the Division Commander after the interview, the Division Commander will submit his/her recommendations to the Chief of Police.

(c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training and at the discretion of the Chief of Police.

1002.3.4 SELECTION PROCESS WITH A BOARD

The Chief of Police may use an interview board for lateral transfers which consists of at least three members approved by the Chief of Police and chaired by a lieutenant (or higher). The chair will select the remaining board members (with approval from the Chief of Police). The other board members will include:

(a) Members will be from two different divisions.

(b) When possible, the board will include individuals who are experts in the field, or trained in the discipline that is under consideration.

(c) Board members will submit potential questions to the board chair for review. Final questions are confidential and will not be discussed by anyone with knowledge of them.

(d) Following completion of the candidate interview, the chair will forward recommendations from the board to the Chief of Police for consideration.

(e) The Chief of Police will make a final appointment.

1002.3.5 ROTATION MANDATES

Selected job assignments require minimum assignment periods or mandatory rotation in order that the agency may benefit from investments of specialized training for essential personnel. All positions requiring minimum or maximum periods of assignment shall be designated in the announcements of job openings. The Chief of Police reserves the right to establish minimum and

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maximum terms of service for selected duty assignment that may best serve the interests of the agency.

1002.4 CONFIDENTIALITY

Much information available to board members, assessors, test graders, and other personnel involved in the promotion, transfer, and rotation process is considered confidential. Such information, including written and verbal comments made during the board or assessment conferences are not discussed with any person except those with a valid need to know. Essential feedback will be related to applicants by the personnel authority.

1002.5 TRANSFERS

Transfers between sections within the same division and other changes of assignment that can be accomplished administratively are exempt from this policy.

Officers holding the rank of Major or above may be transferred as needed without a selection process at the direction of the Chief of Police.

1002.6 ELIGIBILITY LISTS

The use of eligibility lists to avoid the unnecessary repetition of lengthy selection processes may be considered by the Chief of Police on a case by case basis. Such lists may be valid for no longer than one (1) year. Such list may be nullified at any time by the Chief of Police.

1002.7 HIRING, PROMOTION, AND TRANSFER BOARDS

Hiring, promotion, and transfer boards will be coordinated through the division Majors. This is intended to ensure that policy and procedure are adhered to and properly documented.

The Administration Division Commander is responsible for:

(a) Preparing and distributing vacancy announcements. Personnel vacancy announcements shall include at least the opening and closing dates, minimum qualifications, duties, responsibilities, and the selection proce.

(b) Maintenance of designated documentation regarding the process

1002.8 EMPLOYEE STEP PLAN

Commissioned employees who are hourly and full-time communications employees of the OU Police Department have the ability to progress through a number of steps within the non-administrative ranks of the department. For commissioned personnel, these include Police Officer, Corporal, Sergeant, Master Sergeant and Lieutenant. For communications personnel, these include Police Communications Officer (PCO), Master Police Communications Officer (MPCO), and Lead Police Communications Officer (LPCO). Administrative personnel and Community Service Officers (CSOs) of all CSO workgroups are not covered by this policy.

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1002.8.1 GENERAL INFORMATION
Progression from one step to another is not automatic.
1. Advancement between steps will be carefully managed within budgetary requirements and departmental needs of the University of Oklahoma Police Department.
2. To advance, the employee must have assumed a greater level of responsibility.
3. To advance, the employee must have obtained the requisite knowledge and experience.
4. To advance, the employee must have satisfactory University performance evaluations for the period prior to the next step progression.
5. In the event that an employee does not have a satisfactory University performance evaluation, that evaluation year will not count as a satisfactory year of service.
6. Pay increases must be within pay guidelines determined by a vice president, provost, president, and/or the board of regents.
7. Classification of new positions, reclassifications of existing positions, movement to new pay bands or to another job family requires a Position Description Questionnaire.
8. The Chief of Police may, at her/his discretion, suspend the employee step plan due to budgetary constraints.

1002.8.2 REQUEST REVIEW
Step progression is dependent on completion of the criteria required and recognition of that completion by a committee assigned to review requests for step increases.

1002.8.3 BREAKS IN SERVICE
As mandated by OU personnel policy, personnel who leave OUPD in good standing and return within 90 days will be reinstated at the step level held prior to leaving.

1002.8.4 CAREER TRACK
The steps for commissioned hourly employees and communications personnel follow a specified career track.

1002.9 PROMOTIONAL REQUIREMENTS
Requirements and information regarding any promotional process are available upon request.

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Grievances and Staff Dispute Resolution

1003.1 PURPOSE AND SCOPE

The OU Staff Handbook provides the guidelines for filing a grievance or dispute resolution request for employees of the University an opportunity to address and resolve disputes arising out of working conditions, employment practices, or application of policy.

1003.2 POLICY

It is the policy of the University of Oklahoma Police Department that items that meet the subject matter of grievances or dispute resolutions will be handled under the University of Oklahoma Norman Campus' staff handbook, grievance and staff dispute resolution procedures.

1003.3 PROCESS

The specific processes for grievances and/or staff dispute resolution requests are outlined in the current University of Oklahoma Staff Handbook, located on the OU Human Resources web page.

(a) Refer to section 5.25 of the OU Staff Handbook for the Grievance procedure for Equal Opportunity.

(b) Refer to section 3.21 of the OU Staff Handbook for the Staff Dispute Resolution policy/ procedure.

1003.4 GRIEVANCE RECORDS

The OU Office of Human Resources and/or the University's Office of Equal Opportunity/Title IX has a process for handling, storage, and dissemination of records pertaining to a grievance or staff dispute resolution.

1003.5 POLICY OR TRAINING IMPLICATIONS

If an employee who participates in the grievance review process identifies any issue that may warrant an immediate revision to this Policy Manual, a procedural change or an immediate training need, the employee should promptly notify the Chief of Police in the memorandum.

1003.6 GRIEVANCE AUDITS

The Deputy Chief of Police should perform an annual audit of all grievances filed the previous calendar year by OUPD employees, to evaluate whether any change in policy, procedure or training may be appropriate to avoid future grievances. The Deputy Chief of Police should record these findings in a confidential memorandum to the Chief of Police without including any identifying information about any individual grievance.

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Anti-Retaliation

1004.1 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.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

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, state and local law, ordinance or employment agreement.

1004.2 POLICY

The University of Oklahoma 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.

1004.3 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.

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1004.4 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 University Director of Human Resources.

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 or 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.

1004.5 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.

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1004.6 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.

1004.7 RECORDS RETENTION AND RELEASE

The Chief of Police or authorized designee shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1004.8 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

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Reporting of Arrests, Convictions and Court Orders

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the University of Oklahoma Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1005.2 POLICY

The University of Oklahoma Police Department requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

1005.3 DOMESTIC ABUSE CONVICTIONS AND COURT ORDERS

Federal and Oklahoma law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. 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; 21 O.S. § 1290.10).

All members and retired officers with identification cards/Commission Cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing firearms 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.

1005.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Members shall report arrests, prosecutions, diagnoses or detentions that may lead to the revocation of their CLEET certification. This may involve (70 O.S. § 3311(J)(1)):

(a) A felony or domestic abuse offense.

(b) A misdemeanor involving moral turpitude.

(c) An emergency detention or a diagnosis of a mental illness, condition or disorder by a licensed physician, psychologist, or a licensed mental health professional as a substantial disorder of thought, mood, perception, psychological orientation or memory that significantly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life.

(d) Entry of a final order of protection against a member.

(e) Any violation of the Oklahoma Private Security Licensing Act.

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Reporting of Arrests, Convictions and Court Orders

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 this department may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1005.5 REPORTING

All members and all retired officers with identification cards/Commission Cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing of any past or current criminal detention, arrest, charge or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

All members and all retired officers with identification cards/Commission Cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired officer from possessing a firearm or requires suspension or revocation of applicable CLEET certification.

Any member whose criminal arrest, conviction or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined. This includes, but is not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any employee failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired officers may have their identification cards/Commission Cards rescinded or modified, as may be appropriate (see the Retiree Concealed Firearms Policy).

1005.5.1 NOTIFICATION REQUIREMENTS

The Administration Division Commander shall make notifications to CLEET regarding the resignation or termination regarding any current officer in accordance with the Personnel Complaints Policy.

Officers shall immediately notify CLEET if they are arrested or if criminal proceedings are initiated against them. Notice shall also be required if an emergency or a final victim protective order has been issued against the officer (70 O.S. § 3311(J)(14); OAC 390:10-1-8).

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Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace. This policy meets the statutory requirement setting forth the specifics of a drug- or alcohol-testing program (40 O.S. § 555).

1006.2 POLICY

It is the policy of the University of Oklahoma Police Department to provide a drug- and alcohol-free workplace for all members. Employees of OUPD are subject to the guidelines presented by the University of Oklahoma Human resources department on alcohol and drug abuse in the workplace.

1006.3 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. Such use shall not be tolerated (41 USC § 8103).

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 Shift Supervisor 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 the Work Restrictions section in this policy).

1006.3.1 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.

Possession of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1006.4 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.

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 on-duty member is impaired due to drug or alcohol use.

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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).

1006.5 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 Human Resources Department, 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.

1006.6 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.

1006.7 SCREENING TESTS

The Department may request or require an individual to undergo drug or alcohol testing under the following circumstances (40 O.S. § 554):

(a) The supervisor reasonably believes that an employee may be under the influence of drugs or alcohol, based on, but not limited to, the following:

1. Drugs or alcohol on or about the employee’s person or in the employee's vicinity.
2. Conduct by the employee suggests impairment or influence of drugs or alcohol.
3. A report of drug or alcohol use while the employee is at work or on-duty.
4. Information that an employee has tampered with drug or alcohol testing.
5. Negative performance patterns.
6. Excessive or unexplained absenteeism or tardiness.

(b) The employee or another person has sustained a workplace injury or property has been damaged.

(c) For a period of up to two years commencing with an employee’s return to work following a positive test or participation in a drug- or alcohol-dependency treatment program.

(d) An employee transfers or is reassigned to a different position or job.

(e) Following a conditional job offer.

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1006.7.1 ADDITIONAL SCREENING TESTS OF SAFETY-RELATED EMPLOYEES

The Department may also request or require employees who are officers, have drug interdiction responsibilities, are authorized to carry firearms or are engaged in activities which directly affect the safety of others to undergo drug or alcohol testing under the following circumstances (40 O.S. § 554):

(a) As part of the employee's routinely scheduled fitness-for-duty medical examination or other routinely scheduled testing.

(b) In connection with the employee's return to duty from a leave of absence.

(c) Under a random testing program of employees.

1006.7.2 SUPERVISOR RESPONSIBILITIES

The command supervisor or authorized designee 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.

1006.7.3 DISCIPLINE

An employee may be subject to disciplinary action if he/she (40 O.S. § 562):

(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.

(c) Violates any provisions of this policy.

1006.7.4 SAMPLE COLLECTION AND TESTING

The following apply to the department's drug- and alcohol-testing procedures:

(a) An employee or applicant has the right to refuse a test but the consequences of a refusal may result in discipline, up to and including termination of employment, or a decision not to hire the applicant (40 O.S. § 554; 40 O.S. § 562).

(b) A confirmed positive test may result in discipline, up to and including termination of employment, or a decision not to hire the applicant (40 O.S. § 554; 40 O.S. § 562).

(c) An employee or job applicant will have the opportunity to provide notification of any information he/she considers relevant to the test, including currently or recently used prescription or non-prescription drugs (40 O.S. § 559).

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(d) An employee or job applicant will have the opportunity to explain a positive test result and may request and pay for a retest if requested within 24 hours of receiving notice of a positive test result (40 O.S. § 555; 40 O.S. § 556).

(e) All disciplinary procedural safeguards in this Policy Manual apply including the post-discipline appeal procedures (see the Grievances Policy).

(f) Employees and job applicants shall receive required written notice of the drug- and alcohol-testing procedures as set forth in 40 O.S. § 555.

(g) The safeguards of 40 O.S. § 559 and 40 O.S. § 560 will be followed for any testing.

1006.8 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).

1006.9 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, a member's explanation of test results and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member's confidential medical file in accordance with the Personnel Records Policy (40 O.S. § 555).

Drug and alcohol test results and related information shall be made available for inspection and copying upon request by the applicant or employee and may be released to others pursuant to 40 O.S. § 560 and 40 O.S. § 562.

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Leave

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of leave. The accrual of leave for eligible employees is detailed in the University Staff Handbook.

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).

1007.2 POLICY

It is the policy of the University of Oklahoma Police Department that its employees accrue or use leave in accordance with the guidelines set forth by the University of Oklahoma.

1007.3 REQUESTING LEAVE

Employees wanting to schedule leave will submit a request to their immediate supervisor, through the department's scheduling software or on a written form. The employee is eligible to take the leave only after he or she is informed it is approved.

After reporting for duty, if the employee desires to take a portion of the workday off he/she may contact their immediate supervisor for approval. If the leave is approved it will be noted on the department's scheduling software and the employee’s timesheet. Leave taken without proper notification and authorization will be subject to disciplinary action(s).

1007.3.1 UNSCHEDULED LEAVE NOTIFICATION

All members should notify the Shift Supervisor or appropriate supervisor as soon as they are aware that they will not be able to report to work. At a minimum, members shall make such notification no less than one hour, but preferably at least four (4) hours, 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, provide the Department with no less than 14-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.

1007.4 TYPES OF LEAVE

The following categories of leave are addressed in the University handbook.

1. Scheduled Leave
2. Holiday
3. On the Job Injury
4. Military Leave

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5. Leave Without Pay
6. Administrative Leave
7. Family Medical Leave Act (FMLA)
8. Jury duty

There is no difference between sick leave and leave. Leave will be generally used in this order, compensatory time, holiday then vacation.

1007.5 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Refer to the University of Oklahoma, Human Resources web site for information on the Family and Medical Leave Act.

1007.6 EXTENDED ABSENCE

Nothing in this section precludes a supervisor from requiring, with cause, a physician's statement supporting the need to be absent and/or the ability to return to work.

1007.7 ADMINISTRATIVE LEAVE

Administrative leave is not intended as a punitive action, rather a method to temporarily relieve an employee of normal work responsibility regardless of the reason.
Individuals placed on administrative leave with pay, shall receive normal pay and benefits.

(a) May be temporarily transferred to a division other than their regular assignment.

(b) Must be immediately available during his or her assigned hours of duty and must respond to telephone and/or other communication methods when not assigned to official police-related duties.

The Chief may place an employee on administrative leave with pay or without pay for any valid cause.

A supervisor may place any subordinate member on administrative leave with pay for any just cause for the balance of any work shift already commenced plus one full work day. If the member being suspended has not reported for work, then only one full work day can be assessed. The supervisor shall notify his/her chain of command of the action as soon as reasonable.
Examples of just cause may include but not limited to:

(a) The employee was involved in a critical incident in which an individual incurred critical bodily injury or death.

(b) In the opinion of the supervisor, the employee is mentally or physically incapable of performing his/her regular duties.

(c) In the opinion of the supervisor, the employee has committed an act which interferes with the orderly and efficient administration of the Police Department.

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Decisions which may include deferment of police powers and recovery of police issued equipment and commission credentials will be so directed by the Chief of police or authorized designee.

The University may place employees on administrative leave for University closings.

1007.8 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 leave and absences are 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 the Human Resources Department as appropriate.

(c) Addressing absences and 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 use of leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

1007.9 LEAVE SHARING

Shared leave will be conducted in accordance with the University of Oklahoma policy on Shared Leave, which is placed in a pool for all university employees. An employee is generally not allowed to specify the recipient of their shared leave that is donated.

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Communicable Diseases

1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1008.1.1 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 University of Oklahoma Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1008.2 POLICY

The University of Oklahoma 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.

1008.3 EXPOSURE PREVENTION AND MITIGATION

1008.3.1 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; 40 O.S. § 403; OAC 380:40-1-2):

(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.

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(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.

1008.3.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions will be offered the HBV vaccination within one month of employment and may receive any routine booster at no cost (29 CFR 1910.1030; 40 O.S. § 403; OAC 310:670-5-8; OAC 380:40-1-2).

The vaccination program for members who may act as first responders shall be implemented as appropriate under 63 O.S. § 682.1.

1008.4 POST EXPOSURE

1008.4.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(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 practical.

(d) Officers who have been contaminated must take reasonable precautions to prevent further contamination of vehicles, equipment, and other personnel.

1008.4.2 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; 40 O.S. § 403; OAC 380:40-1-2):

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(a) Name of the member exposed

(b) Date and time of incident

(c) Location of 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 complete an Oklahoma Health Department Communicable Disease Risk Exposure Report (Form 207) for each incident and submit to the appropriate Division Commander. The Division Commander shall ensure the report is submitted in accordance with OAC 310:555-1-4.

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 Work-Related Illness and Injury Reporting and Illness and Injury Prevention policies).

1008.4.3 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.

The Shift Supervisor should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(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 Shift Supervisor.

1008.4.4 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; 40 O.S. § 403; OAC 380:40-1-2).

1008.4.5 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.

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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 directly or through:

1. Notification through public health reporting and disclosures (63 O.S. § 1-502.1).
2. Notice to persons in contact with infected inmates pursuant to 63 O.S. § 1-523.

(b) An order by the local health officer for an examination for tuberculosis pursuant to 63 O.S. § 1-402.

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 Univesity's attorneys to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1008.5 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). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1008.6 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The University of Oklahoma Environmental Health and Safety Office (EHSO) sends out notices on an annual basis reminding employees that they are due for training. Employees shall complete training as required to remain in compliance with requirements from the OU EHSO office. The training (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(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.

(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.

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Smoking and Tobacco Use

1009.1 PURPOSE AND SCOPE

The purpose of this policy is to foster a healthier environment for students, faculty, staff and visitors on the University of Oklahoma campuses by minimizing tobacco use, which is the leading cause of death in Oklahoma and the United States. The policy is designed to prevent or reduce exposure of individuals to secondhand smoke, and to help reduce tobacco use among OU students and employees. The policy is not intended to be judgmental of individual lifestyle choice or to be punitive towards any individual or group.

This policy is subject to all applicable laws and regulations and recognizes exceptions contained therein, including an exception allowing tobacco use for religious or ceremonial purposes.

1009.2 POLICY

The use of all tobacco products including but not limited to cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, and vaping devices is prohibited anywhere on university grounds or campuses.

(a) Vaping devices are prohibited in any buildings or portion thereof owned, leased, operated by the university, including OU housing/apartments, athletic facilities, within any OU parking structure, in any vehicle owned or leased by the university, or on the OU grounds or campus, including but not limited to public or non-public areas, offices, restrooms, stairwells, driveways, sidewalks, etc.

(b) This policy applies to all persons on campus, including but not limited to students, faculty, staff, contracted personnel, vendors, and all visitors to the OU campus. The policy applies to all university events.

(c) The sale of tobacco products, electronic cigarettes, and vaping devices on university property is prohibited.

1009.3 COMPLIANCE AND ENFORCEMENT

Compliance with this policy by all students, employees, and visitors to the campus is expected based upon our commitment to a healthy environment on campus, and our responsibility to protect individuals from the adverse health effects of exposure to second hand smoke. This depends on the consideration and cooperation of both users and non-users of tobacco, electronic cigarettes, or vaping devices. All members of the university community share the responsibility of adhering to and enforcing the policy and have the responsibility for communicating the policy to visitors in a courteous and considerate manner. Any complaints should be brought to the attention of the appropriate university administrative personnel.

Non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to the disciplinary process.

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1009.4 SIGNAGE

Signs shall be posted at entrances to department facilities where smoking is prohibited stating that smoking is prohibited and that the indoor environment is free of tobacco smoke or that a smoke free environment is provided pursuant to 63 O.S. § 1-1525 and OAC 310:355-17-1.

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Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the University of Oklahoma 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.

1010.2 POLICY

The University of Oklahoma 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 and municipal and county rules and the requirements of any employment agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or 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.

1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Shift Supervisor 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 Deputy Chief's Office, depending on the seriousness and complexity of the investigation.

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 Deputy Chief's Office, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

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1010.3.2 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 (see also the Notification to Council of Law Enforcement Education and Training (CLEET) section in this policy).

1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.4.1 COMPLAINT FORMS
Personnel complaint forms will be accessible through the department website. Forms may also be available at other department facilities.

1010.4.2 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.

1010.5 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. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1010.6 ADMINISTRATIVE INVESTIGATIONS
Allegations of misconduct will be administratively investigated as follows.

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1010.6.1 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 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 Division Commander of the accused member, via the chain of command, who will determine who will have responsibility for the investigation.

(b) Responding to all complaints/complainants in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.

    1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint, when practicable.

    2. 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 appropriate Division Commander.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Shift Supervisor and Deputy Chief of Police are notified via the chain of command as soon as practicable.

(e) Promptly contacting the OU Office of Equal Opportunity/Title IX Office 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 Deputy Chief, through the chain of command, 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, where practicable.

(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.

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(j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1010.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Deputy Chief's Office, 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 University of Oklahoma 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.

1. Prior to any interview or special examination, the employee shall receive a confidential written notification of the complaint. This notification will include a copy of the original complaint or a summary adequately listing the relevant facts and a reference to the employee's rights and responsibilities during the investigation.

(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.

(a) 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 member has been given a Garrity advisement. 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).

(b) No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

See attachment: OUPD Garrity Warning_2020.pdf

(a) The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously

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interviewed, a copy of that recorded interview should be provided to the employee prior to any subsequent interview.

(b) 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.

(c) All employees shall provide complete and truthful responses to questions posed during interviews.

(d) 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.

1010.6.3 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.

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.

1010.6.4 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.

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Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

Policy Failure - when the investigation determines that a flaw in policy or other written guidance (including the lack of adequate written guidance) was the underlying cause of the incident.

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.

1010.6.5 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.

1010.7 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.

(a) When departmental assets are secured in a personal secure storage container on department premises, the member will provide a key to his/her immediate supervisor or make other mutually-satisfactory arrangements to guarantee access in the member's absence or unavailability.

Such areas may also be inspected to ensure compliance with neatness standards and restrictions on use.

(a) Reasonable notice of inspections will normally be provided.

1010.8 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 an alternate duty during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

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1010.9 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 University of Oklahoma 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.

1010.10 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.

1010.10.1 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.

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.

1010.10.2 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

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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 in recommending the proposed discipline.

(b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.

1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.

2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

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.

1010.10.3 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.

1010.11 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.

(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.

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1010.12 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.

1010.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any employment agreement and/or personnel rules.

1010.14 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.

In cases where an individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate, the probationary period may be extended at the discretion of the Chief of Police.

1010.15 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.

1010.16 NOTIFICATION TO COUNCIL OF LAW ENFORCEMENT EDUCATION AND TRAINING (CLEET)

The Chief of Police or the authorized designee shall notify CLEET:

(a) Whenever any officer resigns or is terminated. The notification shall be made within 10 days of the resignation or termination or within 30 days if the officer was under investigation (70 O.S. § 3311(H); 70 O.S. § 3311(J)(8)).

(b) When any civil proceeding or lawsuit is initiated against an officer that relates to matters under the purview of CLEET pursuant to 70 O.S. § 3311. The notice must be sent no later than 10 days after the officer is served with notice of the proceeding (OAC 390:10-1-8).

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Seat Belts

1011.1 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.

1011.1.1 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 (47 O.S. § 12-414).

1011.2 POLICY

It is the policy of the University of Oklahoma Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1011.3 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 those who are not members of the Department, are properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, or medical condition, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement. Exceptions do not include a nonspecific belief that an unusual event could occur.

1011.4 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with 47 O.S. § 11-1112.

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 air bag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

Except in exigent circumstances, children should not be transported in the same police vehicle at the same time adult prisoners are being transported.

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1011.5 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.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

Lengthy transports of prisoners, suspects, or arrestees (Extraditions) are usually performed by the local County Sheriff's Office. If a member encounters a situation where a lengthy transport of a prisoner is anticipated and the need for security during rest, meal, or refueling stops is anticipated, the member shall seek guidance from the Shift Supervisor.

1011.6 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.

1011.7 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.

1011.8 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.

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Body Armor

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to provide officers with guidelines for the proper use of body armor.

1012.2 POLICY

It is the policy of the University of Oklahoma 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.

1012.3 ISSUANCE

The Support Division Commander shall ensure that body armor is issued to all officers and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

Body armor shall be issued when an officer begins service at the University of Oklahoma Police Department and shall be replaced when the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

The Chief of Police may authorize issuance of body armor to uniformed, non-sworn members whose jobs may make wearing of body armor advisable.

1012.3.1 USE

Generally, the required use of body armor is subject to the following:

(a) Members shall only wear department-approved body armor.

(b) Members shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action.

(c) Members shall wear body armor when working in class B uniform, when working patrol or special events, or when taking part in department range training.

(d) Members are not required, but are encouraged to wear body armor when they are functioning primarily in an administrative, non-range training assignment, or support capacity and would not reasonably be expected to take enforcement action.

(e) Members shall wear body armor when assigned to dignitary protection and other similar special details.

(f) Officers may be excused from wearing body armor when they are involved in undercover or plainclothes work that their 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.

1. In those instances when body armor is not worn, officers should have reasonable access to their body armor.

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1012.3.2 INSPECTION
Supervisors should ensure through routine observation and periodic documented inspections that body armor is worn in accordance with this policy.

1012.3.3 CARE AND MAINTENANCE
The required care and maintenance of body armor is subject to the following:

(a) Members are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.

1. Unserviceable body armor shall be reported to the supervisor.

(b) Members are responsible for the proper storage of their body armor.

1. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.

(c) Members are responsible for the care and cleaning of their body armor pursuant to the manufacturer's care instructions.

1. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.

2. Failure to follow manufacturer's care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.

(d) Body armor should be replaced in accordance with the manufacturer's recommended replacement schedule, or when its effectiveness or functionality has been compromised.

1012.4 RANGEMASTER RESPONSIBILITIES
The responsibilities of the Rangemaster include, but are not limited to:

(a) Monitoring technological advances in the body armor industry for any appropriate changes to department-approved body armor.

(b) Assessing the level of weapons and ammunition currently utilized by the public and the suitability of approved body armor to protect against those threats.

(c) Educating officers about the safety benefits of wearing body armor.

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Personnel Records

1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1013.2 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 Oklahoma (51 O.S. § 24A.7).

1013.3 DEPARTMENT FILE

The department file shall be maintained in a secured location. 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) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.

(c) Original performance evaluations. These should be permanently maintained.

(d) Discipline records, including copies of any positive discipline.

(e) Commendations and awards.

(f) Documentation of a member's decision to participate or not participate in promotional processes.

(g) Individually separable documentation relating to the member's selection and hiring, including criminal and driver record checks; reference checks; credit checks; documentation of prior training or certification, military service, and education; and background investigation results.

(h) A signed copy of the Oath of Office.

(i) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1013.3.1 EMERGENCY CONTACT INFORMATION

In order for the agency to provide emergency response beyond the capability of those personnel on duty at the time of an occurrence, it is imperative that we have the ability to contact off-duty personnel to initiate a recall. This necessitates that each member provide to the agency their home or cellular telephone number and residence address as well as any additional contact information required to enable recall contact.

The potential for an incapacitating injury is inherent to public safety employment. To enable the department to obtain appropriate and adequate emergency care for a member rendered unable to provide sufficient information to enable medical staff to provide care, it is necessary that each

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member place basic emergency notification and medical information on file with the agency beforehand.

1013.4 SUPERVISOR FILE

Supervisor files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The supervisor 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.

1013.5 TRAINING FILE

An individual training file shall be maintained by the Administrative Lieutenant 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, including mandated annual qualification. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) It shall be the responsibility of the involved member to provide the Administrative Lieutenant or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Administrative Lieutenant or supervisor shall ensure that copies of such training records are placed in the member’s training file.

Upon a member's separation from the department, the training file will be submitted for inclusion in the permanent personnel file.

1013.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Deputy Chief's Office 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 Deputy Chief's Office.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition.

1013.7 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).

(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.

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(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.

1013.8 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 OU Board of Regents, City Attorney or other attorneys, Command Staff, or representatives of the University in connection with official business.

1013.8.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Chief of Police.

Upon receipt of any such request, the Chief of Police shall notify the affected member as soon as practicable that such a request has been made.

The Chief of Police 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.

1013.8.2 RELEASE OF PERSONNEL INFORMATION

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.

1013.9 MEMBER ACCESS TO THEIR PERSONNEL RECORDS

Any member may request access to his/her own personnel records except for those records made confidential by statute, during the normal business hours of those responsible for maintaining such files (51 O.S. § 24A.7).

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Members may view their files only in the presence of a Command Staff member or the managerial associate.

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.

Any member may submit a document they wish to be included in their personnel record by submitting the document along with a written request to the Chief of Police through the chain of command. The Chief of Police will approve or disapprove the request.

Any member may request that any error in their personnel file be corrected.

(a) All such requests must be submitted in writing, via the writer's chain-of-command to the Chief of Police, specifically identifying the document(s) and error(s) to be corrected and the nature of the desired correction.

(b) The Chief of Police shall inform the submitting member of his/her decision regarding correction.

(c) The Chief's decision is final.

(d) Documents corrected with the Chief's approval shall be marked "corrected" with the date of correction indicated, and a copy of the corrected document(s) provided to the requesting member.

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,

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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.

(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1013.9.1 OTHER ACCESS TO MEMBER PERSONNEL RECORDS

An employee's personnel file may be accessed by their supervisor when the need is valid and can be articulated. Permission may be granted by the Chief of Police, the Deputy Chief of Police, or the subject employee's Division Commander.

1013.10 RETIREMENT AND INSURANCE

Items that fall under Insurance and University retirement subject matters, will be handled under the University of Oklahoma Norman Campus policies and procedures as found in the OU Staff Handbook.

1013.10.1 CUSTODY AND POSSESSION OF SIDEARM AND BADGE UPON RETIREMENT OR DEATH

Effective November 1, 2021 - In accordance with Oklahoma State Statue 74 O.S. § 150.23, A campus police officer, as defined in Section 360.16 of this title...**shall** be entitled to receive, upon retirement by reason of length of service, the continued custody and possession of the sidearm and badge carried by such officer, investigator or agent immediately prior to retirement, and/or

An officer **may** be entitled to receive, upon retirement by reason of disability, the continued custody and possession of the sidearm and badge carried by such officer or agent immediately prior to retirement upon written approval of the applicable Director of the appropriate Bureau, Department, Commission or district attorney, and/or

Custody and possession of the sidearm and badge of an officer who dies while employed **may** be awarded by the applicable Director of the appropriate Bureau, Department, Commission or office to the spouse or next of kin of the deceased officer, investigator or agent.

(a) Retirement by reason of length of service for eligible members shall be determined by the rules at least one of the the retirement systems the member participates in.

1. Oklahoma Law Enforcement Retirement System (OLERS)

(a) After completing 20 years of vested service, or

(b) After attaining age 62 with 10 years of vested service.

2. Oklahoma Teachers' Retirement System (OTRS)

(a) Rule of 80

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1. OTRS members who joined prior to July 1, 1992, can retire with full benefits from Teachers' Retirement System by reaching one of the following:
    (a) When age plus years of OTRS service credit equal 80 or more (Rule of 80).
    (b) Age 62 with at least 5 years of OTRS service credit

(b) Rule of 90

1. OTRS members who joined on or after July 1, 1992, can retire with full benefits from Teachers' Retirement System by reaching one of the following:
    (a) Age 62 with at least 5 years of OTRS service credit
    (b) When age plus years of OTRS service credit equal 90 or more (Rule of 90).

(c) New Rule of 90

1. OTRS members who joined on or after November 1, 2011, can retire with full benefits from Teachers' Retirement System by reaching one of the following:
    (a) Age 65 with at least 5 years of OTRS service credit
    (b) Age 65 with at least 7 years of OTRS service credit (members who joined after November 1, 2017)
    (c) When age plus years of OTRS service credit equal 90 or more (New Rule of 90), with a minimum age of 60.

3. The University of Oklahoma Retirement Plan
    (a) Age 62 with at least 10 years of OU benefits-eligible service, or
    (b) When age plus (at least ten) years of benefits-eligible OU service equal 80 or more (Rule of 80), or
    (c) Any age with 25 years of benefits-eligible OU service, or
    (d) An employee is eligible to apply for disability retirement with OU at any age with at least 10 years of benefit-eligible OU service.

(b) The replacement value of the badge and sidearm awarded to the eligible retired member shall be reported to the OU payroll office as a non-cash benefit with any taxes due being the responsibility of the retiring member.

(c) Legal transfer of the sidearm awarded to an eligible retired member shall be completed through a Federal Firearms License (FFL) holder.

1. Any costs associated with the transfer shall be the responsibility of the retired member or deceased member's spouse/next-of-kin.

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1013.11 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

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Request for Filling of Vacant Assignments

1014.1 PURPOSE AND SCOPE

This policy establishes guidelines for department members to request a change of assignment in response to an announced vacancy.

1014.2 POLICY

It is the policy of the University of Oklahoma Police Department that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1014.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment shall submit a request memorandum through the chain of command to the Chief of Police.

The change of assignment request memo provides members with the opportunity to list their qualifications for specific assignments. It should include:

(a) The member's relevant experience, education and training.

1014.4 RESPONSIBILITIES

1014.4.1 SUPERVISORS

Upon receipt of a change of assignment request document, the supervisor shall make appropriate comments in the space provided on the document and forward it to the member's Division Commander.

In the case of patrol officers, the Shift Supervisor shall make appropriate comments on the form regarding his/her recommendation and forward the request to the Division Commander.

1014.4.2 DIVISION COMMANDERS

The Division Commander will review all change of assignment requests and submit his/her recommendation to the Chief of Police.

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Commendations and Awards

1015.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the University of Oklahoma Police Department and individuals from the community.

1015.2 POLICY

It is the policy of the University of Oklahoma 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.

1015.3 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.

1015.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

(a) Superior handling of a difficult situation.

(b) Conspicuous bravery or outstanding performance.

(c) Any action or performance that is above and beyond typical duties.

1015.4.1 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.

1015.4.2 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

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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.

1015.4.3 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. A copy of the documentation will then be returned to the managerial associate 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 appropriate 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 may be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1015.5 AWARDS

Awards may be conferred on any active or honorably retired member of the Department, their family members, and individuals from the community.

Criteria for each award and the selection, presentation and display of any award are determined by the Chief of Police.

1015.5.1 MEDALS

Police Cross

(a) Ribbon on Medal: Black

(b) Bar: None

(c) Description of Circumstances: To be awarded posthumously to an officer who dies in the performance of duty under honorable circumstances.

Police Medal of Honor

(a) Ribbon on Medal: Red over white over blue

(b) Bar: Red over white over blue with gold trim

(c) Description of Circumstances: May be awarded to an officer who voluntarily distinguishes him/herself conspicuously by gallantry and extraordinary heroism of such a nature that the officer was fully aware of the imminent threat to his/her personal safety.

Police Medal of Valor

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(a) Ribbon on Medal: White over red

(b) Bar: White over red with gold trim

(c) Description of Circumstances: May be awarded to an officer for an act of outstanding bravery or heroism through which the recipient demonstrates to a great degree characteristics of selflessness, personal courage, and devotion to duty.

Purple Heart

(a) Ribbon on Medal: Purple

(b) Bar: White with gold trim with purple vertical lines and purple heart

(c) Description of Circumstances: May be awarded to any OUPD member who is seriously injured (required emergency medical attention and was potentially life threatening or career ending) while in the performance of his/her duties, and acting within agency guidelines when the injury occurred.

1015.5.2 RECOGNITION BARS

Police Commendation Bar

(a) Bar: Red with gold trim and two vertical blue lines

(b) Description of Circumstances: May be presented to a member who has voluntarily and intelligently performed an act of extraordinary value to the public safety profession or achieved accomplishments through extraordinary faithfulness or perseverance.

1. Accumulation of ten (10) letters of Commendation will automatically nominate the member for this award.

Lifesaving Award Bar

(a) Bar: Blue with gold trim, two red vertical stripes and one center white stripe with red plus centered in bar

(b) Description of Circumstances: May be awarded in circumstances where the member prolonged an endangered human life to the extent that the victim was released to the care of medical or other providers even if that victim subsequently expired.

1. Documentation and supporting evidence must be included with recommendations for this award (statements from witnesses, medical providers, supervisors, etc.).

Chief's Award Bar

(a) Bar: Green with gold trim, two red vertical stripes and one center white stripe with red star centered in bar

(b) Description of Circumstances: May be presented to a member for an outstanding accomplishment which has resulted in improved administration, improved operation, or substantial savings in manpower or operational costs, where the recipient has gone above and beyond the requirements of the normal assignment to contribute to a more

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effective and efficient police service, or for outstanding police work which has brought a great credit to the department in a case of unusual public interest..

Community Service Award Bar

(a) Bar: Blue with one center white stripe and gold trim

(b) Description of Circumstances: May be presented to a member who has voluntarily and intelligently performed an act of extraordinary value to the public safety profession or achieved accomplishments through extraordinary faithfulness or perseverance.

Officer of the Year Award Bar

(a) Bar: Blue with gold trim, two red vertical stripes and one center white stripe with red laurel branches centered in bar

(b) Description of Circumstances: May be presented to a commissioned member, each calendar year, who has voluntarily and intelligently performed an act of extraordinary value to the public safety profession or achieved accomplishments through extraordinary faithfulness or perseverance.

1015.5.3 CIVILIAN RECOGNITION PINS

Commendation Pin

(a) Lapel Pin: Red with gold trim and two vertical blue lines

(b) Description of Circumstances: May be presented to a member who has voluntarily and intelligently performed an act of extraordinary value to the public safety profession or achieved accomplishments through extraordinary faithfulness or perseverance.

1. Accumulation of ten (10) letters of Commendation will automatically nominate the member for this award.

Lifesaving Award Pin

(a) Lapel Pin: Blue with gold trim, two red vertical stripes and one center white stripe with red plus centered in bar

(b) Description of Circumstances: May be awarded in circumstances where the member prolonged an endangered human life to the extent that the victim was released to the care of medical or other providers even if that victim subsequently expired.

1. Documentation and supporting evidence must be included with recommendations for this award (statements from witnesses, medical providers, supervisors, etc.).

Timothy Sieger Memorial OUPD Civilian of the Year Award Pin

(a) Lapel Pin: Blue with gold trim, two red vertical stripes and one center white stripe with red laurel branches centered in bar

(b) Description of Circumstances: May be presented to a civilian member of the University of Oklahoma Police Department, each calendar year, who has conspicuously distinguished him/herself by exceptional conduct, outstanding performance, or

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extraordinary contributions in accomplishing the mission of the University of Oklahoma Police Department.

1015.5.4 OTHER AWARDS / DESIGNATIONS

Length of Service

(a) The University has a program to recognize length of service with an associated lapel pin beginning with the tenth anniversary and at five year increments thereafter until retirement.

(b) A plaque bearing appropriate inscription and emblems will be presented to members who voluntarily resign after having completed ten (10) or more years full-time service to the department.

Special Team/Unit and Specialty Bars

(a) As approved by the Chief of Police, special team/unit and specialty bars may be worn by employees currently assigned to a special team or specialty

Subsequent Awards

(a) Any member who earns subsequent recognition for any award already once conferred on that member will be issued only the appropriate documentation; no second award medal or bar will be conferred.

Foreign Awards

(a) Any member who has received an award as a member of another law enforcement organization is entitled to wear that award, with authorization from the Chief of Police, in accordance with the wear standards of this department.

Retirement of Badge Number

(a) The badge number assigned to any member killed in the line of duty will be retired from service.

(b) The Chief may retire the badge number of any member who has ended his/her service with the agency and is deemed to have performed in a manner worthy of permanent recognition.

1015.6 WEARING OF AWARDS

Members of the University of Oklahoma Police Department may only wear awards as authorized by the Chief of Police.

Only awards conferred during an employee's tenure with the University of Police Department may be worn unless otherwise authorized by the Chief of Police.

Awards are listed in this policy in the order of prominence (highest to lowest).

Special Team/Unit and Specialty bars are worn in alphabetical order below medals or recognition bars.

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1015.6.1 WEARING OF MEDALS
Authorized medals may be worn only on class A uniforms and around the officer's neck.

1015.6.2 WEARING OF MEDALS, RECOGNITION, SPECIAL TEAM/UNIT, SPECIALTY BARS, AND CIVILIAN RECOGNITION PINS
Authorized medal, recognition, special team/unit, specialty bars, will be worn on Class A uniforms and may be worn on Class B uniforms. They are not authorized for wear on Class C uniforms, specialty uniforms, or civilian clothing.

(a) The most prominent bar will be worn on the top row closest to the heart. The bars are to be centered over the name plate and (where possible) in rows of three. There are a maximum of three rows, and (where necessary) an irregular number of bars on a row will be centered and on the top of the holder.

(b) A backing device may be used to ensure a professional appearance.

Authorized civilian recognition pins are authorized for wear on issued uniform shirts, specialty uniforms, and certain civilian clothing.

(a) One recognition pin may be worn on the lapel of a suit, as a tie-tack.

(b) One recognition pin may be worn on the left and/or right collar (if wearing two) of an issued uniformed shirt

1. The pin will be affixed 3/4 inch from the front edge of the collar and 3/4 inch from the outside edge of the collar.

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Fitness for Duty

1016.1 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Department and the community. The purpose of this policy is to ensure that all members of this department remain fit for duty and able to perform their job functions.

1016.2 POLICY

The University of Oklahoma Police Department strives to provide a safe and productive work environment and ensure that all members of this department can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Department may require a professional evaluation of a member's physical and/or mental capabilities to determine his/her ability to perform essential functions.

1016.3 MEMBER RESPONSIBILITIES

It is the responsibility of each member of this department to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of his/her position.

During working hours, all members are required to be alert, attentive and capable of performing their assigned responsibilities.

Any member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a member believes that another department member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.4 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform his/her duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

(a) An abrupt and negative change in the member's normal behavior.

(b) A pattern of irrational conduct, hostility or oppositional behavior.

(c) Personal expressions of instability.

(d) Inappropriate use of alcohol or other substances, including prescribed medication.

(e) A pattern of questionable judgment, impulsive behavior or the inability to manage emotions.

(f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.

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1016.4.1 REPORTING

A supervisor observing a member, or receiving a report of a member, who is perceived to be unable to safely or effectively perform his/her duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document his/her observations and actions in a written report and inform the Shift Supervisor or the member's Division Commander.

1016.4.2 DUTY STATUS

In conjunction with the Shift Supervisor or the member's Division Commander, the supervisor should make a preliminary determination regarding the member's duty status.

If a determination is made that the member can safely and effectively perform the essential functions of his/her job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member's conduct or behavior represents an inability to safely and effectively perform the essential functions of his/her job, the Shift Supervisor or the member's Division Commander should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Chief of Police shall be promptly notified in the event that any member is relieved of duty.

1016.5 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

1016.5.1 PROCESS

The Chief of Police, in cooperation with the Human Resources Department, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Department with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Department will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member's confidential medical file.

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Fitness for Duty

Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Human Resources Department.

1016.6 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than:

- 16 hours in a one-day (24 hours) period
- 30 hours in any two-day (48 hours) period
- 84 hours in any seven-day (168 hours) period

Except in unusual circumstances, members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1016.7 APPEALS

Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Grievances Policy.

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Meal Periods and Breaks

1017.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the availability of meal periods and breaks.

1017.2 POLICY

It is the policy of the University of Oklahoma Police Department to provide meal periods and breaks to members of this department in accordance with the University personnel manual and the provisions of this policy.

1017.3 MEAL PERIODS

Uniformed Officers,dispatchers, and CSOs shall remain on-duty subject to call during meal periods. All other members are not on-call during meal periods unless directed otherwise by a supervisor.

Uniformed patrol and traffic officers shall request clearance from the dispatcher prior to taking a meal period. Uniformed officers shall monitor the police radio.

The time spent for the meal period shall not exceed the authorized time allowed.

(a) Hourly employees are authorized a 30-minute paid lunch period.

(b) Salaried employees are authorized a 1-hour unpaid lunch period.

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Lactation Breaks

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for the member's infant child.

1018.2 POLICY

It is the policy of the University of Oklahoma Police Department to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child for up to one year after the child's birth (29 USC § 207).

1018.3 LACTATION BREAK TIME

A rest period should be permitted each time the member 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 member'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 regularly scheduled and paid break time will be unpaid (40 O.S. § 435).

Members desiring to take a lactation break shall notify the dispatcher or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1018.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private (40 O.S. § 435). Such room or place should be in proximity to the member'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).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

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1018.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member's shift ends.

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Payroll Records

1019.1 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.

1019.2 POLICY

The University of Oklahoma Police Department maintains timely and accurate payroll records.

1019.3 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.

1019.4 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 University payroll procedures.

1019.5 RECORDS

The Administration Division Commander 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).

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Overtime Compensation

1020.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.).

1020.2 POLICY

The University of Oklahoma Police Department will compensate nonexempt employees who work authorized overtime either by payment of wages or by the accrual of compensatory time (29 CFR 553.22). Employees who are salary exempt from FLSA are not normally compensated for overtime worked, unless supplemental pay is authorized by the Chief of Police.

1020.3 COMPENSATION

Payment of wages to nonexempt employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment worked in excess of 40 hours per work week. (29 USC § 207(k)(2); 29 USC § 207(o)(1)).

Short periods of overtime worked at the end of the normal duty day (e.g., less than one hour in duration) may be handled informally by an agreement between the supervisor and the employee. In such cases, the supervisor shall document the overtime worked and schedule a subsequent shift adjustment within the same work period that the overtime was worked, rather than submit a request for overtime compensation (29 USC § 207(k)).

Salary exempt employees may be eligible for administrative leave, which may be granted at the discretion of the exempt employee's immediate supervisor.

A member who is called-back to duty during normal off-duty hours, which is not contiguous to their regular work shift, shall be compensated for a minimum call back of two (2) hours, unless advance notice was given (e.g. scheduled training, qualifications, etc.) when the member will be compensated for actual time worked. Members who are called on the telephone, while off-duty, to respond to official departmental matters shall be compensated for such time in no less than fifteen (15) minute increments unless the reason for the call is to clarify or rectify acts or omissions on the part of the member while they were on-duty.

Members, not on-duty, shall be compensated for a minimum of two (2) hours for Municipal and State District court appearances, and a minimum of four (4) hours for Federal District court appearances. Members who are subpoenaed to appear in-person in a Municipal, State District, or Federal District case during off-duty hours, and are either required to be on standby for that case, or is not notified of a cancelation or postponement of the case on or before the day preceding the day on which the case was scheduled, shall be compensated for one (1) hour of overtime.

1020.4 REQUESTS FOR OVERTIME COMPENSATION

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1020.4.1 EMPLOYEE RESPONSIBILITIES
Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Nonexempt employees shall:

(a) Obtain supervisory approval, verbal or written.

(b) Not work in excess of 16 hours, including regularly scheduled work time, overtime and extra-duty time, in any consecutive 24-hour period without Command Staff approval.

(c) Record the actual time worked in an overtime status using the department-approved form or method. Informal notations on reports, logs or other forms not approved for overtime recording are not acceptable.

(d) Submit the request for overtime compensation to their supervisors by the end of shift or no later than the next calendar day.

1020.4.2 SUPERVISOR RESPONSIBILITIES
Supervisors shall:

(a) Prior to authorizing an employee to work overtime, evaluate the need for the overtime.

    1. Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of department resources.

(b) Upon receipt of a request for overtime compensation, confirm that the overtime was authorized and then verify the actual time worked.

    1. Supervisors identifying any unauthorized overtime or discrepancy shall initiate an investigation consistent with the Personnel Complaints Policy.

(c) After verifying and approving the overtime amount, notify the employee's Division Commander for final approval.

    1. After the Division Commander has authorized compensation, the time sheet shall be submitted the managerial associate as soon as practicable

Supervisors may not authorize or approve their own overtime.

1020.5 ACCOUNTING FOR PORTIONS OF AN HOUR
Authorized work shall be accounted in the increments as listed:

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niversity of Oklahoma Fractional Hour Conversion Chart

E: The following chart must be followed in converting all fractional hours minutes to tenths for entry of time on the hourly time record. Fractions of our less than 6 minutes do not count.

ute	Tenths	Minute	Tenths	Minute	Tenths
	.0	21	.4	41	.7
2	.0	22	.4	42	.7
3	.0	23	.4	43	.7
4	.0	24	.4	44	.7
5	.0	25	.4	45	.8
6	.1	26	.4	46	.8
7	.1	27	.5	47	.8
8	.1	28	.5	48	.8
9	.2	29	.5	49	.8
0	.2	30	.5	50	.8
	.2	31	.5	51	.9
2	.2	32	.5	52	.9
3	.2	33	.6	53	.9
4	.2	34	.6	54	.9
5	.3	35	.6	55	.9
6	.3	36	.6	56	.9
7	.3	37	.6	57	1 hour
8	.3	38	.6	58	1 hour
9	.3	39	.7	59	1 hour
0	.3	40	.7	60	1 hour

1020.5.1 VARIATION IN TIME REPORTED

When two or more employees are assigned to the same activity, case or court trial, and the amount of time for which overtime compensation is requested varies among the officers, the Shift Supervisor or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

1020.6 REQUESTING USE OF COMPENSATORY TIME

Employees who have accrued compensatory time shall be allowed to use that time for time off within a reasonable period after making a request, if the request does not unduly disrupt department operations. Requests to use compensatory time will be submitted to the employee's supervisor at least 24 hours in advance of its intended use. Supervisors may make exceptions in unusual or extraordinary circumstances.

Compensatory time may not be used for time off for a date and time when the employee is required to appear in court on department-related matters. Supervisors shall not unreasonably deny employee requests to use compensatory time (29 CFR 553.25).

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Secondary Employment

1021.1 PURPOSE AND SCOPE

This policy provides guidelines for department members who seek to engage in authorized secondary employment and to ensure the Department has the necessary resources available to deliver police services..

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Primary Duty - The principal, main or regularly scheduled Departmental duty assignment of the employee.

Overtime Duty - Any overtime, or other than primary duty for which the employee volunteers or is mandated to work for the Department. Overtime employment includes traffic or special events, court or other extra duty for which the employee receives compensation from the University.

Secondary Employment - Any employment that is outside the scope of the employees' primary employment with the University of Oklahoma Police Department. Secondary employment shall include but is not limited to the following types of employment:

A. **Outside Employment** - Employment not directly related to the University of Oklahoma Police Department that is accomplished while off duty from an employee's position with the University o f Oklahoma Police Department, and for which the employee is compensated, that will not require the use, or potential use, of law enforcement powers by the police department employee.

B. **Extra-Duty Employment** - Any employment that is conditioned on the actual or potential use of law enforcement powers by the police department employee.

1021.2 POLICY

The primary duty responsibility for every Department member is with the University of Oklahoma Police Department. Regular assigned primary and overtime duty shall take precedence over secondary employment including any that has been approved or is pending. All members shall obtain written approval from the Chief of Police or the authorized designee prior to engaging in any outside employment or outside overtime. Approval of outside employment or overtime shall be at the discretion of the Chief of Police in accordance with the provisions of this policy. Failure to obtain prior written approval for outside employment that is prohibited by this policy, may lead to disciplinary action.

1021.3 SECONDARY AND OUTSIDE EMPLOYMENT

1021.3.1 REQUEST AND APPROVAL

Members must submit the designated secondary employment request form to their immediate supervisors at least seven days before the commencement of the employment. The request form will then be forwarded through the chain of command to the Chief of Police for consideration.

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If exigent circumstances exist, a Division Commander, or the Deputy Chief of Police may provisionally approve the request.

If approved, the member will be provided with a copy of the approved request form. Unless otherwise indicated in writing on the request form, approval for secondary employment will be valid through the end of the calendar year in which the request is approved. Members seeking to continue secondary employment must submit a new request form at the start of each calendar year.

University benefits may not apply to secondary employment. Members are urged to ensure that adequate indemnification for Worker's Compensation and Personal / Professional Liability is provided / addressed by the secondary employer.

Legal proceedings stemming from secondary employment may not be pursued while on-duty. Paid leave must be used by any employee compelled to be absent from duty as a rusult of legal action stemming from secondary employment.

See attachment: Secondary Employment Request_ Cancellation_ or Annual Review - Updated 08-27-20.pdf

1021.3.2 DENIAL

Any member whose request for secondary employment has been denied should be provided with a written notification of the reason at the time of the denial.

1021.3.3 REVOCATION OR SUSPENSION

Any member whose approval for secondary employment is revoked or suspended should be provided with a written notification of the reason for revocation or suspension.

Approval for secondary employment may be revoked or suspended by the Chief of Police:

(a) When a supervisor determines the member’s performance is failing to meet standards and the outside employment may be related to the deficient performance.

    1. Approval for the outside employment may be reestablished when the member’s performance has reached a satisfactory level and with his/her supervisor’s authorization.

(b) When a member’s conduct or secondary employment conflicts with department policy or any law.

(c) When the secondary employment creates an actual or apparent conflict of interest with the Department or University.

1021.3.4 APPEAL

If a member’s request for secondary employment is denied or if previous approval is revoked or suspended, the member may file a written notice of appeal with the Chief of Police within 10 days of receiving notice of the denial, revocation or suspension.

A revocation or suspension will only be implemented after the member has completed the appeal process.

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If the member's appeal is denied, he/she may file a grievance as provided in the Grievances Policy.

1021.3.5 CONTINUED SECONDARY EMPLOYMENT

Employees who desire continued secondary employment that was approved during a subsequent year must submit the appropriate request marked "annual review" in January of each year.

1021.4 SECONDARY EMPLOYMENT CONDITIONS

1021.4.1 LIMITATIONS

Secondary employment is subject to the following conditions::

(a) Employees are limited to five (5) hours of secondary employment in a 24 hour period where they are scheduled to perform their regularly assigned duties. Employees are limited to fifteen (15) hours of secondary employment in a 24 hour period where they are not scheduled to perform their regularly assigned duties.

(b) No employee shall receive payment for, or perform any function related to, their secondary employment while on-duty.

(c) Officers shall not be authorized to work secondary employment involving, or potentially involving, the use of law enforcement powers until the employee has completed their initial employment
probation.

(d) Officers shall not be authorized to work secondary employment while wearing Departmental uniforms or assigned weapons and equipment.

(e) Certain secondary employment may be approved under the authority of a separate government license or certification and will not be considered law enforcement related. The Department will require a copy of the license along with a signed release of liability for any secondary employment performed under such licensure or certification.

The department reserves the right to deny any request for secondary employment that involves:

(a) The use of department time, facilities, equipment or supplies.

(b) The use of the University of Oklahoma Police Department badge, uniform or influence for private gain or advantage.

(c) The member’s receipt or acceptance of any money or other consideration for the performance of duties or services that he/she would be required or expected to render in the course or hours of his/her employment, appointment or as a part of his/her regular duties.

(d) The performance of duties or services that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this department.

(e) Demands upon the member’s time that would render the performance of his/her duties for this department deficient or substandard.

(f) Activities that may conflict with any other policy or rule of the Department.

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(g) A threat to the dignity of the University of Oklahoma Police Department.

(h) Working in an establishment that is zoned as a bar. (Municipal Code: 22:450(7))

(i) A business with a history of selling, dispensing, or otherwise providing alcoholic and/or intoxicating beverages to underage and/or intoxicated persons.

(j) A business that grows or distributes medical marijuana, or transports currency from the sales of medical marijuana.

(k) Checking personal identification for the purpose of selling, dispensing or otherwise providing alcoholic and/or intoxicating beverages to any person.

Members are prohibited from being involved in the following:

(a) Collection agencies.

(b) Repossessions, process service, eviction notices, or bail bonds.

(c) Public conveyance for hire.

(d) A position where the employee's position, title, or uniform is used to endorse or promote a product.

(e) Private detective agencies.

(f) Full-time employment.

(g) A position that involves obtaining, sharing, or using Department information not available to the public.

1021.4.2 SECURITY AND PEACE OFFICER OUTSIDE EMPLOYMENT

No member of this department may engage in any secondary employment as a peace officer, private security guard, private investigator or other similar private security position, or as a bail bondsman or bail enforcer without prior approval.

1021.4.3 DEPARTMENT RESOURCES

Members are prohibited from using any department equipment or resources in the course of, or for the benefit of, any outside employment. This shall include the prohibition against any member using his/her position with this department to gain access to official records or databases of this department or other agencies.

1021.4.4 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If a member terminates his/her secondary employment, the member shall promptly submit written notification of such termination to the Chief of Police through the chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through the procedures set forth in this policy.

Members shall also promptly submit in writing to the Division Commander any material changes in secondary employment, including any change in the number of hours, type of duties or the demands of any approved secondaryemployment. Members who are uncertain whether a change in secondary employment is material are advised to report the change.

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1021.4.5 LEAVE OR RESTRICTED DUTY STATUS

Extra-Duty employment shall be prohibited for members who are placed on administrative assignment. Outside employment may be continued with approval from the Chief of Police.

Outside employment may be continued for members who are placed in a limited duty status with approval from the Chief of Police.

Members who are placed on leave or other restricted duty status shall inform their immediate supervisors in writing within five days as to whether they intend to continue their outside employment while on such leave or restricted status. The immediate supervisor shall review the duties of the outside employment, along with any related orders (e.g., administrative, medical), and make a recommendation to the Chief of Police regarding whether such employment should continue.

In the event that the Chief of Police determines that the outside employment should be discontinued, or if the member fails to promptly notify his/her supervisor of his/her intention regarding outside employment, a notice revoking approval of the outside employment will be forwarded to the member and a copy attached to the original outside employment request form.

Criteria for revoking approval due to leave or restricted duty status include, but are not limited to:

(a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the University's medical professional advisers.

(b) The outside employment requires performance of the same or similar physical ability as would be required of an on-duty member.

(c) The member’s failure to make timely notice of his/her intention to the supervisor.

When the member returns to full duty with the University of Oklahoma Police Department, a written request may be submitted to the Chief of Police to approve the outside employment request.

1021.5 ARREST AND REPORTING PROCEDURE

Any officer making an arrest or taking other official law enforcement action while working any secondary employment shall be required to complete all related reports in a timely manner pursuant to the Report Preparation Policy. Time spent on the completion of such reports shall be considered part of the secondary employment.

1021.6 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Division Commander, undercover officers or officers assigned to covert operations shall not be eligible to work extra-duty employment in a uniformed or other capacity that could reasonably disclose the officer's law enforcement status.

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Work-Related Illness and Injury Reporting

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries and occupational illnesses.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - Includes an injury to the body, or damage or harm to prosthetics, eyeglasses, contact lenses, or hearing aids, of which the major cause is an accident, cumulative trauma, or occupational disease arising out of the course and scope of employment. Does not generally include injuries related to violent acts that occur in the workplace but are not related to the employee's customary duties, injuries from horseplay, or injuries caused by the employee's misuse of alcohol or drugs (85A O.S. § 2).

1022.2 POLICY

The University of Oklahoma Police Department will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state workers' compensation requirements (85A O.S. § 3 et seq.).

1022.3 RESPONSIBILITIES

1022.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational illness 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.

1022.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness 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 University-wide injury- or illness-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.

The supervisor who receives a report of an occupational illness or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the University's risk management entity to ensure any required reporting is made to the Oklahoma Public Employees Occupational Safety and Health Division as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

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1022.3.3 MANAGERIAL ASSOCIATE'S RESPONSIBILITIES
The managerial associate shall forward copies of the report to the OU Office of Risk Managment. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1022.4 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented in a report.

The report shall indicate if the member desired no medical attention at the time of the report but does not preclude his/her ability to later seek medical attention.

1022.5 SETTLEMENT OFFERS

When a member sustains an occupational illness 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.

1022.5.1 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 illness 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 University to determine whether the offered settlement will affect any claim the University may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the illness or injury, and to protect the University's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

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Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the University of Oklahoma Police Department.

Requirements for department uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1023.2 POLICY

University of Oklahoma Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

1023.3 GROOMING

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief of Police has granted an exception.

1023.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

1023.3.2 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color so as to present a professional image. Any hairstyle shall be worn not to obstruct the member's vision to the front. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance.

Hairstyles for female department members, when working a field assignment and hair is longer than the bottom of the uniform or dress shirt collar, shall be pulled back and secured away from the face as to not obstruct the member's vision, and may be worn in a French-braid, braid, ponytail, or bun, provided it does not interfere with the wearing of articles of issued equipment including personal protective equipment (ballistic helmet, gas mask, etc.). Hair adornments (including but

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not limited to bobby pins, barrettes, and headbands) for female members should be of a neutral color and maintain a neat professional appearance.

1023.3.3 FACIAL HAIR

Full or partial beards, mustaches, sideburns, and eyebrows (facial hair) are authorized under the provisions of this policy, but patches or clumps of hair, and 5 O'clock shadows are not permitted.

Facial hair, if worn, shall be clean, neatly trimmed, of a natural hair color (or dyed to match the member's hair color), and must present a neat, professional, and symmetrical appearance. Under no circumstance will facial hair be trimmed, styled, or dyed to show a design or pattern, nor will it have braids, adornments, beads, etc. Further, the length of facial hair shall not extend farther than an inch below the jaw-line (the distance that the mass of facial hair protrudes from the skin of the face).

Any member electing to wear facial hair that would interfere with the seal or operation of an issued full-face respirator shall keep a functioning beard trimmer or razor at OUPD HQ at all times.

The Chief of police shall determine the appropriateness of facial hair and may require a member to trim their facial hair and/or may rescind the provisions of this policy at any time.

Academy rules on grooming and facial hair, if different from this policy, will apply to cadets and/or probationary commissioned officers while in the academy and will supersede the provisions of this policy.

1023.3.4 FINGERNAILS

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1023.4 APPEARANCE

1023.4.1 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. See the Uniforms and Civilian Attire Policy for jewelry specifications that apply while wearing the department uniform.

(a) Necklaces shall not be visible above the shirt collar.

(b) Earrings shall be small, worn only in or on the earlobe and only by female department members. Earrings shall be limited to no more than two earrings per ear, and no hanging or dangling earrings of any style are to be worn while on duty, either uniformed or in plain clothes.

(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.

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(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.

1023.4.2 TATTOOS, BRANDING, SCARIFICATION, BURNING

While on-duty or representing the University of Oklahoma Police Department in any official capacity, tattoos, branding, scarification, burning, or other body art shall conform to the criteria enumerated in this policy.

At no time while on-duty or representing the Department in any official capacity shall any tattoo, branding, scarification, burning, etc. be visible on the face or neck of any employee (does not include common cosmetic tattoos such as permanent eyebrows, make-up, skin discoloration repair, etc.), and/or any offensive tattoo, branding, scarification, burning, or body art be visible. Examples of offensive tattoos include, but are not limited to, those that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age, physical or mental disability, medical condition or marital status; those that exhibit gang, supremacist or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts or other obscene material.

(a) Questions of whether a tattoo, branding, scarification, burning,or body art is objectionable or offensive will be determined by the member's supervisor.

1. In cases where the employee does not agree with the supervisor's ruling, the Chief of Police will have final say on the matter.

1023.4.3 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the University of Oklahoma Police Department in any official capacity, that is a deviation from normal anatomical features and that 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 (i.e., foreign objects inserted under the skin to create a design or pattern).

(c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).

1023.4.4 DENTAL ORNAMENTATION

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the University of Oklahoma Police Department in any official capacity. Such ornamentation includes, but is not limited to:

(a) Objects that are bonded to front teeth.

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(b) Gold, platinum or other veneers or caps used for decorative purposes.

(c) Orthodontic appliances that are colored for decorative purposes.

1023.4.5 GLASSES AND CONTACT LENSES
Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the University of Oklahoma Police Department in any official capacity.

(a) Retention straps may be worn with sunglasses, prescription glasses, reading glasses, or protective lenses.

1023.4.6 COSMETICS AND FRAGRANCES
Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

1023.4.7 UNDERGARMENTS
Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

1023.5 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

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Uniforms and Civilian Attire

1024.1 PURPOSE AND SCOPE

This policy provides guidelines for University of Oklahoma Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Badges, Patches and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies.

1024.2 POLICY

The University of Oklahoma Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's employment agreement. The Department may provide other department members with uniforms at the direction of the Chief of Police.

All uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation.

1024.3 UNIFORMS

The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear department-issued uniforms:

(a) Uniforms 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) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Uniforms shall be worn in compliance with any applicable department specifications.

(d) Members shall wear only the uniforms specified for their ranks and assignments.

(e) Civilian attire shall not be worn in combination with any distinguishable part of a issued uniform.

(f) Civilian uniforms shall be clearly distinguishable from those of commissioned officers.

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(g) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.

1. When the uniform is worn while in transit, a non-uniform outer garment may be worn over the uniform shirt to avoid bringing attention to the member while he/she is off-duty.

(h) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.

(i) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

(j) Uniformed patrol officers will have the assigned active shooter gear readily available to them.

(k) Non-uniformed officers will have the assigned active shooter gear in their office or assigned vehicle readily available to them.

(l) Officers shall be inspected at least once each year in the complete uniform. Non-uniform officers whose duties require special attire and/or equipment shall be exempt from this requirement upon authorization by the Chief of Police. All other exceptions shall be made only upon issuance of a Departmental Order by the Chief of Police or his/her designate.

1024.3.1 ACCESSORIES

Members shall adhere to the following when wearing department uniforms:

(a) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy.

1024.3.2 INSIGNIA, PATCHES AND BADGE

Members are responsible for maintaining the cleanliness and condition of any accessory worn on the OUPD police uniform. Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

(a) Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets.

(b) Badge - The department-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.

(c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.

1. When a jacket is worn, the nameplate, or an authorized sewn-on cloth nameplate, may be affixed to the jacket in the same manner as the uniform.

(d) Rank insignia - The designated insignia, or an authorized sewn-on cloth replica, indicating the member's rank must be worn at all times while in class A or class B uniform.

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(e) Service insignia - The designated insignia indicating the member's length of service may be worn on the authorized class A uniform jackets. The insignia shall be machine stitched to the left sleeve of the uniform.

(f) Assignment insignias - Assignment insignias (e.g., Special Weapons and Tactics Team SWAT, Field Training Officer (FTO)) may be worn as designated by the Chief of Police.

(g) American flag pin - An American flag pin may be worn, centered above the nameplate.

(h) Award/commendation insignia - Insignia representing an award or commendation received under the Commendations and Awards Policy, or other recognition authorized by the Chief of Police, may be worn, centered above the nameplate. If more than one award is worn, or an American flag pin is worn, the insignia shall be equally spaced in one or two horizontal rows centered above the nameplate in a manner that provides a balanced appearance.

1024.3.3 MOURNING BAND

Uniformed members shall wear a black mourning band across the department badge whenever directed by the Chief of Police. The following mourning periods will be observed:

(a) University of Oklahoma Police Department officer - 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.

(d) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.

(e) As directed by the Chief of Police.

1024.4 UNIFORM CLASSES

The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized.

Uniforms are classified as follows:

(a) Class A - Full dress uniform to be worn by designated department members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Chief of Police or the authorized designee.

(b) Class B - Standard issue uniform to be worn daily by designated department members.

(c) Class C - General utility uniform to be worn by designated Department members.

(d) Specialized assignment - Specific uniforms to be worn by members in special assignments or divisions.

1024.4.1 CLASS A UNIFORM

The Class A uniform consists of the following:

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(a) Dress hat (optional or at the direction of the Chief or authorized designee).

(b) Long-sleeve shirt

(c) Issued uniform tie

(d) Tie tack or tie bar

(e) Trousers

(f) Black belt

1. Belts shall be equipped as needed for the member's assignment.

(g) Dark blue or black sock

(h) Black polished dress shoes

1. Boots with pointed toes are not permitted.

(i) White or blackgloves (optional or as directed)

(j) Ike jacket (if issued)

(k) Metallic whistle lanyard (optional)

1024.4.2 CLASS B UNIFORM

The Class B uniform consists of the following:

(a) Long- or short-sleeve shirt with the collar open and no tie

1. A crew neck t-shirt must be worn under the uniform shirt: white, dark blue, or black.

2. All shirt buttons must remain buttoned except for the top button at the neck.

3. Long sleeves must be buttoned at the cuff.

(b) Trousers

(c) Black belt

1. Belts shall be equipped as needed for the member's assignment.

(d) Dark blue or black socks

1.

(e) Black polished dress shoes or boots.

1. Approved black unpolished shoes may be worn.

2. Boots with pointed toes are not permitted.

3. Decorative stitching or adornment is not permitted.

(f) Weather-appropriate items

1.

2. Dark blue or black mock turtleneck may be worn under the long-sleeve uniform shirt

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3. Jacket
4. Rain gear
5. Gloves, black

(g) Shorts

(h) Body armor (concealed or issued outer carrier)

(i) Hat (optional, or as directed- Issued ballcap, knit watchcap, or campaign hat).

1024.4.3 CLASS C UNIFORM
The Chief of Police or the authorized designee will establish the specifications, regulations and conditions for wearing the Class C uniform.

1024.4.4 SPECIALIZED ASSIGNMENT UNIFORM
The Chief of Police or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments while in the performance of those duties (when not assigned to uniformed patrol), such as canine handlers, the (SWAT), bicycle patrol, and other specific assignments.

1024.4.5 COMMUNITY SERVICE OFFICER (CSO)/POLICE COMMUNICATIONS OFFICER (PCO) UNIFORMS
CSO/PCO uniforms where they differ from the commissioned police uniform:

(a) Issued uniform pants.

(b) Issued CSO/PCO shirt.

(c) Black polished shoes or boots

1. Division Commander approved black unpolished shoes may be worn.
2. Boots with pointed toes are not permitted.

In circumstances where uniform items are not available or have not yet been received and issued to a CSO or PCO, other appropriate clothing may be worn as approved by the member's supervisor.

1024.5 CIVILIAN/PLAIN-CLOTHES ATTIRE
There are assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

(a) Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.

(b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.

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(c) Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.

(d) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the University of Oklahoma Police Department or the morale of the members.

(e) The following items shall not be worn while on-duty or when representing the Department in any official capacity, unless authorized by the member's Division Commander:

1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
2. T-shirt alone or exposed undergarments
3. Swimsuits, tank tops, tube tops or halter tops
4. Sweatshirts, sweatpants or similar exercise clothing
5. Spandex-type pants or transparent clothing
6. Blue jeans (exception: 'Casual Fridays,' see item (f) below).
7. Shorts or skirts above the knee
8. No shower shoes, 'flip-flops', house shoes
9. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

(f) Non-uniformed employees may wear appropriate casual business attire on 'Casual Fridays.'

1. If an event or meeting occurs on a Friday when it would not be appropriate to dress casually, employees are required to dress in normal business attire.
2. Examples of **acceptable** 'Casual Friday' attire:
   (a) Jeans (neat and clean)
   (b) Collared shirts/blouses
3. Examples of **unacceptable** 'Casual Friday' attire:
   (a) Distressed jeans, bleached jeans, jeans with holes, stained jeans, or overalls
   (b) Spaghetti strap or strapless tops or dresses (without a sweater or jacket).

1024.6 OPTIONAL EQUIPMENT

Any items that are allowed by the University of Oklahoma Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the Department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

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Replacement of items listed in this policy as optional shall be managed as follows:

(a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.

(b) When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

1024.7 SEASONAL CHANGES

Unless otherwise specified in an assignment order officers may wear the uniform in which they are most comfortable as long as it conforms to the provisions set forth in the duty assignment and/or department procedures.

(a) There will be no specified seasonal uniform.

1024.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

University of Oklahoma Police Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

Department members shall not modify or use accessories on any firearm, safety item, tool, or other piece of equipment issued by the department unless specifically authorized by the Chief of Police or the authorized designee.

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Conflict of Interest

1025.1 PURPOSE AND SCOPE

The purpose of this policy is to assist members in recognizing and avoiding potential conflicts of interest, thereby ensuring effective and ethical operating practices on the part of the University of Oklahoma Police Department.

1025.1.1 DEFINITIONS

Definitions related to this policy include:

Conflict of interest - Any actual, perceived or potential conflict, in which it reasonably appears that a member's action, inaction or decisions are or may be influenced by a personal or business relationship.

1025.2 POLICY

Members of the University of Oklahoma Police Department are expected to conduct themselves with the utmost professional integrity and objectivity. Members will guard against actual or perceived conflicts of interest in order to ensure the fair and equitable treatment of department members and the public, and thereby maintain the trust of the public and department members.

1025.3 PROHIBITIONS

The Department prohibits the following types of personal or business relationships among members:

(a) Members are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other member who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved member to an uninvolved supervisor.

2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing members in such supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any member to another position within the same classification in order to avoid conflicts with any provision of this policy.

(b) Members are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers, hiring or other personnel decisions affecting a member who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever possible, police training officers (PTOs) and other trainers will not be assigned to train relatives. Department PTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and the person is off probation.

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Members are prohibited from holding an additional public office unless allowed by law (51 O.S. § 6).

Members are prohibited from engaging in any way in the alcoholic beverage business (37a O.S. § 1-111).

1025.4 MEMBER RESPONSIBILITIES

Members shall avoid situations that create a conflict of interest. Members should take reasonable steps to address a perception of a conflict of interest when such a perception is reasonably foreseeable and avoidable (e.g., deferring a decision to an uninvolved member).

Whenever any member is placed in circumstances that would require him/her to take enforcement action or to provide official information or services to any relative or individual with whom the member is involved in a personal or business relationship, that member shall promptly notify his/her uninvolved, immediate supervisor.

In the event that no uninvolved supervisor is immediately available, the member shall promptly notify the dispatcher to have another uninvolved member either relieve the involved member or, minimally, remain present to witness the action.

1025.5 SUPERVISOR RESPONSIBILITIES

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 or the authorized designee of such actual or potential violations through the chain of command.

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Badges, Patches and Identification

1026.1 PURPOSE AND SCOPE

The University of Oklahoma Police Department (OUPD) badge, patch and identification card/ Commission Card, as well as the likeness of these items and the name of the Department, are property of the Department. Their use shall be restricted as set forth in this policy.

1026.2 POLICY

Members of the Department will use the OUPD badge, patch and identification card/Commission Card, as well as the likeness of these items, appropriately and professionally.

1026.3 UNAUTHORIZED USE

The OUPD badge, patch and identification card/Commission Card shall not be displayed or used by any member except when acting in an official or authorized capacity.

Department members shall not:

(a) Display or use the OUPD badge, patch or identification card/Commission Card for personal gain or benefit.

(b) Loan the OUPD badge, patch or identification card/Commission Card to others or permit these items to be reproduced or duplicated.

(c) Use images of the OUPD badge, patch or identification card/Commission Card, or the likeness thereof, or the University of Oklahoma Police Department name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, social networking or websites.

1026.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD/COMMISSION CARD

Department members shall promptly notify their supervisors whenever their OUPD badges, patches or identification cards/Commission Cards are lost, damaged or are otherwise removed from their control.

1026.4 BADGES

The Chief of Police shall determine the form of badges authorized for use by department members. No other badges may be used, carried, worn or displayed.

Only badges issued by this department are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Chief of Police, may purchase at their own expense a second badge or flat badge that can be carried in a wallet.

1026.4.1 RETIREE BADGES

The Chief of Police may establish rules for allowing honorably retired members to keep their badges in some form upon retirement, for use as private memorabilia.

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1026.4.2 PERMITTED USE BY EMPLOYEE GROUPS
The likeness of the OUPD badge shall not be used for any purpose without the express authorization of the Chief of Police and shall be subject to the following:

(a) An authorized employee group may use the likeness of the OUPD badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the University of Oklahoma Police Department. The following modification shall be included:

1. Any text identifying the University of Oklahoma Police Department is replaced with the name of the employee group.

2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

1026.4.3 RETIREMENT OF BADGE NUMBER
The badge number assigned to any member killed in the line of duty will be retired from service.

(a) The badge worn by the deceased member may be presented to the next of kin at the discretion of the Chief.

The Chief may retire the badge number of any member who has ended his/her service with the agency and is deemed to have performed in a manner worthy of permanent recognition.
Every badge number retired from service will be carried on the badge roster of the department permanently.

(a) Retired badge numbers will be carried under a header of "RETIRED" separate from listings of active personnel; the number will be listed with the name of the member honored by its retirement.

1026.5 IDENTIFICATION CARDS/COMMISSION CARDS
All members will be issued an official OUPD identification card/Commission Card bearing the member’s name, full-face photograph, member identification number, member’s signature and signature of the Chief of Police or the official seal of the Department. All members shall be in possession of their department-issued identification card/Commission Card at all times while on-duty or in department facilities except when impractical or dangerous to their safety or to an investigation.

(a) Whenever on-duty or acting in an official capacity representing the Department, members shall furnish their name, badge number, and/or display their department-issued identification card/Commission Card in a courteous manner to any person upon request and as soon as practicable.

(b) Officers or other members working specialized assignments may be excused from the possession and display requirements when directed by their Division Commanders.

1026.6 BUSINESS CARDS
The Department will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The

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only authorized business cards are those issued or approved by the Department and should contain identifying information including, but not limited to, the member's name, affiliate with the department, and departmental contact information (e.g., telephone number, email address).

Members should provide a business card upon request.

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Temporary Modified-Duty Assignments

1027.1 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, University rules or current employment 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.

1027.1.1 DEFINITIONS

Disabled: A condition resulting from injury, disease, condition or medical treatment wherein the employee is unable to safely perform part or all of his/her normal job functions, resulting in a no duty status.

Limited Duty: A duty status wherein the employee can safely perform assigned duties at the direction of the Department while following the physical work restrictions imposed by the treating physician.

1027.2 POLICY

Subject to operational considerations, the University of Oklahoma 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.

1027.3 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) shall be treated equally, without regard to any preference for a work-related injury.

No position in the University of Oklahoma 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,

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operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

(a) Officers working limited duties at OUPD HQ will wear their badge and weapon concealed. While away from OUPD during duty hours, officers will only act upon encountering some exigent circumstance.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

Assignment to limited duty due to an injury or illness may be made on a part-time basis requiring some use of leave time.

1027.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

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 may confer with the Human Resources Department or OU Legal Counsel as appropriate.

1027.5 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.

1027.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but are not limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

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(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.

(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.

(e) Employees may request an exception to provisions of this policy and procedure from the Chief of Police by submitting a written request through their Chain of Command.

(f) Employees that are on limited duty or representing the department are responsible for following all applicable department policy and procedures.

1027.5.2 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 are not 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.

1027.6 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.

1027.7 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.

1027.7.1 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

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leave of absence, such leave shall be granted in accordance with the University's personnel rules and regulations regarding family and medical care leave.

1027.8 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.

1027.9 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.

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Performance History Audits

1028.1 PURPOSE AND SCOPE

This policy provides guidance for the use of performance history audits. Performance history audits can help identify commendable performance as well as provide early recognition of training needs and other potential issues. This policy addresses the responsibilities, performance indicators and components of the audit, and handling of collected data.

1028.2 POLICY

The University of Oklahoma Police Department collects data to assist supervisors with evaluating the performance of their employees. While it is understood that the statistical compilation of data may be helpful to supervisors, the Department recognizes that it cannot account for, and must carefully balance such data with, the many variables in law enforcement, such as:

- Ability to detect crime.
- Work ethic.
- Assignment and shift.
- Physical abilities (ability to perform the job-related physical tasks).
- Randomness of events.

1028.3 RESPONSIBILITIES

Under the authority of the Deputy Chief of Police, the Division Commanders are responsible for collecting performance indicators and other relevant data. The data will be compiled to generate semi-annual performance history audit reports. The First-line-supervisor will utilize confidential methods to compile and track information regarding performance indicators for each officer in order to prepare the report.

1028.4 COMPONENTS OF PERFORMANCE HISTORY AUDITS

Performance history audits should include the following components:

- Performance indicators
- Data analysis
- Employee review
- Follow-up monitoring

1028.4.1 PERFORMANCE INDICATORS

Performance indicators represent the categories of employee performance activity that the Chief of Police has determined may be relevant data for the generation and analysis of performance history audits. These indicators may include, but are not limited to, the frequency and/or number of:

(a) Use of force incidents.

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(b) Involvement and conduct during vehicle pursuits.

(c) Personnel complaints, including the findings.

(d) Commendations, compliments and awards from the Department and the public.

(e) Claims and civil suits related to the employee's actions or alleged actions.

(f) Canine bite incidents.

(g) Personnel investigations.

(h) District Attorney case rejections and the reasons.

(i) Intentional or accidental firearm discharges (regardless of injury).

(j) Vehicle collisions.

(k) Missed court appearances.

(l) Documented counseling.

1028.4.2 EMPLOYEE REVIEW

Upon completing a performance history audit report, the supervisor will carefully review the report with the officer to assess any potential trends or other issues that may warrant informal counseling, additional training or a recommendation for other action, including discipline. The supervisor will utilize the report while drafting semi-annual and annual performance evaluations.

If a supervisor determines that an officer's performance warrants action beyond informal counseling, the supervisor shall advise the Division Commander of such recommendation. If the Division Commander concurs with the recommendation of the supervisor, he/she shall take steps to initiate the appropriate action.

If discipline or other adverse action is initiated against an officer as a result of a performance history audit, the officer shall be entitled to all rights and processes set forth in the Personnel Complaints Policy.

1028.4.3 FOLLOW-UP MONITORING

Depending upon the results of each performance history audit, a determination should be made by the Division Commander, after discussion with the officer's immediate supervisor, about the need, type and duration of any follow-up. Performance indicators and data analysis will generally provide the basis upon which such decisions should be made.

1028.5 CONFIDENTIALITY OF DATA

Information, data and copies of material compiled to develop performance history audit reports shall be considered confidential as part of the employee's personnel file and will not be subject to discovery or release except as provided by law. Access to performance history audit reports will be governed under the same process as access to an officer's personnel file, as outlined in the Personnel Records Policy.

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Access to the underlying data will be governed by the process for access to the original records (such as police reports).

1028.6 RETENTION

Performance history audit reports and associated records shall be retained in accordance with the established records retention schedule.

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Speech, Expression and Social Networking

1029.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the University of Oklahoma Police Department.

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech and use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected 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 a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1029.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the University of Oklahoma Police Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members 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 Department will carefully balance the individual member's rights against the needs and interests of the Department when exercising a reasonable degree of control over its members' speech and expression.

1029.3 SAFETY

Members should carefully consider 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 University of Oklahoma Police Department members, such as posting personal information in a public forum or posting a photograph taken with a GPS-enabled camera, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member'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 department member.

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- Otherwise disclosing where another officer can be located off-duty.

1029.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the safety, performance and public-trust needs of the University of Oklahoma Police Department, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, 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 Department or its members.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Department and tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members. 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. Participation 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 member as a witness. For example, posting to a website statements or expressions 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 members of the Department (e.g., 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 Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment or appointment 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.

(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 University of Oklahoma Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

Members 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).

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1029.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the University of Oklahoma Police Department or identify themselves in any way that could be reasonably perceived as representing the Department in order to do any of the following, unless specifically authorized by the Chief of Police:

(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 or public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the University of Oklahoma Police Department.

Members retain their rights to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members 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).

1029.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

However, the Department may not request or require a member to disclose a personal username or password or open a personal social website for review or observation. When it is reasonably believed, based on the receipt of specific information, that work-related misconduct has or is occurring, the employee may be required to share the content that has been reported in order to make a factual determination (40 O.S. § 173.2).

1029.6 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 the authorized designee should consider include:

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(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.

1029.7 TRAINING

Subject to available resources, the Department should provide training regarding the limitations on speech, expression and use of social networking to all members of the Department.

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Line-of-Duty Deaths

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the University of Oklahoma Police Department in the event of the death of a member occurring in the line of duty by any action, criminal, accidental, or natural 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 University of Oklahoma Police Department to provide full honors to any serving employee who dies in the line of duty by any action, criminal, accidental, or natural and 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.

Portions of this policy may be activated by the Chief for a former employee who is honorably retired from this department, or for local survivors of a deceased officer of another jurisdiction, or in cases of severe injury or sudden illness of an employee.

1030.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Shift Supervisor and Dispatch.

1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

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(b) The Shift Supervisor should 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 Shift Supervisor or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

(d) The Chief of Police or the authorized designee should 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. Accurate identification of the deceased prior to notification is imperative!

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, Shift Supervisor or the authorized designee should select at least two members (preferably a male and female team) 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. Notifying members should remain at the hospital while the survivors are present. If survivors insist on driving, an officer should accompany them.

(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.

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(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.

(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 University of Oklahoma 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 DEPARTMENT MEMBERS

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 should 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

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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 group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

1030.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee may 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 Liaison.

(b) Hospital Liaison.

(c) Survivor Support Liaison.

(d) Critical Incident Stress Management (CISM) coordinator.

(e) Funeral Liaison.

(f) Mutual aid coordinator.

(g) Benefits Liaison.

(h) Finance coordinator.

Liaisons and coordinators will be directed by the Department 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 resources. Officers assigned to roles described above will coordinate among themselves to assure that pass-offs are transparent and seamless. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1030.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Division Commander or their authorized designee, 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.

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(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.

(i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

(j) Ensuring that all members of the department will cover the center of their badges with black tape or a black band for a period of time from the death of an employee until immediately following the committal service or such time as determined by the Chief.

(k) Assist the departmental Public Information Officer in coordinating media conferences and releases.

1030.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

(a) Arrange for appropriate and separate waiting areas for:

  (a) The survivors and others whose presence is requested by the survivors.

  (b) Department members and friends of the deceased member.

  (c) 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 University of Oklahoma 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.

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(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 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 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:

- 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 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 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.

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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-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 CISM coordinator to ensure that survivors have access to available counseling services.

(h) Coordinating with the department'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.

(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 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 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 to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1030.6.4 CRITICAL INCIDENT STRESS MANAGEMENT COORDINATOR

The CISM coordinator should work with the Chief of Police or the authorized designee, liaisons, coordinators and other resources to make CISM and counseling services available to members

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and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM coordinator 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 CISM 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 responsibilities until they can receive CISM support as appropriate and possible.

(c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) 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 CISM and counseling services and assisting with arrangements as needed.

(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM 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) Rifle salute
2. Bagpipers/bugler
3. Uniform for burial
4. Flag presentation
5. Last radio call

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6. Military honor units (if applicable)

(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.

(g) Provide for a reception sponsored by this agency following the funeral and interment.

(h) The Chief of Police may authorize additional honors.
a. Any posthumous awards to be made in accordance with Policy & Procedure, will be made at a later time.

(i) Where possible, surviving parents will be afforded the same services as the surviving spouse, including personal notification, transportation, residence checks, and flag presentation.

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 University of Oklahoma 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.

1030.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will 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 Workplace Illness and Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:

1. Public Safety Officers' Educational Assistance (PSOEA) Program.

2. Social Security Administration.

3. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits.

1. Surviving spouse pension benefits (11 O.S. § 50-117; 47 O.S. § 2-306; 74 O.S. § 916.3).

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2. One-time death benefit (11 O.S. § 50-117.2; 47 O.S. § 2-306.3; 74 O.S. § 916.1).
3. Tuition waivers (70 O.S. § 3218.7).
4. Room and board waivers (70 O.S. § 3218.7-1).

(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.

(i) Assist survivors in addressing continuation of health and other University-sponsored insurance programs the deceased had in place for the survivors.

1.Tuition waivers (70 O.S. § 3218.7)

2.Room and board waivers (70 O.S. § 3218.7-1[AT1])

[AT1]only applies to children of commissioned members of the Oklahoma Law Enforcement Retirement System (see above for those that be our client agency audiene)

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.

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(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 OU Office of Public Affiars should be the department's contact point for the media. As such, the OU Office of Public Affairs 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 (in coordination with the OU Office of Public Affairs).

  (a) Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).

  (b) 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.

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 OU Office of Public Affairs should request that the media withhold the information from release until proper notification can be made to survivors. The OU Office of Public Affairs 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.

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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.

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Attachments

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OU Acceptable Use of Information and Technology Resources.pdf

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University of Oklahoma
Norman Campus

Acceptable Use of Information and Technology Resources

PURPOSE OF POLICY

The University upholds the tenets of academic freedom and complies with federal and state laws, while recognizing that protecting the Information and Technology Resources of the University requires community members to act responsibly when using these resources.

In support of the University's mission of teaching, research and creative/scholarly activity, professional and University service, and public outreach, the University provides Information and Technology Resources and services to Students, faculty, staff, and other entities in an atmosphere that encourages sharing of Information and open and free discussion, for academic and other purposes to support the University's mission.

Unfortunately, these Information and Technology Resources can be used improperly, whether unintentionally or deliberately. Accordingly, each user of University Information and Technology Resources must assume responsibility and accountability for the appropriate and responsible use of these resources and associated privileges. The information set forth below further defines authorities, rights, privileges, roles, and responsibilities, as well as consequences of possible misuse, and examples of misuse.

POLICY STATEMENT

The University of Oklahoma requires people who use its Information and Technology Resources to do so in a responsible manner, abiding by all applicable laws, policies, and regulations. Use of the University's Information and Technology Resources constitutes express consent to this policy. Users understand they have no expectation of privacy in the use of state resources and are limited to the uses as described herein.

WEB ADDRESS FOR THIS POLICY

http://www.ou.edu/content/ouit/security/compliance.html

SCOPE

ENTITIES/INDIVIDUALS AFFECTED BY THIS POLICY

All Norman Campus University Workforce Members, Students, and Visitors that access or use Information or Technology Resources of the University.

RESOURCES AFFECTED BY THIS POLICY

This policy applies to all Information and/or Technology Resources that are owned, leased by, or in the custody or control of the University as well as to any Information and/or Technology Resources that access such University resources or those that are used for any University-related business.

POLICY

AUTHORITIES, RIGHTS, PRIVILEGES, ROLES

Access, Audit, and Monitoring of University Information and Technology Resources

- The University retains its right and responsibility to manage and protect its Information and Technology Resources. The right and responsibility to manage and protect Information and Technology Resources includes, but is not limited to, monitoring and auditing equipment, systems, and network traffic; accessing data, e-mail messages, voicemail messages, Internet communications, system, network usage records, and other Information and Technology Resources at any time, with or without users' specific consent or knowledge; disconnecting, blocking, limiting, or otherwise actively responding to user sessions, user account activity, or devices that interfere with other systems, devices, or users on the University network or that are believed to be compromised or otherwise present a security threat to University Information and Technology Resources.

- Whenever any individual's activity potentially threatens, erodes, or damages the capability, integrity, security, or sustainability of the University's Information and Technology Resources by use of any electronic device, the University may take any action necessary to ensure the safety, security, and integrity of University assets, including, but not limited to, blocking, accessing, or disabling the electronic device.

Privacy: Disclosure of Information and University's Right to Access

- University Information and Technology Resources may be subject to the Oklahoma Open Records Act and the information they contain may be statutorily open to, and must be made available for, public access pursuant to this law, unless expressly excluded by law. Users should be mindful that all information including e-mail and other communications may be reviewed by the public and, therefore, should consider the appropriateness of contents, language, tone, *etc*. All users of University Information Systems and Technology Resources have no expectation of privacy as to any information or communications thereon or the uses made of the Internet or email or other social media through the University's systems or equipment.

- The University may adopt protocols for the review and access of computers, systems, and networks in order to safeguard information and technology resources. Such protocols may be adopted at the University's discretion and shall not limit the University's ability to access information under law or policy.

Incidental and General Personal Use by University Workforce Members

- Use of University Information and Technology Resources by University Workforce Members for personal use unrelated to University business should be minimal; must not detrimentally affect employee productivity; disrupt the systems and/or harm the University's reputation or mission; and not violate any University policy or federal, state, or local law or regulation. Nothing herein shall restrict an employee's right to discuss matters protected by applicable federal, state, or constitutional law.

- Use of University Information and Technology Resources for personal use is at one's own risk. The University makes no guarantee of any users' continued access to their personal information stored on University Resources.

RESPONSIBILITIES

Computers and networks can provide access to resources on- and off-campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individuals act responsibly. Users must respect the rights of other users, respect the integrity of University Information and Technology Resources, information or data thereon, and related physical resources, and observe all relevant laws, regulations and contractual obligations. All University Workforce Members, Students, and Visitors, and all University Components and their leadership, are responsible for and accountable for their use and management of University Information and Technology Resources.

Individuals

All University Workforce Members, Students, and Visitors are personally responsible and accountable for:

Integrity of Identity

- Maintaining the secrecy and security of any University account and password or other authenticator information, and for preventing their knowledge, access or use by anyone other than the individual to which the User was assigned.
- Protecting against unauthorized activities associated with the User's University ID.
- Accurately representing the User's identity while using University Information and Technology Resources and/or conducting University business.

Responsible Access

- Ensuring the User accesses only the Information the User is authorized to use and view.
- Ensuring that the User's access to Information is in accordance with the intellectual property rights or confidentiality obligations pertaining to the Information.

Responsible Disclosure

- Determining and considering the sensitivity and value of University Information prior to sending it to another entity inside or outside the University, whether electronically or in hardcopy, and safeguarding the Information as appropriate.
- Ensuring that the User's disclosure of University Information is in accordance with the intellectual property rights pertaining to the Information, and is in accordance with University policy and/or applicable law.

Care, Security, and Safeguarding

- Ensuring that University equipment, devices, systems, Information Resources, and technology remain within the control of the University or its Workers at all times.
- Exercising due care in the use of University Information and Technology Resources and safeguard any such Information and Technology Resources within your control.
- Ensuring that use of University Information and Technology Resources does not interfere with, infringe upon, or otherwise negatively affect the equitable use or availability of the resources by other authorized users.
- Complying with all applicable laws, regulations, and University policy, whether or not specifically addressed in this policy.

Responsible Reporting

- Promptly reporting any suspected or confirmed violations of this policy or compromises of University systems or resources to appropriate management or campus contact.

Departments and Department Leadership

Leaders and management of University Components should

- Inform all of their staff of this policy and obtain assurances that each employee fully understands and undertakes to comply with this Acceptable Use Policy.
- Incorporate specific acceptable use and information security responsibilities into all contracts with third party individuals who have access to restricted, customer, or otherwise sensitive Information.

RESTRICTIONS

Activities that are expressly prohibited of all University Workforce Members, Students, and Visitors include, but are not limited to:

Misuse of Identity

- Allowing use of any University account or system session by others to whom it is not assigned.
- Using any University identifier, identity, account or credential that has not been assigned and authorized for your use.

Malicious Use

- Knowingly introducing malicious programs into a University network, server, or other resource.
- Attempting to harm or destroy data or systems of the University, another user, another agency, or network.
- Using University Information or Technology Resources in any way that is in violation of law, regulation, or other University policy.

Violation of Intellectual Property, Software Licensing, Copyright, and Export Responsibilities

- Using University Information or Technology Resources to copy and/or transmit any document, software or other matter in violation of any copyright, patent, or any other applicable intellectual property right, law, or regulation.
- Using University Information or Technology Resources to copy and/or transmit any document, software or other matter in violation of any export control or other federal law or regulation.

Unprofessional Use and Use Inconsistent with University Mission

- Using University e-mail or IP address or University Technology Resources to engage in conduct that violates University policies, guidelines, or state or federal law.
- Misrepresenting or exceeding the User's authority in representing the opinion of the University when posting to a public newsgroup, distribution list, listserv, web site, blog/web log, social media service, or other public site or service with a University e-mail or IP address that may represent the University to the public.
- Using University Technology Resources to store, collect, distribute, or share content, information, or any data of any type that violates any University policy or guidelines.
- Using University Information and Technology Resources for commercial exploitation; dissemination of false, fraudulent, or misleading commercial advertising; dissemination of unsolicited commercial bulk emails; or to propose, consummate, or engage in any illegal transaction.

- Nothing herein shall restrict an employee's right to discuss matters protected by applicable federal, state, or constitutional law.

EDUCATIONAL SYSTEMS AND PLATFORMS

The University provides faculty, staff, and students with access to various educational systems and platforms (course management systems, learning management systems, etc.) for academic, educational, and research use. These educational systems and platforms are extensions of the classroom and learning environment. Accordingly, their use is limited to academic, educational, and research purposes. Any other use is specifically prohibited, including, but not limited to, disseminating unsolicited, commercial messages; engaging in disruptive activity or behavior; or engaging any other conduct or behavior violating a University policy. Student information (*i.e.*, class lists, contact information, or other education records relating to students) contained on an educational system or platform may be used solely for participation in the course, lesson, or presentation; dissemination of such student information may not violate University policy.

ENFORCEMENT

- This policy is authorized and approved by the Security Governance Executive Council. The University's Internal Auditing department is responsible for monitoring and enforcement of this policy. This policy will be reviewed every 3 years or as needed.
- The University considers any violation of this policy to be a potentially serious offense.
- Violators may be subject to disciplinary action including, but not limited to, those outlined in the Student Code, Staff Handbook, Faculty Handbook, and applicable laws.
- When it is determined that a system or account is being used in a way that appears not to comply with University policy, the system may be temporarily removed from the network or account disabled. When appropriate, the owner or user of the system or account may be informed of the reason for the action. It is the user's responsibility to work collaboratively with the University to resolve the problem.
- The University reserves the right to copy, monitor, and/or examine any files or Information residing on University systems, networks, or computing resources related to the alleged unacceptable use and to protect its systems and networks from events or behaviors that threaten or degrade operations, and/or where an applicable Legal Hold notice is initiated, and/or the Office of Legal Counsel otherwise directs such action.

REVISIONS AND APPROVALS

REVISIONS

Revision Date	Version	Revised By	Changes made
1/5/2016	1.0	Caleb Muckala	Creation
8/31/2016	1.0	Anna Biggers/Caleb Muckala	SGAC and SGEC feedback and formatting

APPROVALS

Version	Approval Date	Approved By	Title
1.0	8/31/2016	SGEC	CIO, OLC, AF, Provost

REVIEW HISTORY

Version	Review Date	Reviewed By	Title

Secondary Employment Request_ Cancellation_ or Annual Review - Updated 08-27-20.pdf

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SECONDARY EMPLOYMENT REQUEST

Employee: _____Date: _____

It is respectfully requested that approval be given to engage in employment outside the department as described below from (date)_____ to (date)_____ (maximum of 1 calendar year).

A) _____
Trade name of business/place of employment

B) _____
Address and telephone number of place of employment

C) _____
Name and address of employer or supervisor

D) _____
Type of business (ie. property management, retail store, etc)

E) Armed (non-dept. weapon) ☐ Unarmed ☐
Uniformed (non-dept. uniform/equipment) ☐ Plain Clothes ☐

F) _____
Specific duties to be performed

G) _____
Work Schedule

I understand that secondary employment is governed by OUPD policy #1021 (Secondary Employment). Further, I understand that I am prohibited from working more than five (5) hours of secondary employment in a 24-hour period when I am scheduled to perform my regularly assigned duties; and I am limited to fifteen (15) hours of secondary employment in a 24-hour period when I am not scheduled to perform my regularly assigned duties. I understand that I am not covered by OU Worker's Compensation while performing this secondary employment. Also, I understand that my employment with OUPD is my primary employment, and my secondary part-time employment must not interfere with my scheduled work for the agency or affect my job performance. I understand that unexpected OUPD needs may require changes in my secondary or outside employment schedule, possibly on very short notice. I further state that this secondary employment does not represent a conflict of interest with my assigned agency job duties or the mission of the agency and doesn't conflict with any prohibitions against such employment specified by law or agency policy.

Signed _____
Requestor Date

This is to certify that the above-named employee is performing all assigned duties in a satisfactory manner, and it is recommended that this application be approved.

Comments:
_____

Approval Recommended: _____ Date _____
Immediate Supervisor

Approval: _____ Date _____
Chief or Authorized Designee

EMPLOYMENT WILL NOT BEGIN UNTIL EMPLOYEE IS NOTIFIED OF APPROVAL
Copies to: Immediate Supervisor ☐ Chief or Authorized Designee ☐ Personnel File ☐

SECONDARY EMPLOYMENT CANCELLATION

Employee: _____ Date: _____

Please be advised that I have terminated my outside employment with

_____

Employer Name Date

Signed _____

Original to: Personnel File
Copies to:
Immediate Supervisor ☐
Chief of Police or Authorized Designee ☐

SECONDARY EMPLOYMENT ANNUAL REVIEW

Employee: _____ Date: _____

Please be advised that I desire to continue my secondary/outside employment that was approved during a subsequent year.

_____

Employer Name Date

Signed _____

This is to certify that the above-named employee is performing all assigned duties in a satisfactory manner, and it is recommended that this application be approved.

Comments:

_____

_____

_____

Approval Recommended: _____ Date _____

Immediate Supervisor

Approval: _____ Date _____

Chief or Authorized Designee

Original to: Personnel File

Copies to:

Immediate Supervisor ☐

Chief of Police or Authorized Designee ☐

Updated 01/29/2018 JCH#39

OUPD Victims Rights and Information Form 11-10-20.pdf

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UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT

2775 Monitor Avenue, Norman OK 73072
Phone 405-325-2864 Fax 405-325-5122

OUPD CASE: _____ **Date: _____**

OUPD Officer: _____ **Badge: _____**

POLICE		**911**
OU Police	**Non-Emergency**	**405-325-2864**
Norman Police	**Non-Emergency**	**405-321-1600**

OU Norman Campus

OU Advocates 24/7	**405-615-0013**
OU Gender + Equity Center	**405-325-4929**
OU Title IX / Sexual Misconduct Office	**405-325-2215**
OU Student Conduct	**405-325-1540**
OU Counseling Center	**405-325-2911**

Women's Resource Center	**https://wrcnormanok.org/**
Norman Sexual Violence Crisis Line	**405-701-5660**
Norman Rape Crisis Center	**405-701-5550**
Norman Domestic Violence Crisis Line	**405-701-5540**
Norman Domestic Violence Shelter	**405-701-5497**
Norman Women's Resource Center Business Line	**405-364-9424**
Norman Court Advocacy Line	**405-364-9424**

Norman Mental Health Resources

Red Rock Behavioral Health Services	**405-307-4800**
Central Oklahoma Community Mental Health	**405-360-5100**
Norman Regional Behavioral Medicine 24 Hour Info & Referral	**405-307-5555**

Cleveland County District Attorney

201 S. Jones, Room 300, Norman OK 73069	**405-321-8268**
Victim Witness Center Coordinator	**405-573-1352**
Victim Compensation Clerk	**405-573-1312**
District Attorney Website:	**http://damashburn.us/**

District Attorney Victim Witness / Restitution Website:
http://damashburn.us/office-departments/victim-witness-restitution/

Oklahoma Crime Victims Compensation	**www.okvictimscomp.com**
421 NW 13th Street, Suite 290, OKC, OK 73103	**405-264-5006**
www.ok.gov/dac/	**1-800-745-6098**

Oklahoma Office of Attorney General

Address Confidentiality Program acp@oag.ok.us	**1-866-227-7784**

Oklahoma Victim Information Notification Everyday

OK Vine website: www.vinelink.com	**1-877-654-8463**

Other Resources

Oklahoma 24-Hour Safe Line	**1-800-522-7233**
Oklahoma Crisis & Information Hotline	**1-800-522-9054**
Oklahoma Child Abuse and Neglect Hotline	**1-800-522-3511**
OBNDD Human Trafficking Hotline	**1-800-522-2288**
National Suicide Prevention Lifeline	**1-800-273-8255**

Any person who was arrested may be released on bond or some other form of release and that as the victim you should not rely upon an arrest as a guarantee of safety.

VICTIM'S RIGHTS

As a victim of crime, you have certain rights. These rights are as follows:

Telephone and address information for the local District Attorney Victim-Witness Coordinator;

The website address where victims can access a full list of their rights, additional information, and how to apply for crime victim compensation assistance.

As a victim of domestic abuse, you have certain rights. These rights are as follows:

The right to request that charges be pressed against your assailant;

The right to request protection from any harm or threat of harm arising out of your cooperation with law enforcement and prosecution efforts as far as facilities are available and to be provided with information on the level of protection available;

The right to be informed of financial assistance and other social services available as a result of being a victim, including information on how to apply for the assistance and services; and

The right to file a petition for a protective order or, when the domestic abuse occurs when the court is not open for business, to request an emergency temporary protective order.

As a victim of the crime of rape or forcible sodomy, you have certain rights. These rights are as follows:

The right to request that charges be pressed against your assailant;

The right to request protection from any harm or threat of harm arising out of your cooperation with law enforcement and prosecution efforts as far as facilities are available and to be provided with information on the level of protection available;

The right to be informed of financial assistance and other social services available to victims, including information on how to apply for the assistance and services;

The right to a free forensic medical examination; and

The right to be informed by the district attorney of other victim's rights available pursuant to Section 142A-2 of Title 21 of the Oklahoma Statutes.

As a victim of the crime of human trafficking, you have certain rights. These rights are as follows:

The right to be housed in an appropriate shelter as soon as practicable;

The right not to be detained in facilities inappropriate to their status as crime victims;

The right not to be jailed, fined, or otherwise penalized due to having been trafficked;

The right to receive prompt medical care, mental health care, food, and other assistance, as necessary;

The right to have access to legal assistance, information about their rights, and translation services, as necessary; and

The right to be provided protection if the safety of the victim is at risk or if there is a danger of additional harm by recapture of the victim by a trafficker, including:

Taking measures to protect trafficked persons and their family members from intimidation and threats of reprisals, and

Ensuring that the names and identifying information of trafficked persons and their family members are not disclosed to the public.

As a member of the immediate family of a victim of first-degree murder, you have certain rights. These rights are as follows:

The right to seek a victim protection order against the following persons:

The person who was charged and subsequently convicted as the principal in the crime of murder in the first degree; or

The person who was charged and subsequently convicted of being an accessory to the crime of murder in the first degree.

Cleveland County District Attorney's Office

The Cleveland County District Attorney Victim-Witness Program provides comprehensive services to all victims of crime.

Victim Witness Program

The victim, not the state, is directly aggrieved by violent crime and has an unquestionably valid interest in the prosecution of his or her case. The Victim-Witness Center was developed to ensure better treatment of victims and to guard them from the re-victimization often encountered in the criminal justice system.

The Victim-Witness Program provides these services to all victims of crime including domestic violence, sexual assault, drunk driving, homicide, and property crimes. The Victim-Witness Program has undertaken the serious responsibility of servicing the interests and concerns of citizens victimized by crime in Cleveland County with fairness, understanding, dignity, and respect.

Additional Services Provided: Resource and Referral Assistance

Counseling Referrals
Address Confidentiality Program assistance
Property Return Assistance
Orientation to the Criminal Justice System
Court Escort and Court Support
Victim/Witness Waiting Area
Case Status & Case Disposition Information
Employer and School Notification
Oklahoma Crime Victims Compensation Assistance
Victims Protective Order (Information & Referral)

Victim's Protection Order

A Protective Order is a civil court order issued by a district court judge to prevent one person from committing certain acts against another. The Protection Order is used to help protect people from being physically harmed, threatened, harassed, or stalked.

Emergency Ex Parte Order. An emergency ex parte order is a temporary court order issued when one party is not present at the hearing. An emergency ex parte order can be obtained when the court is open with the assistance of the Cleveland County Victim's Witness Center, the Norman Women's Resource Center Advocates, or an OU Advocate. An emergency ex parte order can be obtained when the court is not open with the assistance of police officer.

Crime Victim Compensation Program

Certain crime victims, dependents of a deceased victim or a person authorized to act on behalf of such may be eligible for compensation for out-of-pocket expenses incurred as a direct result of the criminal acts of another up to $20,000.00. This may be extended to $40,000 if there is excessive loss of wages due to serious injury or death of the victim. A victim is eligible to receive compensation regardless of whether charges are filed. Decisions to award claims are made by a three-member Board appointed by the Governor. The law does not cover property loss nor pain and suffering. There are maximum limits for certain expense categories. Limits are explained in the claim form instructions which can be downloaded from the Oklahoma Crime Victims Compensation website. The Victim-Witness Program will provide assistance in completing and processing the claim form.

Address Confidentiality Program

The Address Confidentiality Program provides a service to residence of Oklahoma that are victims of certain crimes. To be eligible for the Address Confidentiality Program, an individual must be:

A victim of domestic violence, sexual assault or stalking who fears their safety, or someone who resides with such a person who fears for their safety.

A resident of Oklahoma who has recently located to a place unknown to his or her abuser or is planning to move in the near future.

Application is made in person at one of the designated victim assistance programs located throughout the state. This assistance is available at the Cleveland County Victim Witness Center or through the Oklahoma Office of Attorney General.

OK VINE: Oklahoma Victim Information and Notification Everyday

OK VINE is Oklahoma's criminal tracking and victim notification system. OK VINE is a free, 24 hours, confidential, computer-assisted service that provides victim information and notification every day.

OK VINE is Oklahoma's automated telephone or web based victim notification service for the purpose of receiving information regarding the location of the defendant following an arrest, during the prosecution of the criminal case, during a sentence to probation or confinement, and when there is any release or escape of the defendant from confinement.

District Attorney's Office; Notice of Victim's Rights

Pursuant to 21 O.S. 142A-2, As a victim of crime, you have the following rights:

Upon request, to be notified and to be present at all proceedings involving the criminal or delinquent conduct, to be heard in any proceeding involving release, plea, sentencing, disposition, parole and any proceeding during which a right of the victim is implicated and to be notified that a court proceeding to which a victim or witness has been subpoenaed will or will not go on as scheduled, in order to save the person an unnecessary trip to court;

To be treated with fairness and respect for the safety, dignity and privacy of the victim, to receive protection from harm and threats of harm arising out of the cooperation of the person with law enforcement and prosecution efforts, to be provided with information as to the level of protection available and how to access protection and, upon request, to be notified of any release or escape of an accused;

To be informed of financial assistance and other social services available as a result of being a witness or a victim, including information on how to apply for the assistance and services;

To be informed of the procedure to be followed in order to apply for and receive any witness fee to which the victim or witness is entitled;

To be informed of the procedure to be followed in order to apply for and receive any restitution to which the victim is entitled;

To be provided, whenever possible, a secure waiting area during court proceedings that does not require close proximity to defendants and families and friends of defendants;

To have any stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence. If feasible, all such property, except weapons, currency, contraband, property subject to evidentiary analysis and property the ownership of which is disputed, shall be returned to the person;

To be provided with appropriate employer intercession services to ensure that employers of victims and witnesses will cooperate with the criminal justice process in order to minimize the loss of pay and other benefits of the employee resulting from court appearances;

To have the family members of all homicide victims afforded all of the services under this section, whether or not the person is to be a witness in any criminal proceeding;

To be informed of any plea bargain negotiations and, upon request, to confer with the attorney for the state;

To have victim impact statements filed with the judgment and sentence;

To be informed if a sentence is overturned, remanded for a new trial or otherwise modified by the Oklahoma Court of Criminal Appeals;

To be informed in writing of all constitutional and statutory rights. Upon initial contact with a victim, a municipal, county or state law enforcement officer shall provide the victim with a written copy of the constitutional and statutory rights of the victim unless, in the judgment of the law enforcement officer making the initial contact, the circumstances of the criminal offense or delinquent act and condition of the victim indicates that the victim, family of the victim or dependents of the victim will not be able to understand the significance of the constitutional and statutory rights. If a written copy of the constitutional and statutory rights is not provided upon initial contact with the victim, a written copy of the rights shall be provided on the next contact with the victim by a law enforcement officer with the same law enforcement agency no later than twenty-four (24) hours after the initial contact. The Attorney General shall prepare and place on the official website of the Attorney General a sample notification card listing all constitutional and statutory provisions relative to the rights of victims. The card shall be suitable for law enforcement agencies to download for the purpose of providing the cards to victims in printed form. Law enforcement agencies may use the form prepared by the Attorney General or may prepare and use any other written notification form they see fit as long as all rights under the Oklahoma Victim's Rights Act are included;

To be informed that when any family member is required to be a witness by a subpoena from the defense, there must be a showing that the witness can provide relevant testimony as to the guilt or innocence of the defendant before the witness may be excluded from the proceeding by invoking the rule to remove potential witnesses and to refuse an interview or other request made by the accused or any person acting on behalf of the accused, other than a refusal to appear if subpoenaed by defense counsel;

To be informed that the Oklahoma Constitution allows, upon the recommendation of the Pardon and Parole Board and the approval of the Governor, the commutation of any sentence, including a sentence of life without parole;

To receive written notification of how to access victim rights information from the interviewing officer or investigating detective;

To a speedy disposition of the charges free from unwarranted delay caused by or at the behest of the defendant or minor. In determining a date for any criminal trial or other important criminal or juvenile justice hearing, the court shall consider the interests of the victim of a crime to a speedy resolution of the charges under the same standards that govern the right to a speedy trial for a defendant or a minor. In ruling on any motion presented on behalf of a defendant or minor to continue a previously established trial or other important criminal or juvenile justice hearing, the court shall inquire into the circumstances requiring the delay and consider the interests of the victim of a crime to a speedy resolution of the

case. If a continuance is granted, the court shall enter into the record the specific reason for the continuance and the procedures that have been taken to avoid further delays; and

To any other rights enumerated in Section 34 of Article II of the Oklahoma Constitution.

The office of the district attorney shall inform the crime victim of an offense committed by a juvenile of the name and address of the juvenile found to have committed the crime and shall notify the crime victim of all court hearings involving that particular juvenile act. If the victim is not available, the office of the district attorney shall notify an adult relative of the victim of said hearings.

The office of the district attorney shall inform victims of violent crimes and members of the immediate family of such victims of their rights under Sections 142A-8 and 142A-9 of this title and Section 332.2 of Title 57 of the Oklahoma Statutes.

In any felony case involving a violent crime or a sex offense, the office of the district attorney shall inform the victim, as soon as practicable, or an adult member of the immediate family of the victim if the victim is deceased, incapacitated, or incompetent, of the progress of pretrial proceedings which could substantially delay the prosecution of the case.

The office of the district attorney shall inform the crime victim that he or she has the right to utilize the automated notification system provided by the designated Oklahoma victim notification service provider for purposes of receiving information regarding the location of the defendant following an arrest, during a prosecution of the criminal case, during a sentence to probation or confinement, and when there is any release or escape of the defendant from confinement.

The victim, the attorney for the victim or other lawful representative, or the attorney for the state upon request of the victim may assert in any trial or appellate court or before any other authority with jurisdiction over the case and have enforced all the rights enumerated in this section and any other right afforded to the victim by law. The court or other authority shall act promptly on such a request. The rights afforded victims under the Oklahoma Victim's Rights Act shall be protected in a manner no less vigorous than the rights afforded the accused.

Sexual Assault Information.

If you are a victim of sexual assault a medical forensic exam is available to you at no cost regardless of whether you report or cooperate with law enforcement.

The evidence collected in such an exam will be stored and preserved by the law enforcement agency for submission to the Oklahoma State Bureau of Investigation (OSBI) laboratory.

A collected sexual assault evidence kit, whether tested or untested, must be retained in a secure, environmentally safe manner for not less than fifty (50) years or for the length of the statute of limitations for the alleged crime, whichever is longer.

The OSBI Sexual Assault Kit Tracking System provides survivors with the ability to anonymously track the location and status of their sexual assault kit from the point of collection through forensic analysis to final storage location and possible destruction.

OSBI Tracking Website https://sakt.osbi.ok.gov/SexualAssaultKitTracking/

Identity Theft Resources.

Once identity thieves have your personal information, they can drain your bank account, run up charges on your credit cards, open new utility accounts, or get medical treatment on your health insurance. An identity thief can file a tax refund in your name and get your refund. The Federal Trade Commission has information to assist you. www.IdentityTheft.gov & www.Consumer.ftc.gov

Credit Bureau Contacts

Contact the national credit bureaus to request fraud alerts, credit or security freezes, and opt outs from pre-screened credit offers.

Equifax 1-800-685-1111
https://www.equifax.com/personal/credit-report-services/

Experian 1-888-397-3742
https://www.experian.com/help

TransUnion 1-888-909-8872
https://www.experian.com/help

Internet Safety

https://www.getsafeonline.org/
https://www.getsafeonline.org/protecting-yourself/cyberstalking/

United States Citizenship and Immigration Services (USCIC)

"U" and "T" Nonimmigrant Status Visa's: The Victims of Trafficking and Violence Protection Act of 2000 authorized two new visas: the "U" visa for immigrant victims of serious crimes and the "T" visa for victims of severe human trafficking.

The U nonimmigrant status (U visa) is set aside for victims of certain crimes who have suffered mental or physical abuse and are helpful to law enforcement or government officials in the investigation or prosecution of criminal activity.

How to apply (petition) for a U nonimmigrant status, submit:

Form I-918, Petition for U nonimmigrant status.

Form I-918, Supplement B, U Nonimmigrant Status Certification. The Form I-918, Supplement B, must be signed by an authorized official of the certifying law enforcement agency, and the official must confirm that you were helpful, and currently being helpful, or will likely be helpful in the investigation or prosecution of the case.

If any inadmissibility issues are present, you must file a Form I-192, Application for Advance Permission to Enter as Nonimmigrant, to request a waiver of the inadmissibility.

A personal statement describing the criminal activity of which you were a victim; and

Evidence to establish each eligibility requirement. See the USCIC website for further details.

USCIC U Visa Website Information. **https://www.uscis.gov/i-918**

T Nonimmigrant Status (T Visa) is set aside for those who are or have been victims of human trafficking and are willing to assist law enforcement in the investigation or prosecution of acts of trafficking.

How to apply (petition) for a T nonimmigrant status, submit:

Form I-914, Petition for T nonimmigrant status.

Form I-914, Supplement A, Application for Immediate Family Member of T-1 Recipient (if applicable).

Form 1-914, Supplement B, Declaration of Law Enforcement Officer for Victim of Trafficking in Persons to demonstrate that you are a victim of trafficking and that

you have complied with any reasonable request to assist law enforcement. However, you may also choose to submit other evidence instead of or in addition to the Form I-914, Supplement B, such as trial transcripts, court documents, police reports, news articles, affidavits, or other relevant credible evidence.

Evidence to show that you meet all other eligibility requirements

If any inadmissibility issues are present, you must file a Form I-192, Application for Advance Permission to Enter as Nonimmigrant, to request a waiver of the inadmissibility.

A personal statement describing the criminal activity of which you were a victim; and

Evidence to establish each eligibility requirement. See the USCIC website for further details.

USCIC T Visa Website Information. **https://www.uscis.gov/i-914**

Surveillance-Camera-Guidelines-FINAL-111516.pdf

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Security Surveillance Camera Guidelines

I. OVERVIEW

The University of Oklahoma ("University") seeks to provide its respective communities with a safe and secure environment. When successfully deployed, security surveillance camera systems enhance overall campus safety and security, deter crime, and otherwise support the protection of people and property. A *security surveillance camera* is defined as information technology used for monitoring people's activities and response equipment that records people's activities in order to detect, deter, prevent, or investigate crime or other threats to public safety (such as terrorism).

The University recognizes that necessary steps must be taken to protect personal privacy and civil liberties when the University operates a security surveillance camera. As such, no security surveillance camera shall be installed or operated in any University campus location in which there is a reasonable expectation of privacy. Also, such installations or operations must not impinge on or unduly constrain the academic freedom or civil liberties of community members or their freedom of assembly and expression.

II. PURPOSE

The purpose of these guidelines is to regulate the appropriate uses of security surveillance cameras on any University campus, including the retention and release of recorded images. These guidelines apply to cameras installed or activated specifically for purposes of enhancing campus safety and security, irrespective of the specific camera technology or whether the cameras are monitored in real time.

Recorded images from the security surveillance cameras are protected from disclosure to the public under the Oklahoma Open Records Act as information technology (under 51 O.S. §24A.28(A)(5)) and/or law enforcement records (under 51 O.S. §24A.8(B)). Recorded images may also be considered sensitive information whose confidentiality, integrity, and availability should be protected under any other applicable federal or state law, including Export Control laws, the Health Insurance Portability and Accountability Act ("HIPAA") and the Family Educational Rights and Privacy Act ("FERPA").

III. SCOPE AND EXCLUSIONS

A. Application of Guidelines

These guidelines apply to all University security surveillance cameras in existence on campus as of the effective date and any that are installed or modified thereafter.

These guidelines do not apply to security cameras located in the following areas:

- Clinical patient care areas
- Animal research areas

- Human subject research areas
- University tenants' camera systems, including but not limited to ATMs
- Camera systems used on any University owned or leased property that is not geographically contiguous with the University campuses in Norman, Oklahoma City, and Tulsa
- Video and audio systems used for law enforcement purposes, including but not limited to University police dashboard cameras installed in University-owned law enforcement vehicles and body cameras worn by University law enforcement personnel
- Video cameras that are used for non-security purposes, including video communication equipment used for video conferencing and classroom video equipment used for learning, instruction, and presentations
- Camera systems owned by third parties located in University owned or leased areas

B. Security Surveillance Camera Locations and Limitations

Except as provided above, efforts to promote campus safety and security by the use of security surveillance cameras are primarily focused on, but not limited to, protection of individuals including students, faculty, staff, and visitors and monitoring of:

- Any University owned, leased, and/or operated property and buildings that are geographically contiguous with the University campuses in Norman, Oklahoma City, and Tulsa;
- Rooms and labs containing high value equipment or information;
- Cash-handling areas where money is exchanged, such as University-owned ATMs and cashier locations; and
- Common areas and areas accessible to the public.

Security surveillance cameras generally may not be installed in areas where there is a reasonable expectation of privacy. These areas include, but are not limited to:

- Restrooms
- Locker rooms
- Occupied student residential rooms

Similarly, security cameras generally may not be installed where physical, visual, and/or electronic access controls are required by law or contract (e.g., where export-controlled technical data or equipment is present).

Security camera systems should not enable audio recording.

IV. **OPERATOR ROLES AND RESPONSIBILITIES**

Campus law enforcement will strictly control access to security surveillance cameras systems and recorded images in accordance with this Section VI of the Guidelines. The authorized users or operators of security surveillance cameras systems are campus law enforcement members or other staff members who have been assigned responsibility by the campus Chief of Police or a

designated representative ("Security System Operators").

Security System Operators must be trained and supervised by campus law enforcement in the responsible and effective use of these systems and technology, including the technical, legal, and ethical parameters of such use. Security System Operators will receive campus security training from campus law enforcement to help ensure compliance with relevant provisions of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other applicable laws, policies, and guidelines.

Anyone who accesses, uses, manipulates, destroys, alters, or damages University information resources, recorded images, or property without authorization may be guilty of violating state or federal law, infringing upon the privacy of others, and/or threatening the integrity of information kept within these systems.

Security System Operators must sign an Agreement to Comply with the Security Surveillance Camera Guidelines (Attachment A) prior to operating any security surveillance camera system. Signed Agreements to Comply will be kept on file with campus law enforcement or their designee.

University departments and/or Human Resources must immediately notify campus law enforcement when the employment of any Security System Operator terminates.

V. AUTHORIZATION AND APPROVAL OF EXISTING, NEW, AND MODIFIED SECURITY SURVEILLANCE CAMERAS

All existing, new, and modified security surveillance cameras must comply with the terms and conditions of these Guidelines and must have final approval from the campus Chief of Police or a designated representative and the Department of Information Technology. IT shall review the camera system to determine whether the technology is appropriate and compatible with University systems. Campus law enforcement shall conduct a security review and advise on camera placement.

VI. RECORDED IMAGES RETENTION, ACCESS, AND RELEASE

Campus law enforcement is responsible for appropriately protecting information that may have been captured by cameras under its control. All recorded images generated by University security surveillance cameras must be stored in a secure location established by campus law enforcement and the Department of Information Technology, unless otherwise approved by campus law enforcement. All recorded images should be accessible by Security System Operators only as approved by campus law enforcement and configured to prevent unauthorized modification, duplication, or destruction. Requests by University departments or employees to review other University department recorded images for official University business must be made to campus law enforcement and shall follow the Guidelines for Requesting Recorded Images from Security Surveillance Cameras (Attachment B). These requests shall be made using the Recorded Images Request Form (Attachment C).

Recorded images should be retained for no more than twenty (20) calendar days unless there is a demonstrated business need, grantor requirement, or legal requirement, or unless the images are part of an ongoing criminal or civil court proceeding, employment investigation, legal hold, court order, or police case file. Extended retention time must be authorized in writing by the campus Chief of Police or the Office of Legal Counsel or their designated representatives.

Requests for access to or release of recorded images by individuals or entities outside of the University and/or for purposes other than official University business (such as an Open Records or Freedom of Information Act request) must be forwarded to the Open Records Office, which will review the request and make the final determination. Only the Open Records Office may make such determinations.

Recorded images may be shared by campus law enforcement with other law enforcement agencies as necessary, in accordance with applicable law and University policies.

VII. OVERSIGHT AND GOVERNANCE

The campus Chief of Police, the General Counsel, and Vice Presidents for Administration and Finance, or their designated representatives shall convene as necessary in order to:

- Review and revise these Guidelines and related standards and procedures, and
- Review and approve major amendments to these Guidelines.

The campus Chief of Police, or his or her designee, or the Department of Information Technology, will:

- Maintain an up-to-date comprehensive inventory of permanent camera installations and image storage locations to facilitate the University's access to recorded images of possible crimes or incidents that require investigation; and
- Provide periodic administrative updates and guidance to security surveillance cameras systems operators.

VIII. VIOLATIONS AND SANCTIONS

Alleged violations of these Guidelines will be reviewed and investigated by the campus Chief of Police or his/her designee, in consultation with the Office of Legal Counsel.

IX. EXCEPTIONS

The campus Chief of Police, in consultation with the General Counsel and Vice Presidents for Administration and Finance or their designated representatives, may grant exceptions to these Guidelines, which may include but are not limited to situations where exceptions are necessary due to contractual requirements. Exceptions, with rationale, should be documented in writing and included in the inventory specified in Section VII.

Attachment A

Agreement to Comply with the Security Surveillance Camera Guidelines

The purpose of this form is to indicate agreement to follow the "Security Surveillance Camera Guidelines" ("Guidelines"), which were created to regulate the appropriate uses of security surveillance cameras on any University of Oklahoma ("University") campus, including the retention and release of recorded images. The Guidelines apply to cameras installed or activated, permanently or on a temporary basis, specifically for purposes of enhancing campus safety and security, irrespective of the specific camera technology or whether the cameras are monitored in real time.

The Undersigned has read and understands the Guidelines and agrees to comply with the protocols listed therein in regards to the operation and carrying out of the Undersigned's duties at the University.

_____
Print Name

_____
Signature

_____
Date

_____
Position

Attachment B

Internal Guidelines for Requesting Recorded Images from Security Surveillance Camera

For Internal University Use Only

The recorded images from the University's security surveillance cameras are owned by the University. Campus law enforcement maintains control of and access to these recorded images. Other University departments and staff members may request these recorded images from campus law enforcement as provided by these Internal Guidelines ("Internal Guidelines"). The purpose of these Internal Guidelines is to describe "best practices" for requesting and distributing recorded images.

To request recorded images, the following steps should normally be followed:

A. Request Record. Applicant shall submit a completed Recorded Image Request Form (Attachment C) for each recorded image request. This form shall be provided to campus law enforcement and shall require the following information:

1. the name, title, and contact information of the person making the request for the recorded images;

2. the description of recording requested, including date(s), time(s), and location(s); and

3. the reason for request or other relevant information, which must further official University purposes.

B. Review. Campus law enforcement shall review the request and consult with other University officials as may be necessary.

C. Authorization. After reviewing the Recorded Image Request Form, campus law enforcement may: (i) authorize the request; (ii) deny the request; (iii) modify the request; or (iv) request additional information from the Applicant.

D. Distribution. Upon campus law enforcement approval of a Recorded Image Request, the campus law enforcement will work with Applicant to provide recorded images in the appropriate format.

E. Completion of Purpose:
Upon completion of the Recorded Image Requested, the person who made the request shall properly destroy said Recorded Image Requested and confirm the destruction of the Recorded Image Requested to the appropriate Campus law enforcement agency.

Attachment C

Recorded Image Request Form For Internal University Use

Date of Request: _____

Applicant Name and Title and Department/College Information:
_____

Applicant Contact Phone Number and Email: _____

Supervisor Name and Signature:_____

Recorded Image Requested: _____

Time of Recording: _____

Date of Recording: _____

Location of Recording: _____

_____

Reason for Request:
_____

_____

_____

_____

Other:
_____

_____

By executing this form, I understand that I may not share the Recorded Image Requested without proper permission from both my supervisor and the appropriate Campus law enforcement agency. I also agree upon completion of use of the Recorded Image Requested, I shall properly destroy the Recorded Image Requested and confirm the destruction of the Record Image Requested to the appropriate Campus law enforcement agency.

Signature: _____

Date: _____

FOR INTERNAL USE ONLY

☐ Authorized
☐ Denied _____
☐ Modified _____
Name: _____
Need additional Information: _____

2020 Victim Rights and Information Handout.pdf

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UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT

2775 Monitor Avenue, Norman OK 73072
Phone 405-325-2864 Fax 405-325-5122

OUPD CASE: _____ **Date:** _____

OUPD Officer: _____ **Badge:** _____

POLICE		**911**
OU Police	**Non-Emergency**	**405-325-2864**
Norman Police	**Non-Emergency**	**405-321-1600**

OU Norman Campus

OU Advocates 24/7	**405-615-0013**
OU Gender + Equity Center	**405-325-4929**
OU Title IX / Sexual Misconduct Office	**405-325-2215**
OU Counseling Center	**405-325-2911**

Women's Resource Center	**https://wrcnormanok.org/**
Norman Sexual Violence Crisis Line	**405-701-5660**
Norman Rape Crisis Center	**405-701-5550**
Norman Domestic Violence Crisis Line	**405-701-5540**
Norman Domestic Violence Shelter	**405-701-5497**
Norman Women's Resource Center Business Line	**405-364-9424**
Norman Court Advocacy Line	**405-364-9424**

Norman Mental Health Resources

Red Rock Behavioral Health Services	**405-307-4800**
Central Oklahoma Community Mental Health	**405-360-5100**
Norman Regional Behavioral Medicine 24 Hour Info & Referral	**405-307-5555**

Cleveland County District Attorney

201 S. Jones, Room 300, Norman OK 73069	**405-321-8268**
Victim Witness Center Coordinator	**405-573-1352**
Victim Compensation Clerk	**405-573-1312**
District Attorney Website:	**http://damashburn.us/**

District Attorney Victim Witness / Restitution Website:
http://damashburn.us/office-departments/victim-witness-restitution/

Oklahoma Crime Victims Compensation	**www.okvictimscomp.com**
421 NW 13th Street, Suite 290, OKC, OK 73103	**405-264-5006**
www.ok.gov/dac/	**1-800-745-6098**

Oklahoma Office of Attorney General

Address Confidentiality Program acp@oag.ok.us	**1-866-227-7784**

Oklahoma Victim Information Notification Everyday

OK VINE website: www.vinelink.com	**1-877-654-8463**

Other Resources

Oklahoma 24-Hour Safe Line	**1-800-522-7233**
Oklahoma Crisis & Information Hotline	**1-800-522-9054**
Oklahoma Child Abuse and Neglect Hotline	**1-800-522-3511**
OBNDD Human Trafficking Hotline	**1-855-617-2288**
National Suicide Prevention Lifeline	**1-800-273-8255**

Any person who was arrested may be released on bond or some other form of release and that as the victim you should not rely upon an arrest as a guarantee of safety.

VICTIM'S RIGHTS

As a victim of crime, you have certain rights. These rights are as follows:

Telephone and address information for the local District Attorney Victim-Witness Coordinator;

The website address where victims can access a full list of their rights, additional information, and how to apply for crime victim compensation assistance.

As a victim of domestic abuse, you have certain rights. These rights are as follows:

The right to request that charges be pressed against your assailant;

The right to request protection from any harm or threat of harm arising out of your cooperation with law enforcement and prosecution efforts as far as facilities are available and to be provided with information on the level of protection available;

The right to be informed of financial assistance and other social services available as a result of being a victim, including information on how to apply for the assistance and services; and

The right to file a petition for a protective order or, when the domestic abuse occurs when the court is not open for business, to request an emergency temporary protective order.

As a victim of the crime of rape or forcible sodomy, you have certain rights. These rights are as follows:

The right to request that charges be pressed against your assailant;

The right to request protection from any harm or threat of harm arising out of your cooperation with law enforcement and prosecution efforts as far as facilities are available and to be provided with information on the level of protection available;

The right to be informed of financial assistance and other social services available to victims, including information on how to apply for the assistance and services;

The right to a free forensic medical examination; and

The right to be informed by the district attorney of other victim's rights available pursuant to Section 142A-2 of Title 21 of the Oklahoma Statutes.

As a victim of the crime of human trafficking, you have certain rights. These rights are as follows:

The right to be housed in an appropriate shelter as soon as practicable;

The right not to be detained in facilities inappropriate to their status as crime victims;

The right not to be jailed, fined, or otherwise penalized due to having been trafficked;

The right to receive prompt medical care, mental health care, food, and other assistance, as necessary;

The right to have access to legal assistance, information about their rights, and translation services, as necessary; and

The right to be provided protection if the safety of the victim is at risk or if there is a danger of additional harm by recapture of the victim by a trafficker, including:

Taking measures to protect trafficked persons and their family members from intimidation and threats of reprisals, and

Ensuring that the names and identifying information of trafficked persons and their family members are not disclosed to the public.

As a member of the immediate family of a victim of first-degree murder, you have certain rights. These rights are as follows:

The right to seek a victim protection order against the following persons:

The person who was charged and subsequently convicted as the principal in the crime of murder in the first degree; or

The person who was charged and subsequently convicted of being an accessory to the crime of murder in the first degree.

Cleveland County District Attorney's Office

The Cleveland County District Attorney Victim-Witness Program provides comprehensive services to all victims of crime.

Victim Witness Program

The victim, not the state, is directly aggrieved by violent crime and has an unquestionably valid interest in the prosecution of his or her case. The Victim-Witness Center was developed to ensure better treatment of victims and to guard them from the re-victimization often encountered in the criminal justice system.

The Victim-Witness Program provides these services to all victims of crime including domestic violence, sexual assault, drunk driving, homicide, and property crimes. The Victim-Witness Program has undertaken the serious responsibility of servicing the interests and concerns of citizens victimized by crime in Cleveland County with fairness, understanding, dignity, and respect.

Additional Services Provided: Resource and Referral Assistance

Counseling Referrals
Address Confidentiality Program assistance
Property Return Assistance
Orientation to the Criminal Justice System
Court Escort and Court Support
Victim/Witness Waiting Area
Case Status & Case Disposition Information
Employer and School Notification
Oklahoma Crime Victims Compensation Assistance
Victims Protective Order (Information & Referral)

Victim's Protection Order

A Protective Order is a civil court order issued by a district court judge to prevent one person from committing certain acts against another. The Protection Order is used to help protect people from being physically harmed, threatened, harassed, or stalked.

Emergency Ex Parte Order. An emergency ex parte order is a temporary court order issued when one party is not present at the hearing. An emergency ex parte order can be obtained when the court is open with the assistance of the Cleveland County Victim's Witness Center, the Norman Women's Resource Center Advocates, or an OU Advocate. An emergency ex parte order can be obtained when the court is not open with the assistance of police officer.

Crime Victim Compensation Program

Certain crime victims, dependents of a deceased victim or a person authorized to act on behalf of such may be eligible for compensation for out-of-pocket expenses incurred as a direct result of the criminal acts of another up to $20,000.00. This may be extended to $40,000 if there is excessive loss of wages due to serious injury or death of the victim. A victim is eligible to receive compensation regardless of whether charges are filed. Decisions to award claims are made by a three-member Board appointed by the Governor. The law does not cover property loss nor pain and suffering. There are maximum limits for certain expense categories. Limits are explained in the claim form instructions which can be downloaded from the Oklahoma Crime Victims Compensation website. The Victim-Witness Program will provide assistance in completing and processing the claim form.

Address Confidentiality Program

The Address Confidentiality Program provides a service to residence of Oklahoma that are victims of certain crimes. To be eligible for the Address Confidentiality Program, an individual must be:

A victim of domestic violence, sexual assault or stalking who fears their safety, or someone who resides with such a person who fears for their safety.

A resident of Oklahoma who has recently located to a place unknown to his or her abuser or is planning to move in the near future.

Application is made in person at one of the designated victim assistance programs located throughout the state. This assistance is available at the Cleveland County Victim Witness Center or through the Oklahoma Office of Attorney General.

OK VINE: Oklahoma Victim Information and Notification Everyday

OK VINE is Oklahoma's criminal tracking and victim notification system. OK VINE is a free, 24 hours, confidential, computer-assisted service that provides victim information and notification every day.

OK VINE is Oklahoma's automated telephone or web based victim notification service for the purpose of receiving information regarding the location of the defendant following an arrest, during the prosecution of the criminal case, during a sentence to probation or confinement, and when there is any release or escape of the defendant from confinement.

District Attorney's Office; Notice of Victim's Rights

Pursuant to 21 O.S. 142A-2, As a victim of crime, you have the following rights:

Upon request, to be notified and to be present at all proceedings involving the criminal or delinquent conduct, to be heard in any proceeding involving release, plea, sentencing, disposition, parole and any proceeding during which a right of the victim is implicated and to be notified that a court proceeding to which a victim or witness has been subpoenaed will or will not go on as scheduled, in order to save the person an unnecessary trip to court;

To be treated with fairness and respect for the safety, dignity and privacy of the victim, to receive protection from harm and threats of harm arising out of the cooperation of the person with law enforcement and prosecution efforts, to be provided with information as to the level of protection available and how to access protection and, upon request, to be notified of any release or escape of an accused;

To be informed of financial assistance and other social services available as a result of being a witness or a victim, including information on how to apply for the assistance and services;

To be informed of the procedure to be followed in order to apply for and receive any witness fee to which the victim or witness is entitled;

To be informed of the procedure to be followed in order to apply for and receive any restitution to which the victim is entitled;

To be provided, whenever possible, a secure waiting area during court proceedings that does not require close proximity to defendants and families and friends of defendants;

To have any stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence. If feasible, all such property, except weapons, currency, contraband, property subject to evidentiary analysis and property the ownership of which is disputed, shall be returned to the person;

To be provided with appropriate employer intercession services to ensure that employers of victims and witnesses will cooperate with the criminal justice process in order to minimize the loss of pay and other benefits of the employee resulting from court appearances;

To have the family members of all homicide victims afforded all of the services under this section, whether or not the person is to be a witness in any criminal proceeding;

To be informed of any plea bargain negotiations and, upon request, to confer with the attorney for the state;

To have victim impact statements filed with the judgment and sentence;

To be informed if a sentence is overturned, remanded for a new trial or otherwise modified by the Oklahoma Court of Criminal Appeals;

To be informed in writing of all constitutional and statutory rights. Upon initial contact with a victim, a municipal, county or state law enforcement officer shall provide the victim with a written copy of the constitutional and statutory rights of the victim unless, in the judgment of the law enforcement officer making the initial contact, the circumstances of the criminal offense or delinquent act and condition of the victim indicates that the victim, family of the victim or dependents of the victim will not be able to understand the significance of the constitutional and statutory rights. If a written copy of the constitutional and statutory rights is not provided upon initial contact with the victim, a written copy of the rights shall be provided on the next contact with the victim by a law enforcement officer with the same law enforcement agency no later than twenty-four (24) hours after the initial contact. The Attorney General shall prepare and place on the official website of the Attorney General a sample notification card listing all constitutional and statutory provisions relative to the rights of victims. The card shall be suitable for law enforcement agencies to download for the purpose of providing the cards to victims in printed form. Law enforcement agencies may use the form prepared by the Attorney General or may prepare and use any other written notification form they see fit as long as all rights under the Oklahoma Victim's Rights Act are included;

To be informed that when any family member is required to be a witness by a subpoena from the defense, there must be a showing that the witness can provide relevant testimony as to the guilt or innocence of the defendant before the witness may be excluded from the proceeding by invoking the rule to remove potential witnesses and to refuse an interview or other request made by the accused or any person acting on behalf of the accused, other than a refusal to appear if subpoenaed by defense counsel;

To be informed that the Oklahoma Constitution allows, upon the recommendation of the Pardon and Parole Board and the approval of the Governor, the commutation of any sentence, including a sentence of life without parole;

To receive written notification of how to access victim rights information from the interviewing officer or investigating detective;

To a speedy disposition of the charges free from unwarranted delay caused by or at the behest of the defendant or minor. In determining a date for any criminal trial or other important criminal or juvenile justice hearing, the court shall consider the interests of the victim of a crime to a speedy resolution of the charges under the same standards that govern the right to a speedy trial for a defendant or a minor. In ruling on any motion presented on behalf of a defendant or minor to continue a previously established trial or other important criminal or juvenile justice hearing, the court shall inquire into the circumstances requiring the delay and consider the interests of the victim of a crime to a speedy resolution of the

case. If a continuance is granted, the court shall enter into the record the specific reason for the continuance and the procedures that have been taken to avoid further delays; and

To any other rights enumerated in Section 34 of Article II of the Oklahoma Constitution.

The office of the district attorney shall inform the crime victim of an offense committed by a juvenile of the name and address of the juvenile found to have committed the crime and shall notify the crime victim of all court hearings involving that particular juvenile act. If the victim is not available, the office of the district attorney shall notify an adult relative of the victim of said hearings.

The office of the district attorney shall inform victims of violent crimes and members of the immediate family of such victims of their rights under Sections 142A-8 and 142A-9 of this title and Section 332.2 of Title 57 of the Oklahoma Statutes.

In any felony case involving a violent crime or a sex offense, the office of the district attorney shall inform the victim, as soon as practicable, or an adult member of the immediate family of the victim if the victim is deceased, incapacitated, or incompetent, of the progress of pretrial proceedings which could substantially delay the prosecution of the case.

The office of the district attorney shall inform the crime victim that he or she has the right to utilize the automated notification system provided by the designated Oklahoma victim notification service provider for purposes of receiving information regarding the location of the defendant following an arrest, during a prosecution of the criminal case, during a sentence to probation or confinement, and when there is any release or escape of the defendant from confinement.

The victim, the attorney for the victim or other lawful representative, or the attorney for the state upon request of the victim may assert in any trial or appellate court or before any other authority with jurisdiction over the case and have enforced all the rights enumerated in this section and any other right afforded to the victim by law. The court or other authority shall act promptly on such a request. The rights afforded victims under the Oklahoma Victim's Rights Act shall be protected in a manner no less vigorous than the rights afforded the accused.

Sexual Assault Information.

If you are a victim of sexual assault a medical forensic exam is available to you at no cost regardless of whether you report or cooperate with law enforcement.

The evidence collected in such an exam will be stored and preserved by the law enforcement agency for submission to the Oklahoma State Bureau of Investigation (OSBI) laboratory.

A collected sexual assault evidence kit, whether tested or untested, must be retained in a secure, environmentally safe manner for not less than fifty (50) years or for the length of the statute of limitations for the alleged crime, whichever is longer.

The OSBI Sexual Assault Kit Tracking System provides survivors with the ability to anonymously track the location and status of their sexual assault kit from the point of collection through forensic analysis to final storage location and possible destruction.

OSBI Tracking Website https://sakt.osbi.ok.gov/SexualAssaultKitTracking/

Identity Theft Resources.

Once identity thieves have your personal information, they can drain your bank account, run up charges on your credit cards, open new utility accounts, or get medical treatment on your health insurance. An identity thief can file a tax refund in your name and get your refund. The Federal Trade Commission has information to assist you. www.IdentityTheft.gov & www.Consumer.ftc.gov

Credit Bureau Contacts

Contact the national credit bureaus to request fraud alerts, credit or security freezes, and opt outs from pre-screened credit offers.

Equifax 1-800-685-1111
https://www.equifax.com/personal/credit-report-services/

Experian 1-888-397-3742
https://www.experian.com/help

TransUnion 1-888-909-8872
https://www.experian.com/help

Internet Safety

https://www.getsafeonline.org/
https://www.getsafeonline.org/protecting-yourself/cyberstalking/

United States Citizenship and Immigration Services (USCIC)

"U" and "T" Nonimmigrant Status Visa's: The Victims of Trafficking and Violence Protection Act of 2000 authorized two new visas: the "U" visa for immigrant victims of serious crimes and the "T" visa for victims of severe human trafficking.

The U nonimmigrant status (U visa) is set aside for victims of certain crimes who have suffered mental or physical abuse and are helpful to law enforcement or government officials in the investigation or prosecution of criminal activity.

How to apply (petition) for a U nonimmigrant status, submit:

Form I-918, Petition for U nonimmigrant status.

Form I-918, Supplement B, U Nonimmigrant Status Certification. The Form I-918, Supplement B, must be signed by an authorized official of the certifying law enforcement agency, and the official must confirm that you were helpful, and currently being helpful, or will likely be helpful in the investigation or prosecution of the case.

If any inadmissibility issues are present, you must file a Form I-192, Application for Advance Permission to Enter as Nonimmigrant, to request a waiver of the inadmissibility.

A personal statement describing the criminal activity of which you were a victim; and

Evidence to establish each eligibility requirement. See the USCIC website for further details.

USCIC U Visa Website Information. **https://www.uscis.gov/i-918**

T Nonimmigrant Status (T Visa) is set aside for those who are or have been victims of human trafficking and are willing to assist law enforcement in the investigation or prosecution of acts of trafficking.

How to apply (petition) for a T nonimmigrant status, submit:

Form I-914, Petition for T nonimmigrant status.

Form I-914, Supplement A, Application for Immediate Family Member of T-1 Recipient (if applicable).

Form 1-914, Supplement B, Declaration of Law Enforcement Officer for Victim of Trafficking in Persons to demonstrate that you are a victim of trafficking and that

you have complied with any reasonable request to assist law enforcement. However, you may also choose to submit other evidence instead of or in addition to the Form I-914, Supplement B, such as trial transcripts, court documents, police reports, news articles, affidavits, or other relevant credible evidence.

Evidence to show that you meet all other eligibility requirements

If any inadmissibility issues are present, you must file a Form I-192, Application for Advance Permission to Enter as Nonimmigrant, to request a waiver of the inadmissibility.

A personal statement describing the criminal activity of which you were a victim; and

Evidence to establish each eligibility requirement. See the USCIC website for further details.

USCIC T Visa Website Information. **https://www.uscis.gov/i-914**

OUPD Garrity Warning_2020.pdf

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Garrity Warning

You are required to respond to all questions asked of you in this administrative investigation. Further, you are required to assist investigators with any information they should request. If you fail or refuse to forthrightly, completely, and honestly answer any and all questions asked, you may be subject to disciplinary action up to and including termination from employment with the University of Oklahoma Police Department.

1. You have the right to be informed of the allegations involved.

2. You will be asked questions specifically directed and narrowly related to the performance of your official duties.

3. Statements made during any interviews may be used as evidence of misconduct or as the basis for seeking disciplinary action against you.

4. However, in accordance with the United States Supreme Court's decision in Garrity v. New Jersey, 385 U.S.. 493 (1967); your statement, as well as any information gained through your statement cannot be used against you in any criminal proceeding.

5. If you so request, a person of your choice may be present to serve as a witness during the interviews.

6. You are further ordered not to discuss this internal investigation with anyone other than your chain of command, attorney, or one uninvolved representative, including but not limited to witnesses or prospective witnesses. A violation of this order will be considered an act of insubordination, which could result in disciplinary action against you up to and including termination from employment.

7. If you refuse to answer questions relating to the performance of your official duties, you will be subject to dismissal.

ACKNOWLEDGEMENT: I have read and understand the above notification.

Employee's Printed Name	Signature	Date	Time
Investigator's Printed Name	Signature	Date	Time
Witness' Printed Name	Signature	Date	Time

Reference: Garrity v. New Jersey 385 U.S. 493 (1967)

OUPD Victims Rights and Information Form 11-10-20 - JCH39.pdf

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UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT

2775 Monitor Avenue, Norman OK 73072
Phone 405-325-2864 Fax 405-325-5122

OUPD CASE: _____ **Date:** _____

OUPD Officer: _____ **Badge:** _____

POLICE		**911**
OU Police	**Non-Emergency**	**405-325-2864**
Norman Police	**Non-Emergency**	**405-321-1600**

OU Norman Campus

OU Advocates 24/7	**405-615-0013**
OU Gender + Equity Center	**405-325-4929**
OU Title IX / Sexual Misconduct Office	**405-325-2215**
OU Student Conduct	**405-325-1540**
OU Counseling Center	**405-325-2911**

Women's Resource Center	**https://wrcnormanok.org/**
Norman Sexual Violence Crisis Line	**405-701-5660**
Norman Rape Crisis Center	**405-701-5550**
Norman Domestic Violence Crisis Line	**405-701-5540**
Norman Domestic Violence Shelter	**405-701-5497**
Norman Women's Resource Center Business Line	**405-364-9424**
Norman Court Advocacy Line	**405-364-9424**

Norman Mental Health Resources

Red Rock Behavioral Health Services	**405-307-4800**
Central Oklahoma Community Mental Health	**405-360-5100**
Norman Regional Behavioral Medicine 24 Hour Info & Referral	**405-307-5555**

Cleveland County District Attorney

201 S. Jones, Room 300, Norman OK 73069	**405-321-8268**
Victim Witness Center Coordinator	**405-573-1352**
Victim Compensation Clerk	**405-573-1312**
District Attorney Website:	**http://damashburn.us/**

District Attorney Victim Witness / Restitution Website:
http://damashburn.us/office-departments/victim-witness-restitution/

Oklahoma Crime Victims Compensation	**www.okvictimscomp.com**
421 NW 13th Street, Suite 290, OKC, OK 73103	**405-264-5006**
www.ok.gov/dac/	**1-800-745-6098**

Oklahoma Office of Attorney General

Address Confidentiality Program acp@oag.ok.us	**1-866-227-7784**

Oklahoma Victim Information Notification Everyday

OK Vine website: www.vinelink.com	**1-877-654-8463**

Other Resources

Oklahoma 24-Hour Safe Line	**1-800-522-7233**
Oklahoma Crisis & Information Hotline	**1-800-522-9054**
Oklahoma Child Abuse and Neglect Hotline	**1-800-522-3511**
OBNDD Human Trafficking Hotline	**1-800-522-2288**
National Suicide Prevention Lifeline	**1-800-273-8255**

Any person who was arrested may be released on bond or some other form of release and that as the victim you should not rely upon an arrest as a guarantee of safety.

VICTIM'S RIGHTS

As a victim of crime, you have certain rights. These rights are as follows:

Telephone and address information for the local District Attorney Victim-Witness Coordinator;

The website address where victims can access a full list of their rights, additional information, and how to apply for crime victim compensation assistance.

As a victim of domestic abuse, you have certain rights. These rights are as follows:

The right to request that charges be pressed against your assailant;

The right to request protection from any harm or threat of harm arising out of your cooperation with law enforcement and prosecution efforts as far as facilities are available and to be provided with information on the level of protection available;

The right to be informed of financial assistance and other social services available as a result of being a victim, including information on how to apply for the assistance and services; and

The right to file a petition for a protective order or, when the domestic abuse occurs when the court is not open for business, to request an emergency temporary protective order.

As a victim of the crime of rape or forcible sodomy, you have certain rights. These rights are as follows:

The right to request that charges be pressed against your assailant;

The right to request protection from any harm or threat of harm arising out of your cooperation with law enforcement and prosecution efforts as far as facilities are available and to be provided with information on the level of protection available;

The right to be informed of financial assistance and other social services available to victims, including information on how to apply for the assistance and services;

The right to a free forensic medical examination; and

The right to be informed by the district attorney of other victim's rights available pursuant to Section 142A-2 of Title 21 of the Oklahoma Statutes.

As a victim of the crime of human trafficking, you have certain rights. These rights are as follows:

The right to be housed in an appropriate shelter as soon as practicable;

The right not to be detained in facilities inappropriate to their status as crime victims;

The right not to be jailed, fined, or otherwise penalized due to having been trafficked;

The right to receive prompt medical care, mental health care, food, and other assistance, as necessary;

The right to have access to legal assistance, information about their rights, and translation services, as necessary; and

The right to be provided protection if the safety of the victim is at risk or if there is a danger of additional harm by recapture of the victim by a trafficker, including:

Taking measures to protect trafficked persons and their family members from intimidation and threats of reprisals, and

Ensuring that the names and identifying information of trafficked persons and their family members are not disclosed to the public.

As a member of the immediate family of a victim of first-degree murder, you have certain rights. These rights are as follows:

The right to seek a victim protection order against the following persons:

The person who was charged and subsequently convicted as the principal in the crime of murder in the first degree; or

The person who was charged and subsequently convicted of being an accessory to the crime of murder in the first degree.

Cleveland County District Attorney's Office

The Cleveland County District Attorney Victim-Witness Program provides comprehensive services to all victims of crime.

Victim Witness Program

The victim, not the state, is directly aggrieved by violent crime and has an unquestionably valid interest in the prosecution of his or her case. The Victim-Witness Center was developed to ensure better treatment of victims and to guard them from the re-victimization often encountered in the criminal justice system.

The Victim-Witness Program provides these services to all victims of crime including domestic violence, sexual assault, drunk driving, homicide, and property crimes. The Victim-Witness Program has undertaken the serious responsibility of servicing the interests and concerns of citizens victimized by crime in Cleveland County with fairness, understanding, dignity, and respect.

Additional Services Provided: Resource and Referral Assistance

Counseling Referrals
Address Confidentiality Program assistance
Property Return Assistance
Orientation to the Criminal Justice System
Court Escort and Court Support
Victim/Witness Waiting Area
Case Status & Case Disposition Information
Employer and School Notification
Oklahoma Crime Victims Compensation Assistance
Victims Protective Order (Information & Referral)

Victim's Protection Order

A Protective Order is a civil court order issued by a district court judge to prevent one person from committing certain acts against another. The Protection Order is used to help protect people from being physically harmed, threatened, harassed, or stalked.

Emergency Ex Parte Order. An emergency ex parte order is a temporary court order issued when one party is not present at the hearing. An emergency ex parte order can be obtained when the court is open with the assistance of the Cleveland County Victim's Witness Center, the Norman Women's Resource Center Advocates, or an OU Advocate. An emergency ex parte order can be obtained when the court is not open with the assistance of police officer.

Crime Victim Compensation Program

Certain crime victims, dependents of a deceased victim or a person authorized to act on behalf of such may be eligible for compensation for out-of-pocket expenses incurred as a direct result of the criminal acts of another up to $20,000.00. This may be extended to $40,000 if there is excessive loss of wages due to serious injury or death of the victim. A victim is eligible to receive compensation regardless of whether charges are filed. Decisions to award claims are made by a three-member Board appointed by the Governor. The law does not cover property loss nor pain and suffering. There are maximum limits for certain expense categories. Limits are explained in the claim form instructions which can be downloaded from the Oklahoma Crime Victims Compensation website. The Victim-Witness Program will provide assistance in completing and processing the claim form.

Address Confidentiality Program

The Address Confidentiality Program provides a service to residence of Oklahoma that are victims of certain crimes. To be eligible for the Address Confidentiality Program, an individual must be:

A victim of domestic violence, sexual assault or stalking who fears their safety, or someone who resides with such a person who fears for their safety.

A resident of Oklahoma who has recently located to a place unknown to his or her abuser or is planning to move in the near future.

Application is made in person at one of the designated victim assistance programs located throughout the state. This assistance is available at the Cleveland County Victim Witness Center or through the Oklahoma Office of Attorney General.

OK VINE: Oklahoma Victim Information and Notification Everyday

OK VINE is Oklahoma's criminal tracking and victim notification system. OK VINE is a free, 24 hours, confidential, computer-assisted service that provides victim information and notification every day.

OK VINE is Oklahoma's automated telephone or web based victim notification service for the purpose of receiving information regarding the location of the defendant following an arrest, during the prosecution of the criminal case, during a sentence to probation or confinement, and when there is any release or escape of the defendant from confinement.

District Attorney's Office; Notice of Victim's Rights

Pursuant to 21 O.S. 142A-2, As a victim of crime, you have the following rights:

Upon request, to be notified and to be present at all proceedings involving the criminal or delinquent conduct, to be heard in any proceeding involving release, plea, sentencing, disposition, parole and any proceeding during which a right of the victim is implicated and to be notified that a court proceeding to which a victim or witness has been subpoenaed will or will not go on as scheduled, in order to save the person an unnecessary trip to court;

To be treated with fairness and respect for the safety, dignity and privacy of the victim, to receive protection from harm and threats of harm arising out of the cooperation of the person with law enforcement and prosecution efforts, to be provided with information as to the level of protection available and how to access protection and, upon request, to be notified of any release or escape of an accused;

To be informed of financial assistance and other social services available as a result of being a witness or a victim, including information on how to apply for the assistance and services;

To be informed of the procedure to be followed in order to apply for and receive any witness fee to which the victim or witness is entitled;

To be informed of the procedure to be followed in order to apply for and receive any restitution to which the victim is entitled;

To be provided, whenever possible, a secure waiting area during court proceedings that does not require close proximity to defendants and families and friends of defendants;

To have any stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence. If feasible, all such property, except weapons, currency, contraband, property subject to evidentiary analysis and property the ownership of which is disputed, shall be returned to the person;

To be provided with appropriate employer intercession services to ensure that employers of victims and witnesses will cooperate with the criminal justice process in order to minimize the loss of pay and other benefits of the employee resulting from court appearances;

To have the family members of all homicide victims afforded all of the services under this section, whether or not the person is to be a witness in any criminal proceeding;

To be informed of any plea bargain negotiations and, upon request, to confer with the attorney for the state;

To have victim impact statements filed with the judgment and sentence;

To be informed if a sentence is overturned, remanded for a new trial or otherwise modified by the Oklahoma Court of Criminal Appeals;

To be informed in writing of all constitutional and statutory rights. Upon initial contact with a victim, a municipal, county or state law enforcement officer shall provide the victim with a written copy of the constitutional and statutory rights of the victim unless, in the judgment of the law enforcement officer making the initial contact, the circumstances of the criminal offense or delinquent act and condition of the victim indicates that the victim, family of the victim or dependents of the victim will not be able to understand the significance of the constitutional and statutory rights. If a written copy of the constitutional and statutory rights is not provided upon initial contact with the victim, a written copy of the rights shall be provided on the next contact with the victim by a law enforcement officer with the same law enforcement agency no later than twenty-four (24) hours after the initial contact. The Attorney General shall prepare and place on the official website of the Attorney General a sample notification card listing all constitutional and statutory provisions relative to the rights of victims. The card shall be suitable for law enforcement agencies to download for the purpose of providing the cards to victims in printed form. Law enforcement agencies may use the form prepared by the Attorney General or may prepare and use any other written notification form they see fit as long as all rights under the Oklahoma Victim's Rights Act are included;

To be informed that when any family member is required to be a witness by a subpoena from the defense, there must be a showing that the witness can provide relevant testimony as to the guilt or innocence of the defendant before the witness may be excluded from the proceeding by invoking the rule to remove potential witnesses and to refuse an interview or other request made by the accused or any person acting on behalf of the accused, other than a refusal to appear if subpoenaed by defense counsel;

To be informed that the Oklahoma Constitution allows, upon the recommendation of the Pardon and Parole Board and the approval of the Governor, the commutation of any sentence, including a sentence of life without parole;

To receive written notification of how to access victim rights information from the interviewing officer or investigating detective;

To a speedy disposition of the charges free from unwarranted delay caused by or at the behest of the defendant or minor. In determining a date for any criminal trial or other important criminal or juvenile justice hearing, the court shall consider the interests of the victim of a crime to a speedy resolution of the charges under the same standards that govern the right to a speedy trial for a defendant or a minor. In ruling on any motion presented on behalf of a defendant or minor to continue a previously established trial or other important criminal or juvenile justice hearing, the court shall inquire into the circumstances requiring the delay and consider the interests of the victim of a crime to a speedy resolution of the

case. If a continuance is granted, the court shall enter into the record the specific reason for the continuance and the procedures that have been taken to avoid further delays; and

To any other rights enumerated in Section 34 of Article II of the Oklahoma Constitution.

The office of the district attorney shall inform the crime victim of an offense committed by a juvenile of the name and address of the juvenile found to have committed the crime and shall notify the crime victim of all court hearings involving that particular juvenile act. If the victim is not available, the office of the district attorney shall notify an adult relative of the victim of said hearings.

The office of the district attorney shall inform victims of violent crimes and members of the immediate family of such victims of their rights under Sections 142A-8 and 142A-9 of this title and Section 332.2 of Title 57 of the Oklahoma Statutes.

In any felony case involving a violent crime or a sex offense, the office of the district attorney shall inform the victim, as soon as practicable, or an adult member of the immediate family of the victim if the victim is deceased, incapacitated, or incompetent, of the progress of pretrial proceedings which could substantially delay the prosecution of the case.

The office of the district attorney shall inform the crime victim that he or she has the right to utilize the automated notification system provided by the designated Oklahoma victim notification service provider for purposes of receiving information regarding the location of the defendant following an arrest, during a prosecution of the criminal case, during a sentence to probation or confinement, and when there is any release or escape of the defendant from confinement.

The victim, the attorney for the victim or other lawful representative, or the attorney for the state upon request of the victim may assert in any trial or appellate court or before any other authority with jurisdiction over the case and have enforced all the rights enumerated in this section and any other right afforded to the victim by law. The court or other authority shall act promptly on such a request. The rights afforded victims under the Oklahoma Victim's Rights Act shall be protected in a manner no less vigorous than the rights afforded the accused.

Sexual Assault Information.

If you are a victim of sexual assault a medical forensic exam is available to you at no cost regardless of whether you report or cooperate with law enforcement.

The evidence collected in such an exam will be stored and preserved by the law enforcement agency for submission to the Oklahoma State Bureau of Investigation (OSBI) laboratory.

A collected sexual assault evidence kit, whether tested or untested, must be retained in a secure, environmentally safe manner for not less than fifty (50) years or for the length of the statute of limitations for the alleged crime, whichever is longer.

The OSBI Sexual Assault Kit Tracking System provides survivors with the ability to anonymously track the location and status of their sexual assault kit from the point of collection through forensic analysis to final storage location and possible destruction.

OSBI Tracking Website https://sakt.osbi.ok.gov/SexualAssaultKitTracking/

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Credit Bureau Contacts

Contact the national credit bureaus to request fraud alerts, credit or security freezes, and opt outs from pre-screened credit offers.

Equifax 1-800-685-1111
https://www.equifax.com/personal/credit-report-services/

Experian 1-888-397-3742
https://www.experian.com/help

TransUnion 1-888-909-8872
https://www.experian.com/help

Internet Safety

https://www.getsafeonline.org/
https://www.getsafeonline.org/protecting-yourself/cyberstalking/

United States Citizenship and Immigration Services (USCIC)

"U" and "T" Nonimmigrant Status Visa's: The Victims of Trafficking and Violence Protection Act of 2000 authorized two new visas: the "U" visa for immigrant victims of serious crimes and the "T" visa for victims of severe human trafficking.

The U nonimmigrant status (U visa) is set aside for victims of certain crimes who have suffered mental or physical abuse and are helpful to law enforcement or government officials in the investigation or prosecution of criminal activity.

How to apply (petition) for a U nonimmigrant status, submit:

Form I-918, Petition for U nonimmigrant status.

Form I-918, Supplement B, U Nonimmigrant Status Certification. The Form I-918, Supplement B, must be signed by an authorized official of the certifying law enforcement agency, and the official must confirm that you were helpful, and currently being helpful, or will likely be helpful in the investigation or prosecution of the case.

If any inadmissibility issues are present, you must file a Form I-192, Application for Advance Permission to Enter as Nonimmigrant, to request a waiver of the inadmissibility.

A personal statement describing the criminal activity of which you were a victim; and

Evidence to establish each eligibility requirement. See the USCIC website for further details.

USCIC U Visa Website Information. **https://www.uscis.gov/i-918**

T Nonimmigrant Status (T Visa) is set aside for those who are or have been victims of human trafficking and are willing to assist law enforcement in the investigation or prosecution of acts of trafficking.

How to apply (petition) for a T nonimmigrant status, submit:

Form I-914, Petition for T nonimmigrant status.

Form I-914, Supplement A, Application for Immediate Family Member of T-1 Recipient (if applicable).

Form 1-914, Supplement B, Declaration of Law Enforcement Officer for Victim of Trafficking in Persons to demonstrate that you are a victim of trafficking and that

you have complied with any reasonable request to assist law enforcement. However, you may also choose to submit other evidence instead of or in addition to the Form I-914, Supplement B, such as trial transcripts, court documents, police reports, news articles, affidavits, or other relevant credible evidence.

Evidence to show that you meet all other eligibility requirements

If any inadmissibility issues are present, you must file a Form I-192, Application for Advance Permission to Enter as Nonimmigrant, to request a waiver of the inadmissibility.

A personal statement describing the criminal activity of which you were a victim; and

Evidence to establish each eligibility requirement. See the USCIC website for further details.

USCIC T Visa Website Information. **https://www.uscis.gov/i-914**

OUPD Table of Organization 2021.pdf

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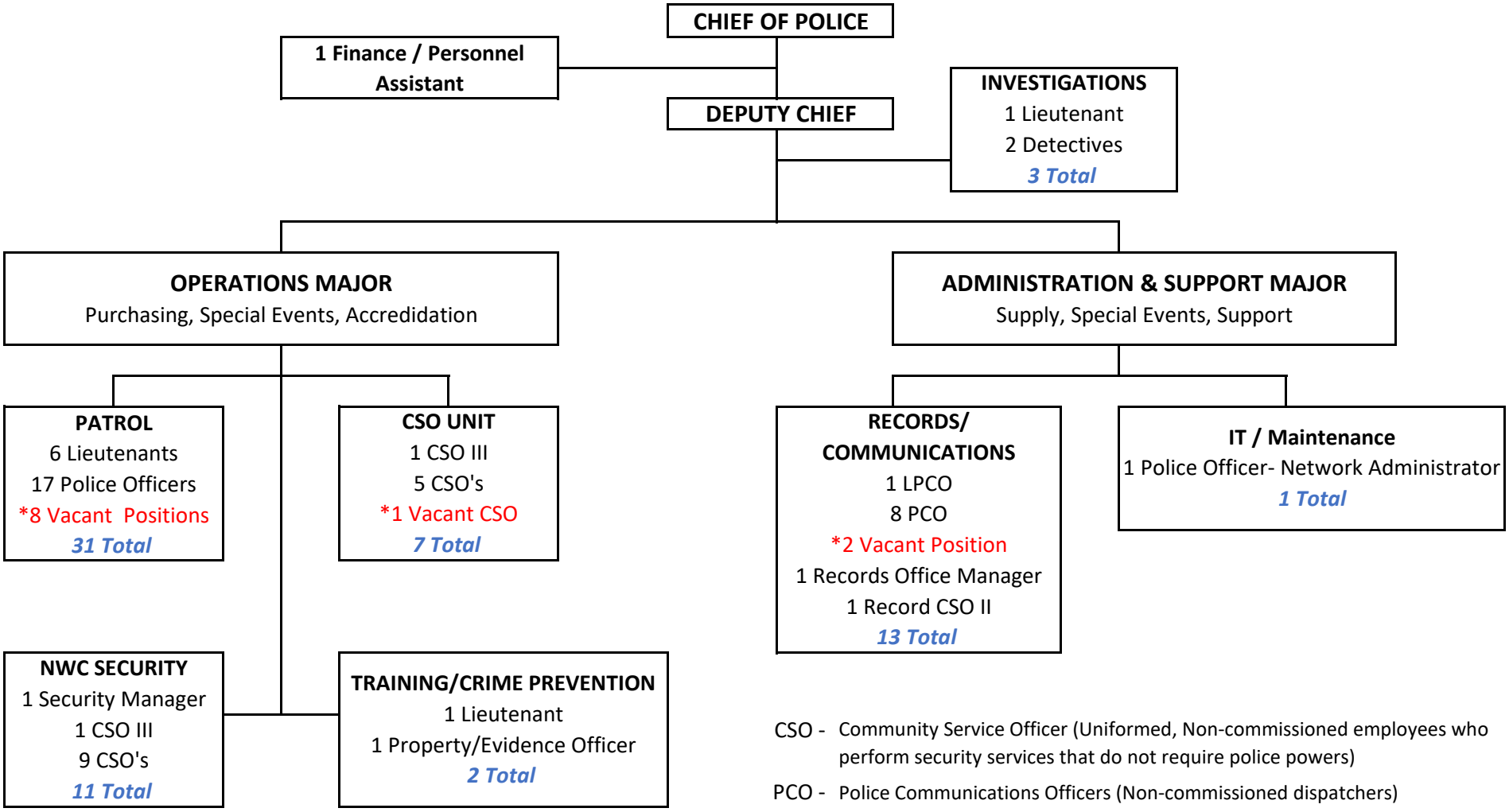
OUPD Table of Organization 2021

As of February 05, 2021



CSO - Community Service Officer (Uniformed, Non-commissioned employees who perform security services that do not require police powers)

PCO - Police Communications Officers (Non-commissioned dispatchers)

LPCO - Lead Police Communications Officer (Dispatch Supervisor)

Use of Force Witness Interview Form - 02.pdf

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Supervisor's Follow-up Report
Use of Force
Witness Interview

Case #:	Supv:	Witness:
Address:	DOB:	Phone:

Page _____ of _____

OUPD Table of Organization 2022.pdf

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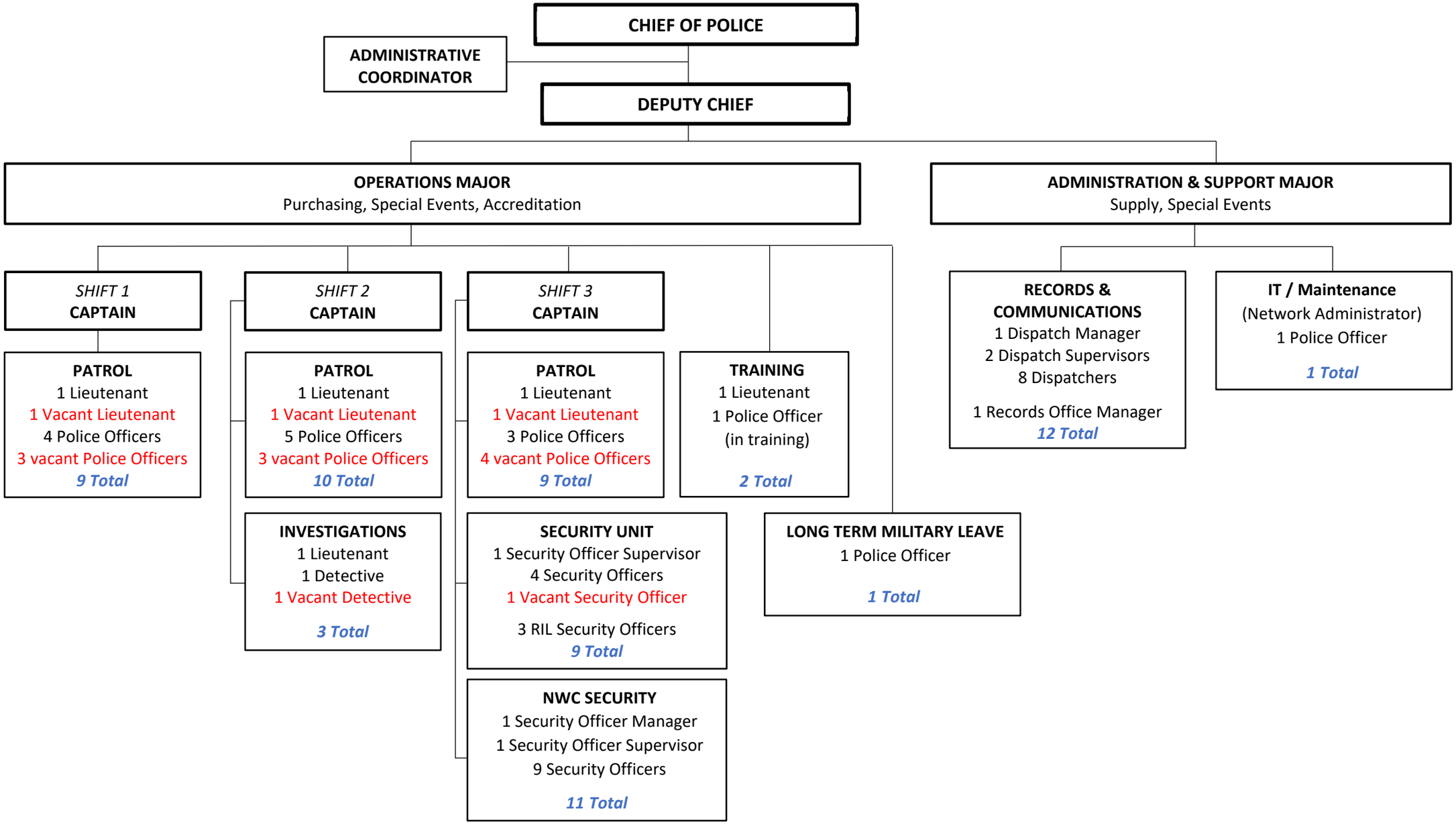
OUPD Table of Organization 2022



Updated: 8/8/2022

OUPD stalking letter 2023 - Updated 03-03-23.pdf

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OUPD PD Case Number: _____

CLEVELAND COUNTY, STATE OF OKLAHOMA

CITY OF NORMAN

RE: _____
[Complainant]

Stalking Warning Letter Served To: _____
[Name]

_____
[Home Address]

_____ _____
[Date of Birth] [Phone]

The University of Oklahoma Police Department has recently investigated a complaint about your behavior towards the above-named individual.

The behavior you have engaged in could be interpreted as "stalking" as provided for in Section 1173 of Title 21 of the Oklahoma Statutes. Stalking can be described as intentionally engaging in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury. Your behavior has induced such fear or distress in the above-named individual.

Oklahoma law makes stalking a crime. The University of Oklahoma Police Department takes this law very seriously.

Please consider this a formal warning that any future conduct by you towards the above-named individual could result in arrest by law enforcement and prosecution by the Cleveland County District Attorney's Office.

Nathaniel R. Tarver
_____
Nathaniel R. Tarver, Chief of Police

Served in Hand: _____ by _____
[Date] [Officer]

On behalf of the University of Oklahoma Police Department.

At: _____
[Location]

OUPD stalking letter 2023.pdf

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OUPD PD Case Number: _____

CLEVELAND COUNTY, STATE OF OKLAHOMA

CITY OF NORMAN

RE: _____
[Complainant]

Stalking Warning Letter Served To: _____
[Name]

_____
[Home Address]

_____ _____
[Date of Birth] [Phone]

The University of Oklahoma Police Department has recently investigated a complaint about your behavior towards the above-named individual.

The behavior you have engaged in could be interpreted as "stalking" as provided for in Section 1173 of Title 21 of the Oklahoma Statutes. Stalking can be described as intentionally engaging in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury. Your behavior has induced such fear or distress in the above-named individual.

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Please consider this a formal warning that any future conduct by you towards the above-named individual could result in arrest by law enforcement and prosecution by the Cleveland County District Attorney's Office.

_____
Nate Tarver, Chief of Police

Served in Hand: _____ by _____
[Date] [Officer]

On behalf of the University of Oklahoma Police Department.

At: _____
[Location]

Supervisors Follow-Up Form - 03.pdf

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Supervisor's Follow-up Report
Use of Force

_____ Witness Interview _____ Subject Interview _____ Other

Case #:	Date of Occurrence:	Location:	Sup/Badge #:
Witness/Subject Name:	DOB:	Address:	
Home Phone:	Work Phone:	Date of Report:	

Use of Force Supervisors Report Form - 01.pdf

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THE UNIVERSITY OF OKLAHOMA
Police Department

Supervisor's Follow-Up Investigation Report
Use of Force/Physical Compliance - Coversheet

Case #		Date/Time:		Location:	

Officer:		Division/Shift:		Immediate Supervisor:	
Badge #		Duty: ☐ON ☐OFF	Injury: ☐None ☐Non-Visible Complaint ☐Minor ☐ Serious		

Subject:		R/S		Age:	
Address:		Home Phone:		Work Phone:	
Injury: ☐None ☐Non-Visible Complaint ☐Minor ☐ Serious		Hospital:		Dr:	
Charges:		Related Case #			

Officer's Use of Force Involved:	Other Type of Force:
☐Hands ☐ Feet ☐ O.C. ☐Baton ☐ Firearm ☐ Vehicle ☐ Taser	

Attached:	☐Officer(s) Arrest Report	☐ Witnessing Officer(s) Supplemental Report(s)
	☐ Subject(s) Statement(s)	☐ Subjects(s) Criminal History
	☐ Civilian Witness Statement(s)	☐ Photos of Officer(s)/Subjects(s)
	☐ Supervisor's Narrative	☐ Other

Base on the Officer(s) reports, witness statement(s), and physical evidence the use of force and/or control technique(s) were within departmental policies and guidelines.

☐ **I CONCUR** ☐ **I DO NOT CONCUR**

Investigating Supervisor	Badge #	Division	Date

Use of Force Screening Committee			
Lieutenant:		Date:	
Officer was:	☐ **Justified**	☐ **Not Justified** in using force under department policy	
Officer's application of force was:	☐ **Appropriate**	☐ **Inappropriate** in this incident	
Course of Action:	☐ No Further Action	☐ Corrective Counseling	☐ Reprimand
Major:		Date:	
Officer was:	☐ **Justified**	☐ **Not Justified** in using force under department policy	
Officer's application of force was:	☐ **Appropriate**	☐ **Inappropriate** in this incident	
Course of Action:	☐ No Further Action	☐ Corrective Counseling	☐ Reprimand
Deputy Chief:		Date:	
Officer was:	☐ **Justified**	☐ **Not Justified** in using force under department policy	
Officer's application of force was:	☐ **Appropriate**	☐ **Inappropriate** in this incident	
Course of Action:	☐ No Further Action	☐ Corrective Counseling	☐ Reprimand

Supervisor's Narrative:

General Order 2019-0002.pdf

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2308 General Order 2019-0002.pdf

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The UNIVERSITY of OKLAHOMA®
Police Department

OUPD General Order #2019-0002

DATE: June 26, 2019

TO: All OUPD Employees

FROM: Liz Woollen, Chief of Police

SUBJECT: General Order #2019-0002 to suspend OUPD Step Plan Procedure #2308 and portions of Lexipol Policy #1002.

All OUPD members are advised that OUPD Procedure #2308 (Employee Step Plan) and sections 1002.8 through 1002.8.4 of Lexipol Policy #1002 (Special Assignments, Promotions, and Step Plan) are hereby suspended due to budgetary constraints.

Chief Liz Woollen
Chief of Police
University of Oklahoma Police Department

2775 Monitor Ave, Norman, Oklahoma 73072
PHONE: (405) 325-2864 FAX: (405) 325-5122

The UNIVERSITY of OKLAHOMA®
Police Department

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Chief Liz Woollen
Chief of Police
University of Oklahoma Police Department

2775 Monitor Ave, Norman, Oklahoma 73072
PHONE: (405) 325-2864 FAX: (405) 325-5122

5204 Obtaining serving of Warrants and Legal Process.pdf

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This procedure is intended for University of Oklahoma Police Department use only. The procedures and regulations are for internal OU Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal OU Police Department policies, procedures, regulations or rules form the basis for disciplinary action by the OU Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the OU Police Department.

SUMMARY:

The purpose of this Procedure is to provide the University of Oklahoma Police Officers with guidelines for conducting arrests with or without a warrant, obtaining arrest warrants, and honoring subpoenas.

APPLIES TO:

Commissioned police officers of the University of Oklahoma Police Department.

DEFINITIONS:

Arrest: Taking custody of a person for holding or detaining him/her to answer a criminal or civil demand. The physical seizure by the arresting officer or submission to the officer's control. The taking, seizing, or detaining the person, touching or putting hands upon him/her in the execution of the process or any act indicating an intention to arrest.

Arrest Warrant: A written order issued and signed by a magistrate of a court of competent jurisdiction, directed to a peace officer, and commanding him/her to arrest the body of a person named on it, who is so accused of an offense.

***Bench Warrant*:** An arrest warrant issued for a person who has been discharged on bail, personal recognizance, or otherwise has deposited money thereof, and does not appear at the time and date when his or her person appearance is required.

***Subpoena*:** A mandatory writ or process directed to and requiring one (1) or more persons to appear at a date and time to come and testify under oath for the party named or to answer allegations against them.

Summons: A mandate requiring the appearance of a defendant in a legal proceeding. The defendant is under penalty of law for failure to obey the summons.

Probable Cause: Probable cause is a flexible common standard merely requiring facts available to an officer that would warrant a reasonable and prudent man [experienced police officer] to believe that a person is committing or has committed a crime or that some object is subject to search and/or seizure, more likely than not.

PROCEDURES:

I. OBTAINING AND SERVING ARREST WARRANTS

A. Obtaining Arrest Warrants through District Court

1. Officers requesting an arrest warrant through district court shall submit a completed and detailed Affidavit and Case Record, to the district attorney's office having jurisdiction in the matter, through the Records Division of the University of Oklahoma Police Department, via the officers' normal supervisory chain.
   a. The Affidavit must be detailed and contain all elements of the crime alleged and other pertinent facts (not conclusions) of the case,
   b. The words "Warrant Request" or "Request Warrant" must be written at the top of Affidavit and Case Record.
2. Officers shall make a reasonable effort to ensure the person identified in the warrant request is the intended arrestee. This is the responsibility of the officer requesting the warrant. It is accomplished using a thorough and matching description of the individual including, but not limited to:
   a. Height and weight
   b. Hair and eye color
   c. Race
   d. Sex
   e. Age, date of birth or reasonable approximation thereof
   f. Identifying number such as a social security, driver license or military service number
   g. Matching and correct name spelling
   h. Place or residence and/or employment
3. If the information regarding the named defendant is obtained from a manual file or database, the officer shall, by means of information from at least one additional source, ensure that he or she is the intended arrestee.
4. At this point, the officer may either:
   a. Submit the documentation through normal channels, or
   b. With supervisory permission the officer may physically walk the documentation through each process in order to obtain a return in shorter amount of time.
5. If the officer submits the documentation under option a:
   a. The officer will be notified by the District Attorney's (DA) Office if the warrant is declined,
   b. The officer may contact the Cleveland County Sheriff's Office to determine if the warrant is issued.

II. Obtaining Arrest Warrants through Municipal Court

A. Officers requesting an arrest warrant through the municipal court shall submit a completed traffic or non-traffic citation to the municipal court through the normal paperwork submittal process for the department.
   1. The information must be detailed and contain all of the facts (not conclusions) of the case,
   2. The words “Warrant Request” or “Request Warrant” must be written at the top of information.

B. Then, the officer may either:
   1. Submit the documentation through normal channels, or,
   2. With supervisory approval the officer may physically walk the documentation through each process in order to obtain a return in shorter amount of time.

C. Typically, the court will mail a summons to the defendant in lieu of an arrest warrant. If the officer believes circumstances justify an arrest warrant instead of a summons, the officer must attach written justification to the traffic or non-traffic citation or contact a prosecuting attorney.

III. Service of Arrest Warrants

A. 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).

B. 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.

C. Immediately prior to attempting service of an arrest warrant, the officer will confirm the validity of the warrant through the issuing authority or the law enforcement entity holding the original warrant.

D. When the existence of the warrant is discovered during a contact with or detention of a person, that person may be detained for a reasonable period if necessary for the purpose of confirming the warrant.

E. Officers serving arrest warrants shall make every reasonable effort to ensure that the person being arrested is the person described on the warrant. This can be accomplished by using the physical description identifiers described in Section I. A.2. of this procedure and/or if the arrestee admits being the named defendant.

F. The arresting officer must inform the person being arrested the arrest is

on the authority of an arrest warrant and shall, whenever reasonable, state the charge for which the warrant is issued and the jurisdiction issuing it. The arresting officer is not required to provide the person being arrested with a copy of the warrant at the time of the arrest but a copy must be provided within a reasonable time period. The officer may arrest on the authority of an electronically transmitted warrant provided the warrant is verified immediately prior to the arrest.

G. Felony arrest warrants may be served on any day, and at any time of the day or night.

H. Misdemeanor arrest warrants and bench warrants may be served only during the hours of 0600 hours (6:00 a.m.) and 2200 hours (10:00 p.m.), except as otherwise may be directed by the magistrate endorsed upon the warrant. Provided, a misdemeanor warrant may be served at any time of the day or night if the defendant is in a public place or on a public roadway.

I. OUPD officers cannot serve Norman Municipal Warrants in the Un-incorporated area of campus. They may detain the subject until a NPD Officer arrives to serve the warrant.

J. **Under no circumstances will an officer of this agency breach a door or window of a residence, on or off-campus, in order to serve a misdemeanor arrest warrant** unless specific authorization to do so has been received beforehand from a Command Supervisor of this department, or legal exigent circumstance(s) is/are present.

IV. Directory & Other Information

A. **Public Law 93-380**, the *Family Educational Rights and Privacy Act of 1974* (as amended), commonly known as the *Buckley Amendment*, restricts institutions of higher education from releasing other than "directory information" regarding enrolled students.

1. "Directory information" includes the student's name, address, and telephone number (unless directed to be withheld by the student); college, major, and classification; dates of attendance; degree and dates of graduation; University honors; and verification of participation in recognized student activities unless withheld by the student.
2. **PL 93-380** articulates an exception authorizing the release of confidential information (defined as all other information in the student's record) without the student's prior consent "to comply with a judicial order or lawfully issued subpoena" and another exception for circumstances "in connection with an emergency when such information is necessary to protect the health or safety of the student

or other persons".

a. A warrant is a judicial order commanding any peace officer to take the named party into custody and all other officers and persons to assist upon request; this implies a duty to provide information as well as physical assistance.

b. Civil process is a judicial order commanding the authorized server to deliver to the named recipient the court's directive(s).

1. Under Oklahoma law, any commissioned peace officer may request assistance from any other such officer.

c. Based upon these applications, any commissioned member of a governmental law enforcement or criminal justice agency may be provided whatever information about a student may be necessary to enable him/her to execute a judicial order.

1) Civilian process-servers are not entitled to law enforcement access to student information.

d. Individuals other than bona fide law enforcement personnel inquiring for information about a student, faculty and staff will be provided only "directory information" as defined in section IV.A.1, above.

e. Commissioned members of governmental law enforcement or criminal justice agencies will be provided any information about institutional employees available to this agency.

V. Warrant Service on Campus

A. Criminal justice agencies and other providers are requested to coordinate the service of warrants/processes on the Norman campus of the University through this department.

1. Requests should be tendered in advance of the intended date/time of service if possible.

B. Should a coordination/assistance request be received, the following procedures will be observed:

1. Nothing in this order should be construed to prohibit or restrain duly appointed/sworn personnel from executing their assigned duties within this jurisdiction.

a. The on-duty Watch Supervisor should be informed of the presence of members of any other law enforcement agency on campus whenever such is observed.

b. This department will assist if requested.

c. Members who observe a member of another agency on campus should offer assistance as appropriate to the circumstances.

1. If offered assistance is declined, the member will refrain from

interfering, but may stand by in the immediate area if it can be reasonably anticipated that the proposed action may be disruptive.

2. All inquiries regarding the service of warrants or other legal processes will be referred to the OPS Major.
   a. Whenever the OPS Major is unavailable, inquiries will be referred to the on-duty Watch Supervisor.
   b. The supervisor contacted will:
      1. Ensure that the person seeking assistance has a current copy of the warrant/process to be served in his/her possession.
      2. Review the warrant/process to ensure it is valid and is applicable under existing conditions (i.e. time of day, proper identification of defendant, etc.)
      3. Determine the current status of the defendant (i.e. confirmation of affiliation, work or class schedule, etc.)
      4. Assist or assign appropriate personnel to assist the member(s) of the other agency.
      5. Ensure that the minimal number of personnel required to effect service safely is assigned.
         a. If the serving agent is in uniform, any uniformed officer may be assigned to assist.
         b. If the serving agent is in plain clothes, it will normally be preferable that a plainclothes member of this department assist unless the circumstances dictate use of uniformed personnel for safety or other reason(s).
3. The member(s) assigned by this department to assist in service will ensure that:
   a. City of Norman municipal warrants are not served by OUPD officers in that area of the campus not annexed by the City of Norman.
   b. Members of this department are not directly involved in the service of civil process.
      1. The provisions of 74 OS § 360.17 prevent members from active participation in the service of civil process.
         a. We may be present to maintain the public peace or to assist at the request of other law enforcement officials who are empowered to make service.
4. **Under no circumstances will an academic class be interrupted** to serve a warrant/process unless specific authorization to do so has been received beforehand from a Command Supervisor of this department.

a. All service will be predicated on minimizing disruption and/or endangerment of others.
b. Service on individuals will normally follow this order of attempted service. At the residence location, then work location and then class location.
    1. If safety is not thereby compromised, the employee's supervisor should be contacted, informed of the need to effect service, and requested to assist.
        a. The supervisor should be asked to arrange to have the individual at a specified location away from other employees and activities at a specified time, if possible.
        b. Service should be effected before the beginning of the work day, on the meal break, or at the end of the work day if possible to avoid disruption of the defendant's and others' work.
        c. Service may be effected in conjunction with a class if the individual does not reside or work on campus or service/contact has been attempted at a campus residence or place of work without success.
        d. Members may make contact with the instructor preceding or following class to request assistance in identification of the defendant or verification of enrollment/attendance, but should do so in an unobtrusive manner as possible.
            1. Members should be aware that instructors may decline to assist with identification on grounds that it compromises their academic role; this agency will not generally present charges for obstruction absent intentional interference (as opposed to passive refusal to assist).
        e. Service may be effected preceding or following class.

5. Members are expected and required to demonstrate a courteous and helpful attitude in assisting external agencies in the service of warrants/processes or on any other official business where our assistance is required/requested.
    a. Each member is directed to use the best judgment, tact, and discretion in performing this service.
    b. Procedures established by this department should be employed in all circumstances unless it is apparent that this will result in an unseemly public conflict with members of the other agency.
        1. Regardless of the probable conflict, members of this agency will not knowingly violate department policy, University

regulations, or applicable external regulations or law.

c. Should a member of another agency indicate his/her intent to proceed with a course of action in violation of this agency's policy and procedure after having been informed of that conflict, the member will immediately inform the on-duty Watch Supervisor.
   1. The member of the other agency should be asked to report his/her proposed course of action and its conflict with our policy to his/her immediate supervisor.
   2. Should the member of the other agency persist or be directed by a superior within his/her own agency to continue with his/her action, our member should cease all active participation, but remain on the scene until the action is completed to prevent any breach of the public peace and to observe. Then document what occurred in an ARMS report.
      a. Immediate notification will be made by the on-duty Watch Supervisor to the OPS Major of the occurrence and the outcome, if known.
      b. Conflicts should be resolved out of view of the public whenever possible.

6. Members assigned to assist external agencies in service of warrants/processes will complete an incident report upon conclusion of the contact to include:
   a. The name of the jurisdiction issuing the warrant or document, the number and type of document, and the offense/action identified in the document.
      1. A photocopy of the document served should be obtained and attached if possible.
   b. Information for the defendant arrested or served.
   c. Information for the participating member(s) of the external agency.
   d. The date, time, and location where arrest or service was effected.
   e. A narrative summary of the event.
   f. Explanation of any unusual occurrences in the course of the service.
7. Member(s) assigned to assist in service of warrants/processes who encounter problems in performing such service should submit a written memorandum via routine channels detailing the nature and cause of the problems so that these may be pursued.

VI. PROCEDURES: ARREST WITHOUT WARRANT

A. A police officer may, without a warrant, arrest a person:

1. For a public offense, committed or attempted in his or her presence.
2. When the person arrested has committed a felony, although not in his or her presence.
3. When a felony has in fact been committed, and he or she has reasonable cause for believing the person arrested to have committed it.
4. On a charge, made upon reasonable cause, of the commission of a felony by a party arrested, or
5. When he or she has probable cause to believe the party was driving or was in actual physical control of a motor vehicle, involved in a collision upon a public highway, street, or turnpike, and was under the influence of alcohol or any other intoxicating substance.
6. Anywhere, including his or her place of residence, if the police officer has probable cause to believe the person within the preceding seventy-two (72) hours has committed an act of domestic abuse, although the assault did not take place in the presence of the police officer. A police officer may not arrest a person pursuant this section without first observing a recent physical injury to, or an impairment of the physical condition of, the alleged victim.
7. When a police officer, in accordance with the provisions in Title 22 of The Oklahoma Statutes, is acting on a violation of a protective order offense.

B. Arrest of Traffic Violators Without a Warrant

1. A police officer may, without a warrant, arrest a person for any moving traffic violation of which the arresting officer or another police officer in communication with the arresting officer has sensory or electronic perception including perception by radio, radar, and reliable speed measuring devices.
2. A police officer may issue a traffic citation to any driver of a vehicle involved in a traffic collision when, based upon personal investigation, the officer has reasonable and probable grounds to believe the person has committed a traffic related offense.
3. A police officer may, without a warrant, issue a traffic citation to any person who commits a traffic offense in his or her presence.

C. Release Procedures for Individuals Arrested for Certain Municipal Offenses

1. Norman residents arrested for a non-traffic misdemeanor municipal offense should be afforded the opportunity to sign a non-traffic citation and be released unless one or more of the following

circumstances exist:

a. It reasonably appears to the officer that the individual may cause injury to him or others or damage to property if released,
b. The individual is arrested for an offense against a person or property.
c. The officer has reason to believe the individual will not appear in response to the citation,

2. If the arrested Norman resident is not released because they refused to sign a non-traffic citation, he/she shall be afforded the opportunity to post bail.
3. Non-Norman residents arrested for a non-traffic misdemeanor municipal offense should be afforded the opportunity to post bail unless one or more of the following circumstances exist:
   a. It reasonably appears to the officer that the individual may cause injury to him or others or damage to property if released,
   b. The individual is arrested for an offense against a person or property.

VII. OTHER PROCEDURES

A. Subpoenas and Other Legal Process

1. Any officer receiving a subpoena for district court who is unsure if he or she will be needed for court, or due to unusual circumstance is unable to attend court, shall contact the DA's office as soon as possible after receiving the subpoena.
2. Subpoenas or other legal process received at the University of Oklahoma Police Department and not in sealed envelopes shall be processed by the Records Manager or his/her designee. Subpoenas will be scanned into the case file, logged and an e-mail sent to the intended employee and the division Major, no later than the following business day after they are received.
3. Employees who receive subpoenas, or other legal process, via some means other than department distribution shall notify the Chief of Police, in writing, no later than the following business day after they are received.

B. Arrest Immunity

1. Persons who meet certain criteria may be exempt from arrest on particular charges or service of process. If a person who is otherwise subject to arrest claims immunity, the officer should contact his or her supervisor. Unless exigent circumstances dictate otherwise, an officer who is unsure of the validity of an immunity claim should consider, as an option to arrest, presentation of information for later filing of

charges. Facts provided to the officer in support of the immunity claim will be included in the information. Once the information is presented, it will then become the responsibility of the prosecuting attorney or court to grant immunity. If an exigency exists, and when reasonable, the duty District Attorney should be contacted for guidance prior to making the arrest. Typical categories of immunity follow.

2. ***Diplomatic Immunity****:* Certain foreign diplomatic officials, their families and official staff, are immune from arrest, detention, or prosecution in respect to any civil or criminal offense. If a person claims diplomatic immunity from arrest, the officer should contact the District Attorney's Office or the FBI immediately. They will check the validity of the claim. Credentials issued by the U.S. State Department or by other locally issued identification can identify the persons subject to diplomatic immunity.
3. ***United States Senators and Congress Members:*** *These* officials are exempt from service of civil process and civil arrest during the session of their respective houses, and in going to and returning from the same. This privilege encompasses only civil process, and does not exempt them from arrest for traffic offenses or even the most minor criminal offenses.

4. ***Voters on Election Day:*** While going or returning from a polling place and while voting, voters are exempt from arrest on a misdemeanor charge except for breach of peace.
5. ***Oklahoma State Legislators:*** These officials are exempt from service of civil process and civil arrest during the session of their respective houses, and in going to and returning from the same. This privilege encompasses only civil process, and does not exempt them from arrest for traffic offenses or even the most minor criminal offenses.
6. ***Members of the National Guard****: National* Guard members, while in attendance at or going to or returning from drills, parades, inspections, or while on active duty, are exempt from civil process and civil arrest. This privilege encompasses only civil process, and does not exempt them from arrest for traffic offenses or even the most minor criminal offenses.

C. Arrest or Detention of Foreign Nationals

1. This procedure addresses the arrest or detention of foreign nationals (any non-United States citizen).
   a. This procedure **does not** apply when a foreign national is issued a routine traffic citation if the detention period is four (4) hours or less.

2. The arresting or detaining officer is required to make a sincere and reasonable effort to notify the foreign national's consular. However, failed efforts to contact the foreign national's consular will not invalidate the arrest.
3. The following procedure shall be initiated upon the arrest or detention of a foreign national regardless of their immigration status:
   a. Determine the foreign national's country. Normally, this is the country on whose passport or other travel documents the foreign national travels.
   b. If the foreign national's country is **not** on the mandatory notification countries list:
      1. Offer, without delay, to notify the foreign national's consular officials of the arrest or detention.
      2. If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay. Notification can be made via telephone, fax, or other electronic means.
   c. If the foreign national's country **is** on the list of mandatory notification countries list:
      1. Notify that country's nearest consular officials, without delay, of the arrest or detention. Notification can be made via telephone, fax or other electronic means.
      2. Tell the foreign national that you are making this notification.
   d. Write on the arrest report or other permanent police document the provisions of notification and actions taken including full name of the foreign national's consular, and that person's telephone, fax and/or email information.
4. OUPD communications officer has access to a list of the mandatory notification countries. For additional information, telephone the US State Department Operations Center at 202-647-4415. Urgent after hours inquiries may be directed to telephone 202-647-1512. Additional guidance is available in **Detention of Foreign Nationals.**

D. Military Deserters/Absentee Wanted by the US Armed Forces
1. University of Oklahoma Police Officers may apprehend deserters from the US Armed Forced of the United States with:
   a. Verbal confirmation from military or Federal law enforcement authorities that the person has been declared a deserter and that his/her return to military control is desired and a corresponding entry in NCIC – OR –
   b. Receipt of a completed DD form 553 and verbal confirmation from

military or Federal law enforcement authorities that the person has been declared a deserter and that his or her return to military control is desired.

E. Arrest Alternatives
When and to the degree the law enforcement purpose would be best served, officers should use acceptable alternatives to custodial arrest.

Supervisory guidance should be sought for questions or problems.

Tattoo Declaration 01-05-18.pdf

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UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT

Tattoo Declaration Form

The University of Oklahoma Police Department policy regarding tattoos is found in "**Personal Appearance Standards"** which states, in part:

1023.2.1 **POLICY**
University of Oklahoma Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

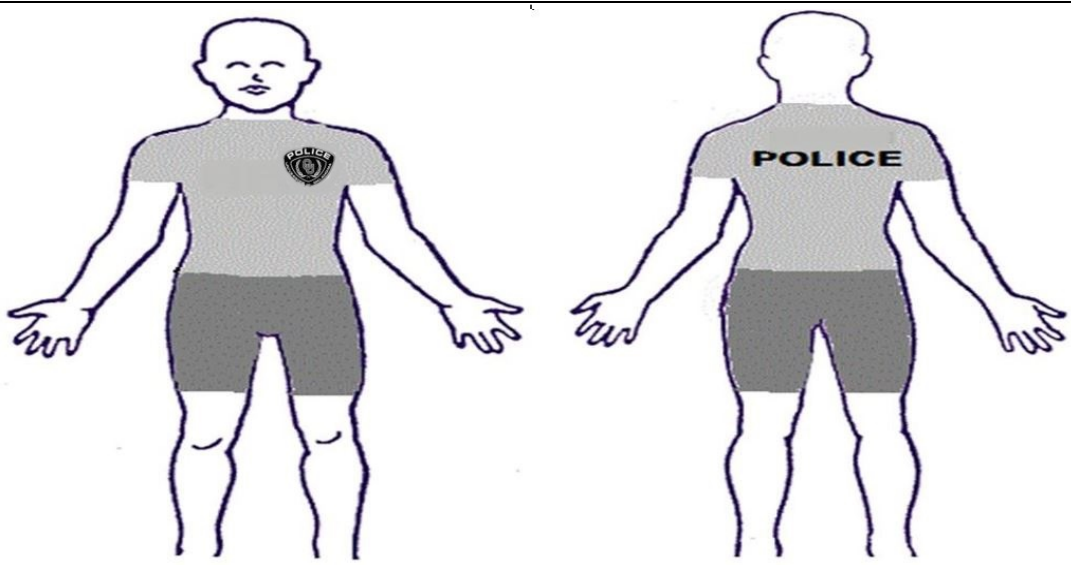
1023.4.2 TATTOOS
While on-duty or representing the University of Oklahoma Police Department in any official capacity, reasonable efforts should be made to conceal tattoos or other body art. Existing tattoos, provided they conform to the criteria enumerated in this policy, may be visible only if the employee has an approved Tattoo Declaration Form on file. Additional or modified tattoos and body art that are visible while on duty shall not be obtained after the completion of the Tattoo Declaration Form.

At no time while on-duty or representing the Department in any official capacity shall any tattoo be visible on the face or neck of any employee (does not include common cosmetic tattoos such as permanent eyebrows, make-up, skin discoloration repair, etc.), and/or any offensive tattoo or body art be visible. Examples of offensive tattoos include, but are not limited to, those that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age, physical or mental disability, medical condition or marital status; those that exhibit gang, supremacist or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts or other obscene material.

Questions of whether a tattoo is objectionable or offensive will be determined by the member's supervisor. In cases where the employee does not agree with the supervisor's ruling, the Chief of Police will have final say on the matter.

- Exceptions to this policy are medically necessary tattoos, or common cosmetic tattoos such as permanent eyebrows, makeup, skin discoloration repair, etc. provided they conform to the criteria enumerated in 1023.4.2 of this policy.
- When deemed operationally necessary, or to reasonably accommodate a religious belief, the Chief of Police may grant permission to an officer to display an existing tattoo, brand, body art, intentional mutilation or scarring.

EMPLOYEE/APPLICANT NAME:	**DATE OF DECLARATION:**



Mark all tattoos, brands, intentional scarring, and/or mutilations on the above diagram with a number and describe in detail next to the associated number below.

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Signature:	**Badge#:**

Loyalty_Oath_9-27-2016.pdf

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Loyalty Oath

Name of Employee: _____

Social Security Number: _____

Department you are going to work for: _____

I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office of employment during such time as I am an employee of the University of Oklahoma.

⇨ _____

Affiant's Signature

>>>>> FOR OFFICE USE ONLY <<<<<

Subscribed and sworn to before me on this _____ day of _____ , _____

(day) (month) (year)

_____

Notary Public, or other officer authorized to administer oaths or affirmations.

My Commission Expires on (mm/dd/yy): _____

Commission Number: _____

OU Emergency Operations Plan.FINAL.2015.8-31.pdf

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THE UNIVERSITY OF OKLAHOMA Emergency Operations Plan

CONFIDENTIAL – FOR OFFICIAL USE ONLY
SECURITY SENSITIVE INFORMATION

INTRODUCTORY MATERIALS

Promulgation and Signature:

The University of Oklahoma is committed to the safety and security of students, faculty, staff and visitors on its campus. In order to support that commitment, OU has thoroughly reviewed its emergency operations plans and mitigation/prevention, preparedness, response and recovery procedures relevant to natural, technological and human-caused disasters.

OU's Emergency Operations Plan (EOP) that follows is the official policy of The University of Oklahoma, Norman campus. It is a result of a comprehensive review and update of university policies in the context of its location in Norman, Oklahoma, and in the current world situation. Executive Administration and the Board of Regents support its recommendations and commit the university's resources to ongoing training, exercise and maintenance required to keep it current. The EOP is a blueprint that relies on the commitment and expertise of individuals within and outside of the university community. Used properly and updated every two years during the months of July and August, the EOP will assist university personnel in responding to and recovering from the effects of natural, technological and human-caused disasters. The EOP and its provisions become official when it has been signed and dated below by the concurring university officials.

Submitted by:

_____ _____

Emergency Preparedness Manager Date
University of Oklahoma

Approved by:

_____ _____

President Date
University of Oklahoma

Approval and Implementation:

Contained in this document is the integrated Emergency Operations Plan (EOP) for The University of Oklahoma, Norman campus (OU). This plan incorporates current institutional plans and therefore supersedes any previous emergency management plan(s) promulgated by any department, work unit or agency of OU.

OU is committed to ensuring the health, safety and welfare of persons and protection of property on the OU campus in the event of an emergency situation or incident. The EOP has been developed as a guide for reacting to major emergencies and disasters that may have the potential to cause significant disruption to the normal operation of OU. The document and plan is not all-inclusive but is intended to provide for a systematic response to emergencies.

It is the policy and procedure of OU that in the event of a major emergency or disaster, OU personnel and equipment will be utilized to respond to the emergency. The purpose of the response is to protect life, preserve the property and structures of OU, restore requisite utilities to assure adequate quality of life issues and restore OU to full functionality.

The EOP provides a framework through which OU, City of Norman and Cleveland County Emergency Service Providers can plan and perform their respective emergency functions during a disaster or national emergency. The EOP recognizes the need for ongoing emergency management planning. Emergency management planning is a dynamic action that occurs in conjunction with other city, county and state agencies to protect the safety of the students, faculty, staff, visitors and property of OU.

The EOP complies with the National Incident Management System (NIMS) as required by the Federal Emergency Management Agency (FEMA). NIMS provides a nationwide template enabling federal, state, local and tribal governments and the private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to and recover from incidents regardless of cause, size or complexity. Use of NIMS at OU facilitates the institution's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Under NIMS compliance OU will respond to emergencies using the Incident Command System (ICS). ICS is the model tool for command, control and coordination of a response and provides a means to coordinate the efforts of individual departments and agencies as they work toward the common goal of protecting life, stabilizing an incident and protect property and the environment. For OU emergencies an Incident Command Post will be set up at the scene of the emergency or disaster and will be overseen by an Incident Commander. The highest-ranking official from the primary responding agency or department on scene will act as the Incident Commander.

RECORD OF CHANGES

Each change will be recorded by the person making changes on this form by indicating the date the change was made and person making the change. In addition, the document directing the change will be filed behind this page.

CHANGE #	NAME OF PERSON MAKING CHANGE	DATE
1	Lisa Teel	8-31-15

DISTRIBUTION

Electronic copies of the official University of Oklahoma Emergency Operations Plan will be distributed to all OU executive offices. Each OU executive office shall keep a hard (printed) copy of the current up-to-date Emergency Operations Plan on file and available in their department.

Electronic copies of the official University of Oklahoma Emergency Operations Plan will be distributed to other government, non-profit organizations and private sector stakeholders with assigned responsibilities under the plan.

City of Norman Emergency Management
City of Norman Police Department
City of Norman Fire Department
City of Norman Public Works Department
Cleveland County Emergency Management
Cleveland County Sheriff
State of Oklahoma Emergency Management
Oklahoma Department of Homeland Security

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PURPOSE AND SITUATION OVERVIEW

PURPOSE

The Emergency Operations Plan (EOP) provides a framework, through which The University of Oklahoma (OU) prepares for, responds to, recovers from, and mitigates the impacts of Major Emergencies, Disasters, and Catastrophic Incidents (hereafter referred to as incidents/disasters) that could adversely affect the health, safety and/or general welfare of OU students, faculty staff and visitors.

The EOP is an all-hazards plan and is not intended to provide detailed instructions nor address every possible hazard that may occur. The EOP focuses on coordinating the activities of emergency and provides a framework within which emergency operations staff and other relevant department and agency personnel work together to develop and maintain hazard-specific annexes.

The EOP is active at all times and applies to all OU departments. It is designed to be scalable and flexible to meet the needs and complexity of all incidents/disasters. Each university office and/or department will be responsible, in coordination with OU's Emergency Preparedness Manager (EPM), for preparing, updating and maintaining a department-specific Emergency Response Plan (ERP) consistent with this EOP. The EPM will be responsible for training individual departments on the EOP and working with departments to implement the purposes of the EOP at a departmental level. OU departments act under their existing authorities and use their available on-duty personnel and material resources for response and management of day-to-day emergencies. During incidents/disasters, the EOP is used to organize, coordinate and manage the response and recovery operations of OU departments, and public and private sector stakeholders.

SITUATION OVERVIEW
The University of Oklahoma

OU will respond to incidents/disasters within the jurisdictional boundaries of OU.

OU may provide assistance to or request assistance from other jurisdictions. The president or designee may authorize the response of OU personnel and resources outside campus limits.

Mutual Aid is provided or requested in accordance with Local Mutual Aid Agreements (MAA).

OU may enter into Memoranda of Understanding with private and public entities for purposes of supporting business continuity and recovery from emergency incidents.

Municipalities

OU sits within the incorporated boundaries of the city of Norman. The city's emergency response organization is active and provides emergency response and management to OU. In the case of city infrastructure on campus, OU provides emergency response and management until the city can assume responsibility.

Cleveland County

OU is situated in Cleveland County. The county's organizations are active at all times and provide emergency response and management to the unincorporated areas of its county. In the case of county infrastructure within the city of Norman, the city provides emergency response and management until the county can assume responsibility.

State

The State of Oklahoma organization is active at all times and provides emergency response and management within its jurisdiction and statutory authorities and to state highways and U.S. Interstates. In the case of state facilities, state highways, and U.S. Interstates within the city of Norman, the city provides necessary emergency response and management until the state can assume responsibility.

The governor may request the president of the United States to declare a major disaster or emergency if the governor finds that effective response to the event is beyond the combined response capabilities of the State and affected local governments. Based on the findings of a joint Federal-State-local Preliminary Damage Assessment (PDA) indicating the damages are of sufficient severity and magnitude to warrant assistance under the act, the president may grant a major disaster or emergency declaration.

Federal

The Federal Government is active at all times and provides emergency response and management to the federal sites and facilities within or adjoining the city of Norman. The city of Norman may provide initial emergency response and management until the federal Government can assume responsibility.

HAZARD ANALYSIS SUMMARY

The natural, technological and human caused hazards, which have the potential to disrupt the campus community, causing damage and creating casualties at OU, are summarized in the following table:

Hazards	Unmitigated Risk*
Blizzard/Snow/Ice Storm	**High**
Civil Disturbance/Active Shooter	**High**
Flood, Internal or External	**High**
Tornado/High Winds/Severe Thunderstorm	**High**
Fire	**High**
Mass Casualty Event	**Moderate**
Bomb Threat/Suspicious Package	**Moderate**
Death of a Student	**Moderate**
Hostage Situation	**Moderate**
Public Health Emergency (Epidemic/Pandemic)	**Moderate**

The Risk Assessment Matrix is based on the OU Hazard Vulnerability Analysis completed October 1, 2013. A Hazard Vulnerability Analysis is conducted every five (5) years.
* Unmitigated risk indicates an identified hazard whose probability of occurring is very low (doubtful to occur), low (unlikely to occur), moderate (possible to occur), high (likely to occur).

CONCEPT OF OPERATIONS (CONOPS)

ACTIVATION OF THE EMERGENCY OPERATIONS PLAN (EOP)

The EOP is active at all times and does not require a Declaration of a State of Emergency. OU departments act under their existing authorities using their available on-duty personnel and material resources to respond to incidents/disasters. It is scalable and flexible. The various components of the EOP are activated to match the needs and complexity of the incident.

DECLARATION OF STATE OF EMERGENCY

The University of Oklahoma

In an effort to aid the response and recovery efforts, the president of OU or designate has authority to authorize emergency use of all campus resources at his/her disposal.

Once an emergency declaration is issued, it will be given the widest dissemination using a variety of communication methods. The exercise of the emergency powers conferred by the declaration is limited to the duration of emergency as determined according to law and Regents' Policy Manual.

INCIDENT/DISASTER TYPES

Incidents tend to be smaller in size and scope, geographically isolated, and of shorter duration than disasters. However, incidents can escalate to the point that they become disasters. This section defines and types incidents and disasters.

Types of Incidents

Type 5
The description of a Type 5 Incident includes:

- One or two single resources with up to six personnel handling the incident.
- Incident Command System (ICS) Command and General Staff positions (other than the Incident Commander) are not activated.
- No written Incident Action Plan (IAP) is required.
- The incident is contained within the first operational period, usually within a few hours after resources arrive at the scene.
- Example of a Type 5 incident: police traffic stop.

Type 4
The description of a Type 4 Incident includes:

- ICS Command Staff and General Staff functions are activated only if needed.
- Several resources are required to respond to the incident.
- The incident is usually limited to one operational period.
- No written IAP is required, but a documented operational briefing may be completed for all incoming resources.
- Example of a Type 4 incident: structure fire on campus.

Type 3
The description of a Type 3 Incident includes:

- Incident complexity exceeds initial response capabilities.
- Some or all of the ICS Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions to match the complexity of the incident.
- A significant number of resources.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.
- Example of a Type 3 incident: tornado touchdown on campus.

Type 2

The description of a Type 2 Incident includes:

- Incident extends beyond the capabilities of local control. Assistance from resources outside OU may be required (including city, county, state, regional, or national resources) to effectively manage incident operations.
- Most or all of the ICS Command and General Staff positions are filled and many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The incident is expected to go into multiple operational periods.
- A written IAP is required for each operational period.
- Example of a Type 2 incident: major winter storm affecting several counties or the majority of the state of Oklahoma.

Type 1

The description of a Type 1 Incident includes:

- This type of incident is the most complex, requiring regional, state, and national resources to safely and effectively manage and operate.
- All ICS Command and General Staff positions are activated.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches may need to be established.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.
- Example of a Type 1 incident: Hurricane or tropical storm affecting several states.

Types of Emergencies and Disasters

1. **Major Emergency:** Any natural or human caused incident that requires responsive action to protect life or property. Major emergencies differ from day-to-day emergencies in that they are likely to be longer in duration, larger in scale, and more complex. Also, they are multi-agency, and may be multi-jurisdictional, but usually within the response capabilities of OU, the City of Norman and mutual aid partners.

2. **Disaster:** Any natural or manmade incident that results in extended disruption of social processes within the community, extensive property/environmental damage, or significant numbers of injured persons or loss of life that demands a substantial crisis response; often requiring assistance from government powers and resources beyond the scope of the university.

3. **Catastrophic Incident:** Any natural or manmade incident, including terrorism that results

in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, local morale, and/or government. A catastrophic incident could result in sustained campus-wide impacts over a prolonged period of time; almost immediately exceeding resources normally available to OU; and significantly interrupting governmental operations and emergency services. A catastrophic incident will require massive city, county, state and federal assistance.

INCIDENT/DISASTER PRIORITIES

Top priorities for incident management are:

- ***Life Safety***: Objectives that deal with immediate threats to the safety of the public and responders during response and recovery operations.
- ***Incident Stabilization***: Objectives that contain the incident to keep it from expanding, and objectives that control the incident to eliminate or mitigate the cause(s).
- ***Property/Environmental Preservation***: Objectives that deal with issues of protecting public and private property, or damage to the environment. This may include protecting critical infrastructure and key resources.

INCIDENT MANAGEMENT ACTIONS

Pre-Incident Activities

Mitigation

Capabilities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident/disaster.

OU is a part of the City of Norman/Cleveland County Hazard Mitigation Plan which includes Mitigation Strategies and an Action Plan. The Hazard Mitigation Plan must be revised and updated every five years. OU departments coordinate the implementation of mitigation strategies and actions.

Protection/Preparedness

Capabilities necessary to secure the institution against acts of terrorism and human caused or natural disasters; protection focuses on ongoing actions that protect students, faculty, staff, visitors, networks and property from a threat or hazard; a range of deliberate, critical tasks and activities necessary to build, sustain, and improve preparedness and the operational capability of OU to respond to and recover from incidents/disasters.

Preparedness is maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts ensure coordination during times of crisis. Moreover, preparedness facilitates efficient and effective emergency management and incident response activities.

Planning involves the development of an EOP that describes OU's policy and framework for emergency management and incident response. The OU Emergency Preparedness Manager is responsible for the development and maintenance of the EOP. The EOP is developed through a collaborative planning process involving university departments and stakeholders.

Each OU department is responsible for training their personnel to perform their job or function and respond to emergencies and disasters. This includes training needs assessment, developing training curriculum, scheduling training courses, and conducting training. Training can range from basic to advanced, from awareness level to technician/operator, and includes continuing education to maintain licenses and certifications.

National Incident Management System (NIMS) training will be conducted in accordance with the NIMS Implementation Objectives and Five-Year NIMS Training Plan (available at http://www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm). OU divisions will ensure they are NIMS compliant. OU Emergency Preparedness Manager is the official office of record for NIMS training documentation.

The preparedness activities relating to equipment or resources are conducted on a continual basis to help ensure that resources are ready to be mobilized when called to an incident. Each OU department is responsible for properly equipping their personnel to perform their role and responsibility.

Prevention

Actions taken to avoid, intervene, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action the university takes to prevent a threatened or actual incident from occurring and to protect lives and property.

Prevention actions related to terrorism threats and incidents include law enforcement activities and protective activities. The Department of Homeland Security and the National Counterterrorism Center with assistance from the FBI Joint Terrorism Task Force coordinates terrorism prevention activities. The local Joint Terrorism Task Force coordinates and conducts intelligence and enforcement operations associated with terror activities.

Incident Actions

When an incident occurs, the priorities shift to response and recovery. These activities preserve life, property, the environment, and the social, economic, and political structure of the community.

Response

Capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; maintain the social, economic and political structure of the affected community; and facilitate the transition to recovery.

When responding to and managing an incident/disaster, OU shall operate using the Incident Command System. The majority of initial actions in the incident/disaster are performed by first responders and university departments in accordance with established plans and procedures.

At-Risk, Enhanced Care, and Special Needs Population

Response and recovery operations need to take into consideration at-risk, enhanced care and special needs populations. This population may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include people with disabilities; those in institutionalized settings; the elderly; children; people from diverse cultures, people with limited English proficiency or are non-English-speaking; and the transportation disadvantaged.

Both Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended in 2008 and effective in 2009 provide enforceable standards to ensure equitable access and full participation without discrimination for individuals with disabilities in all aspects of society. The ADA is applicable to disaster response and recovery operations such as evacuation, communication/emergency public information, transportation, sheltering, mass care, emergency assistance, medical care, and housing.

Post-Incident Activities

When immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation. Recovery involves actions needed to help individuals and communities return to normal when feasible.

Recovery

The capabilities necessary to assist the university in restoring the learning environment.

During the Recovery Phase OU will carry out the four principal disaster recovery functions: disaster-assessment, short-term recovery, long-term recovery reconstruction, and recovery management.

Disaster assessment should include both physical and social impact assessment. Physical impact assessment should involve assessment of casualties, injuries, and damage. Social impact assessment should examine the psychological, demographic, and economic impacts of disaster.

- Damage Assessment
    - Rapid Damage Assessment is a process to determine the scope of the major emergency and the status and condition of critical facilities.
    - Preliminary Damage Assessment is a standardized process to determine the extent of damage and destruction to structures and the infrastructure from the hazard impact. This information is then used to request a presidential Disaster Declaration.
    - Site Assessment is a detailed inspection or analysis of damage and destruction to structures and infrastructure to determine the cost to repair, replace, or rebuild.
- Victim Needs Assessment is typically performed by a non-profit organization such as the American Red Cross to determine the needs of the victims – clothing, housing, food, etc.

Short-Term Recovery

Short-term recovery includes the following functions:

- Impact area security and reentry
- Temporary shelter/housing
- Infrastructure restoration
- Debris management
- Emergency demolition
- Repair permitting
- Donations management
- Disaster assistance
- Health care/Mental health services

Long-Term Recovery & Reconstruction

Long-term recovery and reconstruction includes these functions:

- Hazard source control and area protection
- Land-use practices
- Building construction practices

- Public health and mental health recovery
- Economic development
- Infrastructure resilience
- Historic preservation
- Environmental remediation
- Disaster Memorialization

Long-term environmental recovery may include:

- Cleanup and restoration of public facilities, businesses, and residences
- Re-establishment of habitats and prevention of subsequent damage to natural resources;
- Protection of cultural or archeological sites
- Protection of natural, cultural, and historical resources from damage during other recovery operations

Long-term Recovery and Reconstruction Issues:

- Oversight of recovery, reconstruction, and replacement process
- Restoration priorities
- Procedures to carry out build-back policies
- Policies for redeveloping areas with repeated disaster damage
- Promoting mitigation and disaster resilience
- Priorities for relocating and acquiring damaged property
- Reviewing damage reports
- Recommendations for ordinances, moratoriums, and resolutions to facilitate recovery
- Business continuity plan
- Procedural changes for non-vital regulations or policies
- Recommendations for relocation and acquisition of property in damage areas
- Property owner notification program for relocation or acquisition of property
- Evaluating damaged public facilities
- Community redevelopment planning
- Identifying funding sources for recovery reconstruction, and mitigation

Recovery Management

A Recovery Task Force (RTF) may be established to coordinate and oversee the recovery and reconstruction process after an incident/disaster. The OU Executive Policy Group is responsible for determining if a RTF is necessary and will assign management and oversight on a case-by-case basis. The RTF is made up of individuals representing a broad range of disciplines and interests in the campus community. The RTF meets after an in-depth damage assessment has been completed and emergency response activities are over. The RTF has a chairperson, vice-chairperson, secretary/recorder and members.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

EMERGENCY ORGANIZATION

The Board of Regents is the governing body and has overall responsibility for public safety including emergency management and the protection of lives and property within the confines of OU. They make policy decisions regarding preparation, response, recovery, and mitigation for incidents/disasters.

The president of OU is the chief administrative officer of the university and has supervision and control over university services, staff and equipment. Department heads and their staff/faculty have operational responsibility to support the university's emergency response and management. They develop and execute plans and procedures to respond to incidents/disasters.

OU Emergency Preparedness Management has responsibility for comprehensive and integrated emergency management and provides coordination and support to the incident/disaster response and recovery operations, but does not direct on-scene or tactical operations. OU has a wide approach to comprehensive and integrated emergency management where different OU departments perform some of the emergency management functions.

OU Police Department operates as an emergency communications center answering emergency and non-emergency calls for service from the OU community. OU Police Department dispatches first responders to incidents/disasters and makes necessary notifications.

OU departments respond to incidents/disasters under their existing authorities using available personnel and equipment/resources in coordination with university administration. Their emergency response activities parallel their normal day-to-day functions, using the ICS to direct tactical operations and incident management.

OU public information officer performs and coordinates emergency public information, crisis communications, and public affairs functions on-scene as part of Incident Command. News releases are reviewed and approved by the vice president of Public Affairs. An Emergency Communications Center (ECC) may be activated and perform emergency public information, crisis communications, and public affairs functions.

PRIMARY RESPONSIBILITIES

All officials and paid employees of OU are subject to call out should an incident/disaster occur requiring their services and all OU owned vehicles and equipment may be pressed into service as needed. During an incident/disaster normal day-to-day functions may be suspended for the

duration of the emergency. Resources from suspended functions may be redeployed to accomplish emergency tasks.

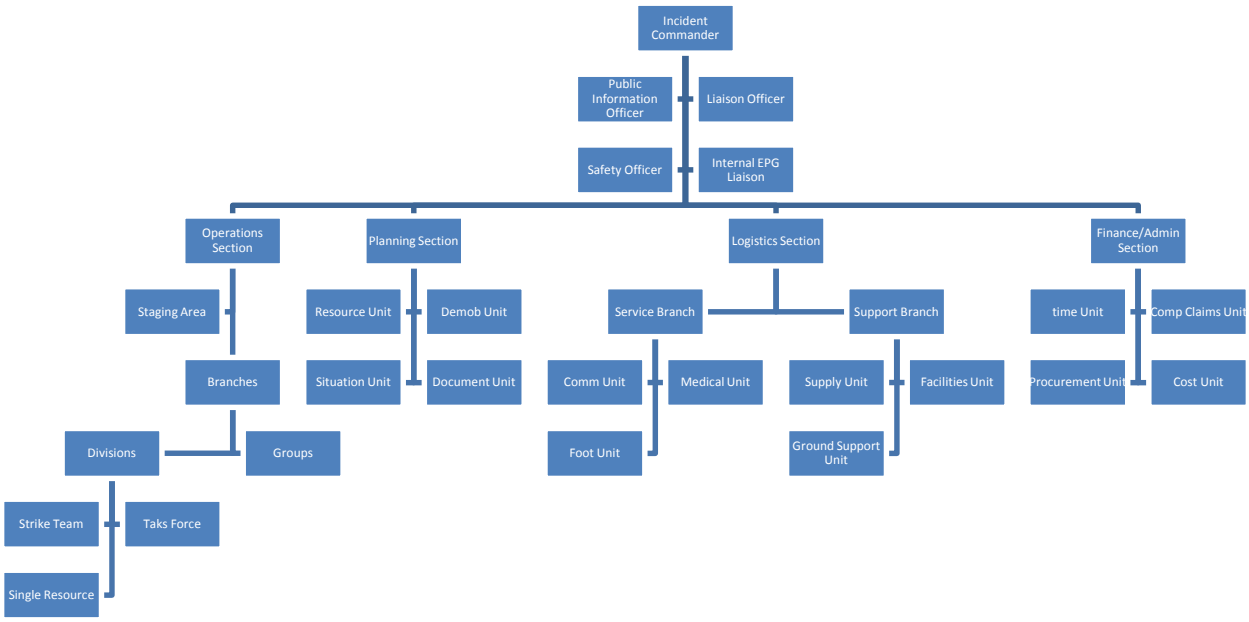
DIRECTION, CONTROL and COORDINATION

INCIDENT COMMAND

The National Incident Management System Incident Command System is a standardized on scene, all-hazard, incident management concept. It allows its users to adopt an integrated organizational structure to match the complexities, size, and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

All OU departments use the Incident Command System (ICS) and participate in Unified Command. On-scene or tactical operations are the responsibility of the on-scene Incident/Unified Command.

FIGURE 1 - ICS ORGANIZATIONAL COMPONENTS AND STRUCTURE



Refer to Appendix A, Glossary, for definitions of ICS Organizational Components. Further information on NIMS ICS training courses is available from OU Emergency Preparedness Management.

EMERGENCY MANAGEMENT

Emergency Preparedness Manager

OU Emergency Preparedness Manager may recommend appropriate action to OU departments and first responders, but exercises no control over participating departments or agencies. OU Emergency Preparedness Manager coordinates and supports incident management activities.

President:

The president of OU is the chief administrative officer of the university and has supervision and control over OU services, staff and equipment.

Executive Policy Group:

The president has authority to establish an Executive Policy Group (EPG) of department heads, and others as deemed necessary to provide:

- Policy direction
- Set priorities
- Resolve issues
- Ensure resource allocation

Members of the EPG may include, but are not limited to, the following positions or designee:

- President
- Senior Vice President and Provost
- Executive Vice President and Vice President for Administration and Finance
- Vice President and General Counsel
- Vice President for Public Affairs
- Vice President for Student Affairs
- University Press Secretary

Depending on the specific emergency, this group may discuss the economic, political, legal, and social implications of hazard impact, response, and recovery.

Emergency Communications Center (ECC):

The ECC is the physical location where public information staff involved in incident management activities can collocate and perform critical emergency public information, crisis communications, and public affairs functions.

Emergency Operations Center (EOC)

OU maintains an EOC to provide a centralized location where university officials may provide coordination and support of incident management activities.

Primary Location	Alternate Locations	Tertiary Location	Virtual EOC
NEL Building 905 Asp Ave. Room 122 Norman, OK	The Planning Office 160 Felgar St. Room 105B Norman, OK	Norman Fire Training Center 2207 Goddard Norman, OK	Function from home or other site

Activation of the EOC

The president of OU or a member of EPG may activate the EOC based on the following criteria:

- Potential threat conditions identified
- Known or imminent threat (i.e. Tornado Warning)
- Threat level – both natural and manmade
- Multi-agency incident/event
- Multi-jurisdictional incident/event
- Structural damage due to incident/event
- Mass casualty due to incident/event (injuries/deaths)
- Evacuations
- Planned event
- Major emergency, disaster, or catastrophic incident
- Local state of emergency
- Resource needs are beyond the capability of the college departments
- Duration of the incident
- Need for major policy decisions
- Three or more incidents occurring at the same time, each with its own Incident Command

Levels of Activation

The following are the levels of activation utilized in the EOC:

Level 4 – Normal Daily Operations (Steady State) The EOC is not staffed but facility is functioning and available.

Level 3 – Monitoring (Active State)
The EOC is staffed with EOC Coordinator and other personnel as needed to perform the situation assessment function for an incident or monitor a potential threat or emergency situation such as severe weather.

Level 2 – Partial (Active State)
Level 3 reflects a serious situation or the potential for a serious situation. A serious situation could be an incident/disaster, which requires extended use of multi-agency resources, or multiple incidents occurring simultaneously. The EOC is staffed EOC Coordinator, Public Information Officer, Liaison, Section chiefs and other department

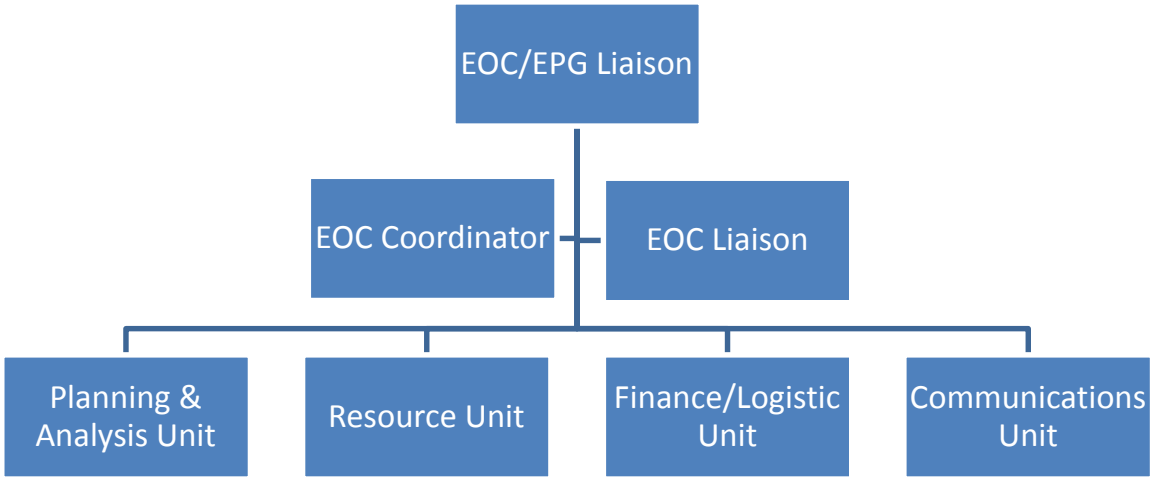
representatives and volunteers as needed to provide necessary functions in support of response and recovery operations.

Level 1 – Full (Active State)
Full activation signifies the existence of a campus-wide, city-wide or regional response and recovery effort where incident and resource use priorities require a concerted multi-agency coordination effort. This may require 24 hour staffing of the EOC with all department representatives, supporting organizations, and volunteers needed to provide necessary functions in support of response and recovery operations.

Organization

The EOC is organized using the structure shown in Figure 4 – EOC Organizational Chart.

FIGURE 4 – EOC ORGANIZATIONAL CHART



EOC/EPG Liaison

The EPG Liaison is the contact point for Executive Policy Group and is responsible for assisting and cooperating with the Executive Policy Group, Incident Command and EOC:

- Coordination between EOC, EPG and Incident Command
- Be a point of contact for EPG
- Determines appropriate level of activation based on situation as known
- Keep president and Board of Regents aware of incident status

- Obtain briefing from whatever sources available
- Monitor incident operations to identify current or potential intra-organizational problems
- Participate in planning meetings
- Coordinate activities of visiting dignitaries

EOC Coordinator:

The EOC Coordinator facilitates organizing and accomplishing the mission, goals and direction of the EOC:

- Mobilize appropriate personnel for the initial activation of the EOC
- Obtain briefing from whatever sources available
- Ensure EOC is properly set up and ready for operations
- Monitor general staff activities
- Convene initial Action Planning Meeting
- Ensure PIO conducts news conferences and review of medial releases for final approval
- Ensure Liaison Officer providing for and maintaining effective interagency coordination
- Conduct periodic briefs with general staff and executive policy group
- Authorize demobilization of EOC
- Provides expertise on the functions of the EOC.
- Fills and supervises necessary unit and support positions as needed, in accordance with coordination complexity.
- Arranges for and manages facilities and equipment necessary to carry out the role of the EOC.
- Advises and provides briefings to the EPG.
- Implements decisions by the EPG.

The EOC Coordinator position is filled according to Table 3 – EOC Coordinator Assignment.

Table 3 – EOC Coordinator Assignment

EOC LEVEL OF ACTIVATION	EOC Coordinator
1	OU Emergency Preparedness Manager or alternate
2	OU Emergency Preparedness Manager or alternate
3	OU Emergency Preparedness Manager or alternate or Appropriate Department Head[1]
4	OU Emergency Preparedness Manager or alternate or president or Designee[2]

[1]Appropriate Department Head is determined by the nature of the incident, emergency or disaster. As the nature of the event changes so can the Appropriate Department Head.
[2]President Designee should be someone with policy and/or operational authority.

EOC Liaison

The EOC Liaison is the contact point for OU and is responsible for assisting and cooperating with internal and external representatives from other departments, offices and entities:

- Be a point of contact for EOC
- Assist in establishing and coordinating internal contacts
- Monitor incident operations to identify current or potential inter-organizational problems
- Participate in planning meetings
- Coordinate activities of visiting dignitaries

Planning and Analysis Unit

The Planning and Analysis Unit is responsible for the collection and organization of incident status and situation information. They evaluate, analyze and display information for use by the Internal Advisory group. They develop a common operating picture.

Resource Unit

The Resource Unit maintains summary information on critical equipment and personnel committed to incident/disaster response and recovery within campus boundaries. The Resource Unit monitors resource needs as determined by the Incident Commands.

Finance/Logistics Unit

The Finance/Logistics Unit orders and procures necessary resources in support of Incident Commands. This may include purchasing, contracts, leases, and fiscal agreements.

Communications Unit

The Communications Unit provides communication between the EOC and Incident Commands, dispatch centers, other multiagency coordination centers and the State Emergency Operations Center.

MULTIAGENCY COORDINATION CENTER (MACC)

If the incident is of sufficient size or complexity the MACC may be activated as part of the Multiagency Coordination System. The MACC coordinates city and county organizations involved in the incident/disaster response and recovery. OU's EOC requests assistance and resources from the MACC. The MACC requests state assistance and resources and coordinates activities with the State Emergency Operations Center (SEOC).

STATE EMERGENCY OPERATIONS CENTER (SEOC)

If the incident is of sufficient size or complexity the State Emergency Operations Center may be activated as part of the Multiagency Coordination System. The SEOC coordinates state organizations involved in the incident/disaster response and recovery. The county requests assistance and resources from the SEOC. The SEOC requests Federal assistance and resources and coordinates activities with FEMA Region 6 Headquarters in Denton, TX.

INFORMATION COLLECTION AND DISSEMINATION

CRITICAL INFORMATION NEEDS

This section describes the required critical or essential information common to all response and recovery operations. It identifies the type of information needed, where it is expected to come from, who uses the information, the format the information is shared, and any specific times the information is needed. This information is used for situation assessment and to develop the common operating picture.

INFORMATION

The collection, analysis, and sharing of incident-related information is an important element of NIMS/ICS.

- Information may be released to the public/media via the Emergency Communications Center, PIO or his/her designee.
- Operational information and situational intelligence are management functions located in the Planning Section, with a focus on three incident intelligence areas:
    - Situation status
    - Resource status
    - Anticipated incident status or escalation (e.g., weather forecasts, location of supplies, etc.)
- This information and intelligence is used for incident management decision-making.
- Technical Specialists may be used in the Planning Section to provide specific information that may support tactical decisions on an incident.

INTELLIGENCE

Establish a system for the collection, analysis, and sharing, as possible, of information developed during intelligence/investigations efforts.

- Some incidents require using intelligence and investigative information to support the process.
- Intelligence and investigative information is defined as information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individuals(s) involved), including terrorist incidents, or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. Intelligence and investigative information may be classified as For Official Use Only (FOUO), Law Enforcement Sensitive (LES), classified, secret, or top secret.
- OU's Behavior Intervention Team (BIT) promotes student, faculty and staff success and campus safety by identifying individuals who demonstrate behaviors that may be early warning signs of possible disruptive or violent behavior and intervene at the earliest possible point. Team members coordinate resources and implement a coordinated response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the OU community healthy and safe.
- OU's Threat Assessment Review Committee assesses the situational background when any situation and/or individual pose an imminent and/or significant threat to the campus community.

INFORMATION SHARING PROCESS

Incident Commands/Area Commands

Information is disseminated throughout the ICS organizational structure as necessary and shared with the Area Command and EOC Planning and Analysis Unit.

EOC Planning and Analysis Unit

- Collects, analyzes, and disseminates incident information received from a variety of sources.
- Compiles a comprehensive common operating picture of the incident.
- Disseminates information throughout EOC organizational structure as necessary.
- Shares information with the Emergency Communications Center, Area Commands, Incident Commands, Fusion Center and other stakeholders as necessary.

Emergency Communications Center

Incident Command Public Information Officers must receive approval from university PIO or designee prior to releasing information to the public or media.

COMMUNICATIONS

The primary method of communications during an incident is by radio. The City of Norman has an 800 megahertz radio system that enables full interoperability with OUPD. Some departments and divisions within OU have separate radio systems that allow them to communicate with staff during emergencies and disasters.

If the radio system is inoperative, command and control functions may be conducted by land line telephones, mobile phones, or satellite phones.

If there is a total failure of the telecommunications system occurs, communications can be accomplished using alternate methods:

- Runners may be used to deliver verbal and written messages. Written messages are preferred over verbal messages to reduce the chance for misunderstanding in an emergency situation.

Use plain language and common terminology to avoid any misunderstanding in an emergency situation.

TRAINING AND EXERCISES

OU conducts no less than one scheduled drill or exercise per year to test the university's emergency response and evacuation procedures and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. In compliance with the *Clery Act* the test must:

- Be scheduled
- Contain drills
- Contain exercises
- Contain follow-through activities such as after action review and improvement strategies
- Be designed for assessment and evaluation of emergency plans and capabilities
- Publicize emergency response and evacuation procedures in conjunction with test

ADMINISTRATION-FINANCE–LOGISTICS

DOCUMENTATION

Documentation is used for incident management, response and recovery management, incident/event documentation, After Action Reports (AAR), Improvement Plans, and to apply for disaster reimbursement under FEMA Public Assistance Program. Documents are retained pursuant to records retention laws as proscribed by the State Records Management Division.

Incident Action Plans

During certain types of incidents (Hazardous Material, Type 1, Type 2, and some Type 3) and during major emergencies or disasters Incident Command develops and prepares a written Incident Action Plan (IAP) in accordance with NIMS/ICS guidance.

Time records

OU departments maintain time records on non-exempt and exempt employees during major emergencies and disasters. These time records identify regular hours (straight time) and overtime hours for non-exempt employees and hours worked for exempt employees. These time records coupled with reports can be used as documentation to apply for disaster reimbursement under FEMA Public Assistance Program.

Records Management and Retention

Record Retention for University Departments, Archives and Records Disposition and the Records Management Act stated in Title 67, Oklahoma Statutes shall apply. It is the responsibility of each department head to maintain and protect records documents, and reports to provide for Continuity of Operations plans and administration of this EOP.

AFTER ACTION REVIEW

Incident Commanders, OU department heads, and Emergency Preparedness Manager constantly reinforce the need for all personnel involved in the incident/disaster response and recovery operations to document any issues or items that may be included or reviewed in the after-action process.

Responsibilities

Office of Emergency Preparedness Management coordinates after action review with each OU department involved as necessary.

Phase One — Hot Wash (As it applies to the situation)

Hot Washes provide response and recovery participants the opportunity to express their concerns and identify action items to discuss while the focus is still on the incident/disaster and issues are fresh in the minds of the participants. Hot Washes should have the broadest participation of university departments, non-profit organizations and private sector entities participation as appropriate.

Phase Two — Debriefing

Debriefings are formal meetings to conduct a detailed review of response and recovery operations. The appropriate level of participation is based on the scope and complexity of the incident/disaster. This meeting should be scheduled as soon as possible following demobilization from the response and recovery.

The Debriefing shall include at a minimum:

- Overview of response and recovery operations
- Strengths of the response and recovery operations
- Areas for improvement
- Lessons learned
- Improvement strategies

After-Action Report

The After-Action Report includes documentation of activities, strengths or positive aspects, areas for improvement, and recommended Corrective Action Plan. The After-Action Report should be completed as soon as practical after the incident/disaster. The After-Action Report includes:

- An executive summary
- An introduction describing the overview of the incident, major emergency, or disaster.
- A chronology of major events
- Description of response and recovery activities by function or OU department

- Strengths of the response and recovery operations
- Areas for improvement
- Lessons learned
- Improvement strategies
- Best practices

Improvement Plan

The Improvement Plan assigns areas of improvement to the appropriate organizations for remediation, in accordance with established policies and procedures. The Improvement Plan includes:

- Identify areas for improvement
- Recommended corrective actions
- Corrective action steps or tasks
- Organization(s) assigned responsibility for taking the corrective action
- Timeline or time frame to complete the corrective action

Improvement Plan is included as part of the After Action Report.

FINANCE

OU departments practice fiscal responsibility at all times even during incidents/disasters. Incident/disaster response and recovery operations should be efficient and cost effective.

During normal day-to-day emergencies, OU departments and/or incident commanders follow established Purchasing Policies and Procedures.

During an incident/disaster OU departments and/or incident commanders must follow the demonstrable emergency policy found in Regents Policy Manual at 4.11.11. OU Purchasing Policies and Procedures incorporate applicable portions of the Public Competitive Bidding Act of 1974 (61 O.S. Sections 100-138). Pursuant to OU's Demonstrable Emergency:

- The president shall have authority to direct University Administration to enter into such transactions as may be necessary for the University to timely respond to significant emergencies.

During an incident/disaster response and recovery operations, each OU department tracks costs and maintains a record of:

- Personnel directly involved in the response and recovery operations
    - Name
    - Position/Title
    - Hourly rate of pay
    - Overtime rate of pay
- Hours worked
    - Regular time or straight time
    - Overtime
- Equipment used
    - Kind
    - Type
- Equipment mileage or hours equipment was used
    - Certain equipment must have an operator (Personnel and equipment records need to match)
- Materials and supplies
- Contract services
- Other costs and expenses related to incident/disaster response and recovery responsibilities.

This information may be used to determine total university costs for incident/disaster response and recovery. If a Presidential Disaster Declaration is awarded and Public Assistance is authorized, this information is used to seek reimbursement from FEMA Public Assistance Program.

LOGISTICS

Mutual Aid Agreements and Memorandums of Understandings

Mutual Aid Agreements or Memorandums of Understanding between OU and local governments or public and private organizations may be prepared as required for assistance with resources, materials, equipment and personnel.

Intrastate Mutual Aid

When the incident/disaster exceeds the City of Norman's capability to respond, assistance may be requested from mutual aid partners. Mutual aid is provided in accordance with the Oklahoma Intrastate Mutual Aid Compact (63 O.S. 695.1 – 695.10) or Mutual Aid Agreements. OU falls within the jurisdictional boundaries of the City of Norman and may request assistance under the Intrastate Mutual Aid Compact through Norman Emergency Management.

Interstate Mutual Aid

Interstate assistance is provided through the Emergency Management Assistance Compact (EMAC) (63 O.S. 684.1 – 684.13.). All EMAC requests are handled by OEM through the SEOC.

Federal Assistance

The Federal government provides assistance to the State and the City in accordance with the National Response Framework (NRF). OEM makes requests for Federal assistance to FEMA Region 6 Headquarters in Denton, Texas.

PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Preparedness Manager is responsible for EOP development and maintenance. The EOP may be updated periodically as required to incorporate new directives, legislative changes, and procedural changes based on lessons learned from exercises and actual events.

The OU Emergency Response Team has been established to assist with planning and preparedness activities, and reviews revisions to the EOP and its appendices and annexes. This Team is multi-discipline and multi-departmental and uses a collaborative process to make revisions and include the necessary stakeholders in the process.

REVIEW AND ADOPTION

The OU Emergency Response Team has been established to assist with planning and preparedness activities, and reviews revisions to the EOP and its appendices and annexes. The OU president may delegate authority to approve revisions to all or part of the EOP. The Adoption Date is the date the president of OU adopts and approves the EOP.

REVISION PROCESS

This section establishes procedures for changes and full updates of the EOP.

Types of Changes

Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in statute, Executive Order, or regulation.

Submitting Changes

Any OU department or any organization with assigned responsibilities under the EOP may propose changes to the plan. These changes emanate from lessons learned; best practices and improvement strategies identified during exercises and responses to actual events, or incorporate new information technologies

Coordination of Revision Process

The Emergency Preparedness Manager is responsible for coordinating the revision, review, and approval process for proposed changes to the EOP.

The recommendations of or amendments to the EOP may be adopted or amended by placing on the OU Emergency Response Team agenda for adoption and approval.

Review and Adoption of Changes

The OU EOP is reviewed bi-annually by the Emergency Response Team. The Emergency Preparedness Manager documents in writing the review and any revisions made to the EOP.

Changes and revisions to the EOP will undergo the same review and adoption process as described above.

Notice of Change

After the OU president or designee adopts a revision to the EOP, Emergency Preparedness Manager issues an official Notice of Change. The notice provides the change language on one or more numbered insert pages that replaces the pages in the EOP. Once published, the changes are considered part of the EOP.

The date that the OU president or designee adopts the revision appears in the footer of each revised page of the EOP. Example: “Revised XX/XX/20XX”.

Distribution of Change

The EOP is updated to incorporate all adopted revisions. OU Emergency Preparedness Manager distributes Notices of Change to all OU departments and any organization with assigned responsibilities under the EOP.

AUTHORITIES AND REFERENCES

AUTHORITIES

University of Oklahoma Board of Regents Policy Manual

University of Oklahoma Purchasing Policies and Procedures

University of Oklahoma Records Retention Policy

Oklahoma Emergency Management Act of 2003 - Oklahoma State Statute Title 63, Section 683
Oklahoma State Statute Title 63, Section 683.11.A, (Oklahoma Emergency Management Act 2003) mandates the development of an Emergency Operations Plan.

Oklahoma Emergency Management Compact - Oklahoma State Statute Title 63, Section 684

Oklahoma Intrastate Mutual Aid Compact - Oklahoma State Statute Title 63, Section 695

Public Health Law, OS Title 63

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) (PL 100-707, signed into law 1988)

Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2008 (P.L. 110-325) which became effective on January 1, 2009.

Disaster Mitigation Act (DMA) 2000 (P.L. 206-390) provides the legal basis for FEMA mitigation planning requirements for State, local and Indian Tribal governments as a condition of mitigation grant assistance.

REFERENCES

Emergency Management – Concepts and Strategies for Effective Programs, Canton, 2007, John Wiley & Sons

FEMA IS-1 Emergency Manager: An Orientation to the Position

FEMA IS-230 Principles of Emergency Management

FEMA IS-235 Emergency Planning

FEMA IS-701 NIMS Multiagency Coordination Systems

FEMA IS-775 EOC Management and Operations

FEMA SLG 101 – Guide for All-Hazards Emergency Operations Planning, September 1996

FEMA CPG 101 – Developing and Maintaining, State, Territorial, Tribal, and Local Government Emergency Plans, March 2009

Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education – FEMA and Department of Education, 2013

Homeland Security Presidential Directive 5 (HSPD 5) – Management of Domestic Incidents

Homeland Security Presidential Directive 8 (HSPD 8) – National Preparedness

ICS 100 – Introduction to ICS

ICS 200 – ICS for Single Resource and Initial Action Incidents

ICS 300 – Intermediate ICS for Expanding Incidents

ICS 400 – Advanced ICS Command and General Staff Complex Incidents

ICS 420-1 Field Operations Guide, FIRESCOPE, June 2004 and June 2007

Interagency Standards for Fire and Fire Aviation Operations, NFES 2724, January 2007

Introduction to Emergency Management, Lindell, Prater, and Perry, 2007, John Wiley & Sons

National Response Plan (NRP), December 2004

National Response Framework (NRF), March 2008

National Incident Management System (NIMS), December 2008

ACRONYMS

AAR – After Action Review
AC – Area Command
ADA – Americans with Disabilities Act
COOP – Continuity of Operations Plan
CONOPS – Concept of Operations Plan
ECC – Emergency Communications Center
EPG – Executive Policy Group
EMAC – Emergency Mutual Aid Compact
EOC – Emergency Operations Center
EOP – Emergency Operations Plan
ERP – Emergency Response Plans
ESF – Emergency Support Functions
FBI – Federal Bureau of Investigations
FEMA – Federal Emergency Management Association
FOUO – For Official Use Only
HSPD – Homeland Security Presidential Directive
IAG – Internal Advisory Group
IAP – Incident Action Plan
IC – Incident Command
ICS – Incident Command System
JTTF – Joint Terrorism Task Force
LES – Law Enforcement Sensitive
MAA – Mutual Aid Agreement
MAC – Multiagency Coordination
NIMS – National Incident Management System
NPO – Non-profit Organization
NTSB – National Transportation Safety Board
OEM – Oklahoma Emergency Management
OIFC – Oklahoma Information Fusion Center
OU – University of Oklahoma
PDA – Preliminary Damage Assessment
RTF – Recovery Task Force
SEOC – State Emergency Operations Center

OUPD Organizational Table 2017.pdf

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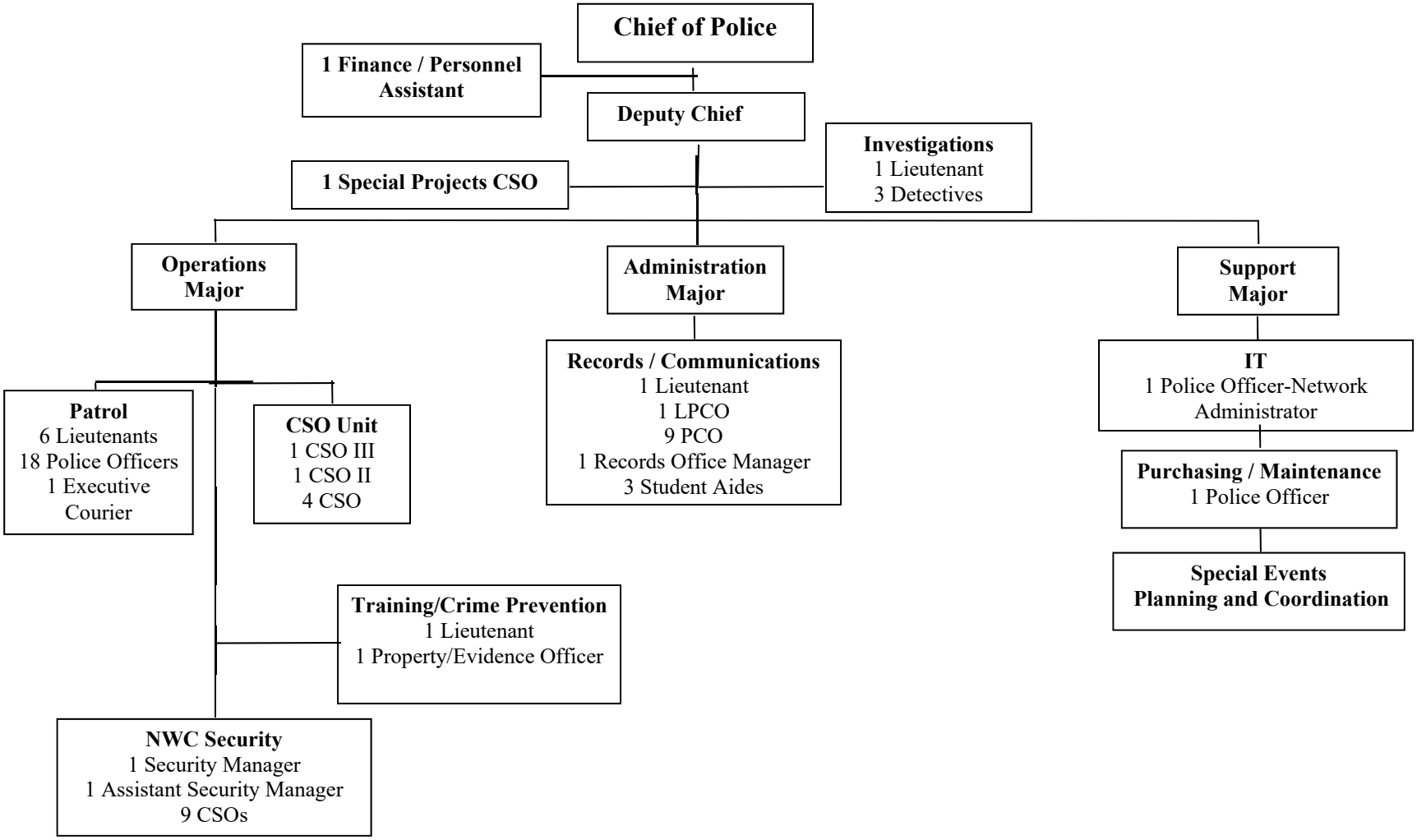
OUPD Table of Organization 2017



CSO: Community Service Officer (Uniformed, non-commissioned employees who perform security services that do not require police powers.
PCO: Police Communications Officers (Non-commissioned dispatchers)
LPCO: Lead Police Communications Officer: (Dispatch Supervisor)

Discriminatory Harassment Form.pdf

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UNIVERSITY OF OKLAHOMA
POLICE DEPARTMENT

Discriminatory Harassment Form

Employee:	
Supervisor:	
Date:	

---

1. I have read and understand the University of Oklahoma's Sexual Misconduct, Discrimination, and Harassment Policy.
2. I have read and understand the University of Oklahoma Police Department's Policy on Discriminatory Harassment.
3. Any questions I have about the University's harassment and discrimination and the University of Oklahoma Police Department's Discriminatory Harassment policies have been sufficiently addressed.
4. I know how to report alleged harassment and discrimination policy violations.
5. I **Have / Have Not** (circle one) been the subject of, or witness to, any unreported conduct that may violate the discrimination or harassment policies.

Signature:	**Date:**	**Comments:**
Employee: _____	Date: _____	_____

Reviewers' Signatures:

Supervisor:	_____	Date: _____	_____
DC:	_____	Date: _____	_____
Chief:	_____	Date: _____	_____

Update 01/02/18

Discriminatory Harassment Form v2.pdf

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UNIVERSITY OF OKLAHOMA
POLICE DEPARTMENT

Discriminatory Harassment Form

Employee:	
Supervisor:	
Date:	

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1. I have read and understand the University of Oklahoma's Sexual Misconduct, Discrimination, and Harassment Policy.
2. I have read and understand the University of Oklahoma Police Department's Policy on Discriminatory Harassment.
3. Any questions I have about the University's harassment and discrimination and the University of Oklahoma Police Department's Discriminatory Harassment policies have been sufficiently addressed.
4. I know how to report alleged harassment and discrimination policy violations.
5. I **do / do not** *(circle one)* want to report being the subject of, or witness to, any unreported conduct that may have violated the discrimination or harassment policies.

Signature:	**Date:**	**Comments:**
Employee: _____	Date: _____	_____

Reviewers' Signatures:

Supervisor: _____	Date: _____	_____
DC: _____	Date: _____	_____
Chief: _____	Date: _____	_____

Ride-Along Waiver 02-16-18.pdf

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University of Oklahoma Police Department
2775 Monitor Avenue, Norman OK 73072

RIDE-ALONG PROGRAM RELEASE AGREEMENT

This Release is entered into this ____ day of _____, 20____, by and between the University of Oklahoma Police Department, hereinafter referred to OUPD, and

_____ hereinafter referred to as RELEASOR with reference to the following facts:
LAST, FIRST (PRINTED) :

A. OUPD is the law enforcement agency for the University of Oklahoma, Norman Campus, Cleveland County, Oklahoma, and

B. OUPD conducts a patrol ride-along program for persons interested in observing the routine activities and operations of the OUPD including inspections and patrol of University of Oklahoma buildings, and

C. Releasor is desirous of participating in the patrol ride-along program as an observer.

NOW, THEREFORE, in consideration of being permitted to participate in the OUPD patrol vehicle ride-along program, RELEASOR agrees as follows:

A. That for himself/herself, personal representatives, heirs, and next-of-kin to release, waive, discharge, and covenant not to sue the Board of Regents of the University of Oklahoma, its officers, members, employees, agents, and representatives for any and all liability to the RELEASOR, his/her personal representatives, assigns, heirs, and next-of-kin for any loss or damage, and any claim or damage therefore, on account of injury to the person or property or resulting in death of RELEASOR, whether caused by the negligence of OUPD or otherwise while the RELEASOR is participating in the ride-along program.

B. That RELEASOR assumes full responsibility and risk of bodily injury, death, or property damage due to negligence of the OUPD or otherwise while participating in the ride-along program.

C. That RELEASOR will, at the request of OUPD, prosecuting attorneys, and courts of competent jurisdiction, appear and testify under oath to events which RELEASOR may witness while participating in the ride-along program.

D. That RELEASOR will neither divulge nor disclose any confidential information to any third party acquired by RELEASOR while participating in the ride-along program without the prior consent of OUPD first given.

E. That RELEASOR authorizes OUPD to conduct a criminal history background investigation, including convictions, pending charges, driving records, and outstanding warrants. RELEASOR further understand that this criminal history check is being conducted due to the nature of the ride-along program. RELEASOR further understands that all available police and criminal records will be checked and that the information will be used in determining eligibility to participate in the ride-along program. All information is to remain confidential as required by state and federal statutes. RELEASOR further states that his/her reason for wanting to participate in the program is;

☐ 1. Professional interest: RELEASOR is a public safety officer or wishes information on OUPD for possible future employment purposes.

☐ 2. RELEASOR is a student interested in OUPD operations for an academic project.

☐ 3. RELEASOR is a member of the media interested in OUPD operations for a media story.

☐ 4. Other reason. _____

Specific OUPD Police Officer requested:_____

F. That RELEASOR further agrees to indemnify OUPD from any liability, loss, damage, or costs OUPD may incur due to the participation of RELEASOR in the ride-along program. RELEASOR, being of lawful age, in consideration of being permitted to participate in the ride-along program does for himself/herself, his/her heirs, his/her executors, his/her administrators and assigns, hereby releases and forever discharges the Board of Regents of the University of Oklahoma, its officers, members, employees, agents, and representatives of and from any and every claim, demand, action, or right of action, of whatsoever kind or nature, either in law or in equity, arising from or by reason of any bodily injury or personal injuries known or unknown, death and/or property damage resulting or to result from any accident which may occur as a result of participation in the ride-along program, or activities in connection therewith whether by negligence or otherwise. RELEASOR hereby further acknowledges and understands that participation in the ride-along program could possibly result in being exposed to hazardous activities and risks which are inherent in law enforcement work.

G. Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. The Shift Supervisor or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

H. Approved off-duty members of this agency or any other law enforcement agency shall not:

a. Be considered on-duty
b. Represent him/herself as a member of this department or any other law enforcement agency
c. Participate in any law enforcement activity except as emergency circumstances may require.

RELEASOR further states he/she has carefully read the foregoing Release and knows the contents thereof and signs this Release as his/her own free and voluntary act.

IN WITNESS WHEREOF, RELEASOR has executed this Release at:

☐ OUPD HQ or ☐ _____, Norman, Oklahoma, this day and year first above written.
(Location)

_____
(OUPD EMPLOYEE WITNESS) SIGNATURE

_____
Witness Name LAST, FIRST (Printed)

_____
(RELEASOR) SIGNATURE

_____
Releasor Name LAST, FIRST (Printed)

_____
Address

_____
Date of Birth

_____
OU Identification Number

_____
Driver License Number and State of Issue

( ) -
Contact Telephone Number

Chief's endorsement:

☐ Approved Date: _____, 20_____.

☐ Disapproved Date: _____, 20_____.

Original to file in MAJ/OPS's office.

SPARTAN/FORMS/RIDEALONGWAIVER/
Revised 2/16/2018 KAR

General Order 2019-0001.pdf

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The University of Oklahoma®

POLICE DEPARTMENT

OUPD General Order #2019-0001

DATE: June 4, 2019

TO: OUPD Commissioned Members

FROM: Liz Woollen, Chief of Police

SUBJECT: General Order #2019-0001 to Grant Exception to OUPD Step Plan Procedure #2308.

Commissioned members are advised that the minimum requirements for the posted promotional process for the open Lieutenant's position announced on June 3, 2019 have been modified for this specific promotional process. The previously posted requirements to apply for the position included:

1. Commissioned OUPD police officer with a minimum of three years of experience (from hire date), and
2. CLEET Intermediate Certification, and
3. Basic Instructor Development Certification, and
4. A letter of interest submitted to Maj. Bruce Chan by Friday, June 10, 2019.

The modified minimum requirements to apply are:

I have been asked to waive the 3 year OUPD tenure and CLEET intermediate certificate for the hiring class of 2016. Since this group is only 3 months away from reaching their 3 years, I am willing to grant the waiver as long as the person selected for the position works to achieve the required CLEET certification in a timely manner. If you are interested, please submit a letter of interest to Major Chan by Monday, June 10th.

Chief Liz Woollen
Chief of Police
University of Oklahoma Police Department

2775 Monitor Ave Norman, Oklahoma 73072-7857 PHONE: (405) 325-2864 FAX: (405) 325-5122

OUPD Table of Organization 2019.pdf

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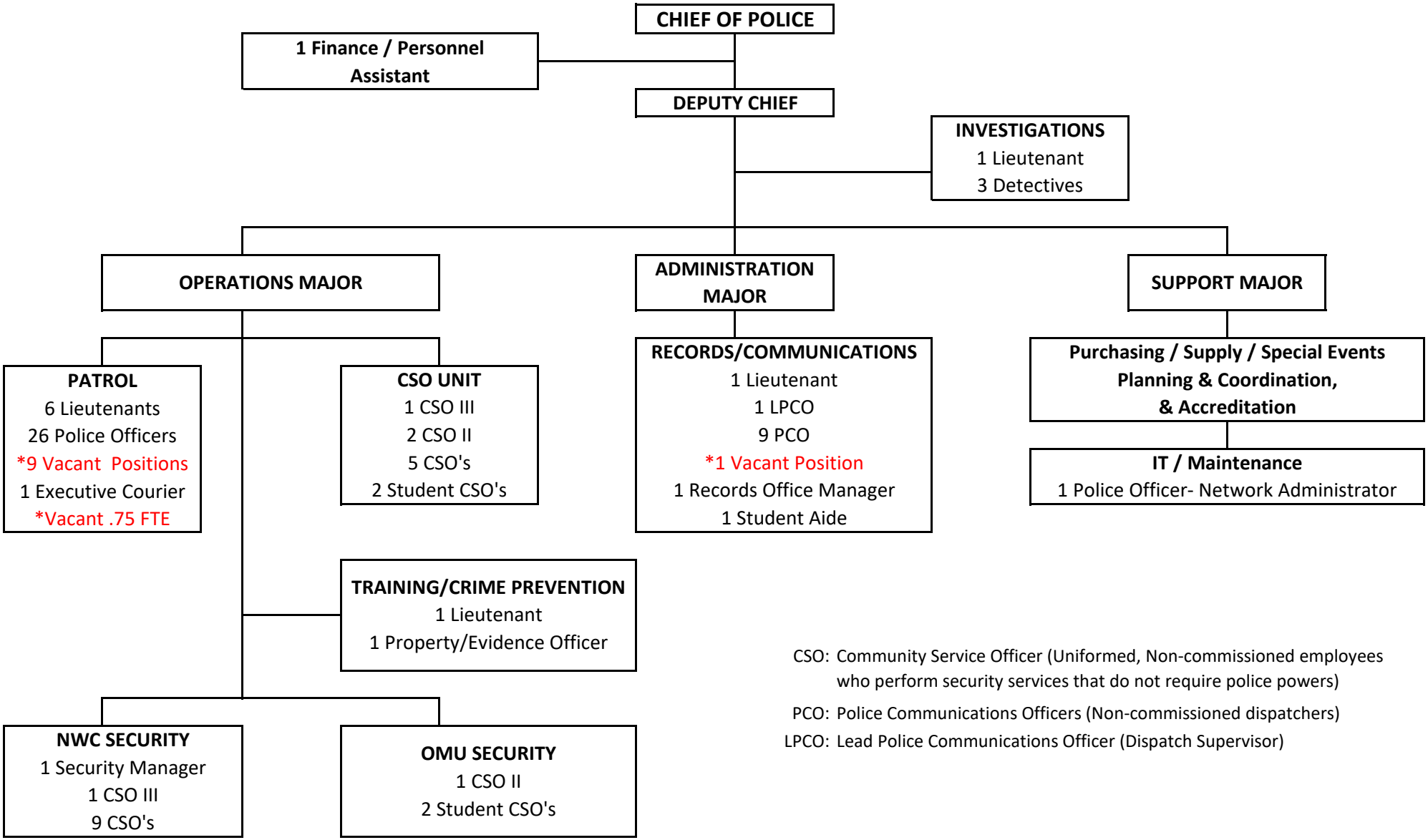
OUPD Table of Organization 2019

As of February 21, 2019



CSO: Community Service Officer (Uniformed, Non-commissioned employees who perform security services that do not require police powers)

PCO: Police Communications Officers (Non-commissioned dispatchers)

LPCO: Lead Police Communications Officer (Dispatch Supervisor)

OMMA - License Verification_18SEP12.pdf

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OKLAHOMA MEDICAL MARIJUANA AUTHORITY

LICENSE VERIFICATION

FOR PATIENTS & CAREGIVERS

Email: OMMA@ok.gov | Website: OMMA.ok.gov | Phone: (405) 522-OMMA

OKLAHOMA MEDICAL MARIJUANA AUTHORITY

LICENSE VERIFICATION

FOR PATIENTS & CAREGIVERS

PROOF OF IDENTITY

Adult patients, minor patients, and caregiver proof of identity options:

- Oklahoma Driver's License
- Oklahoma ID
- U.S. Passport
- Tribal identification card
- Certified copy of birth certificate for minor applicants.

Please check the proof of identity in addition to reviewing an OMMA license.

IMPORANT THINGS TO CONSIDER:

All cards will have a holographic laminant on the front side only. The laminate will include a globes along with text in several different languages with the word "security".

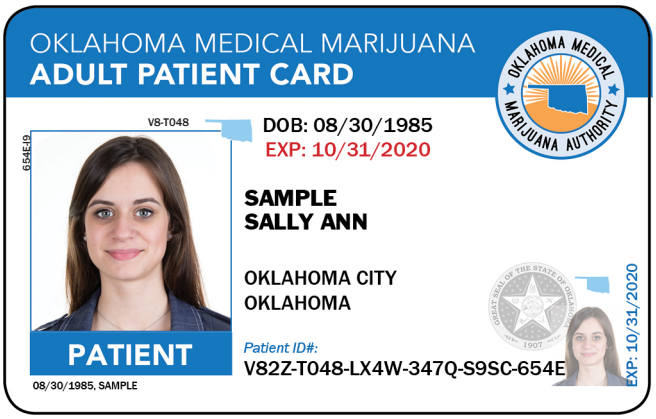
Each card comes with a unique 24-digit Identitfication number. This number can be verified at **OMMAverify.ok.gov.**

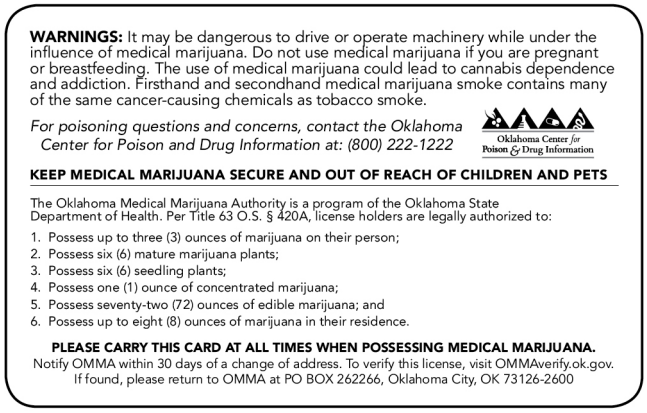
For any questions, contact OMMA at (405)-522-OMMA or via email at OMMA@ok.gov

NOTE: Due to irregularities in printing the holographic laminant may be printed on both sides. All cards should include the laminant on the front side regardless.

ADULT PATIENT CARD

- Please examine the patient license photo. Check carefully to see if the photo provided in their proof of identity matches the photo on their OMMA license.





WARNINGS: It may be dangerous to drive or operate machinery while under the influence of medical marijuana. Do not use medical marijuana if you are pregnant or breastfeeding. The use of medical marijuana could lead to cannabis dependence and addiction. Firsthand and secondhand medical marijuana smoke contains many of the same cancer-causing chemicals as tobacco smoke.

For poisoning questions and concerns, contact the Oklahoma Center for Poison and Drug Information at: (800) 222-1222

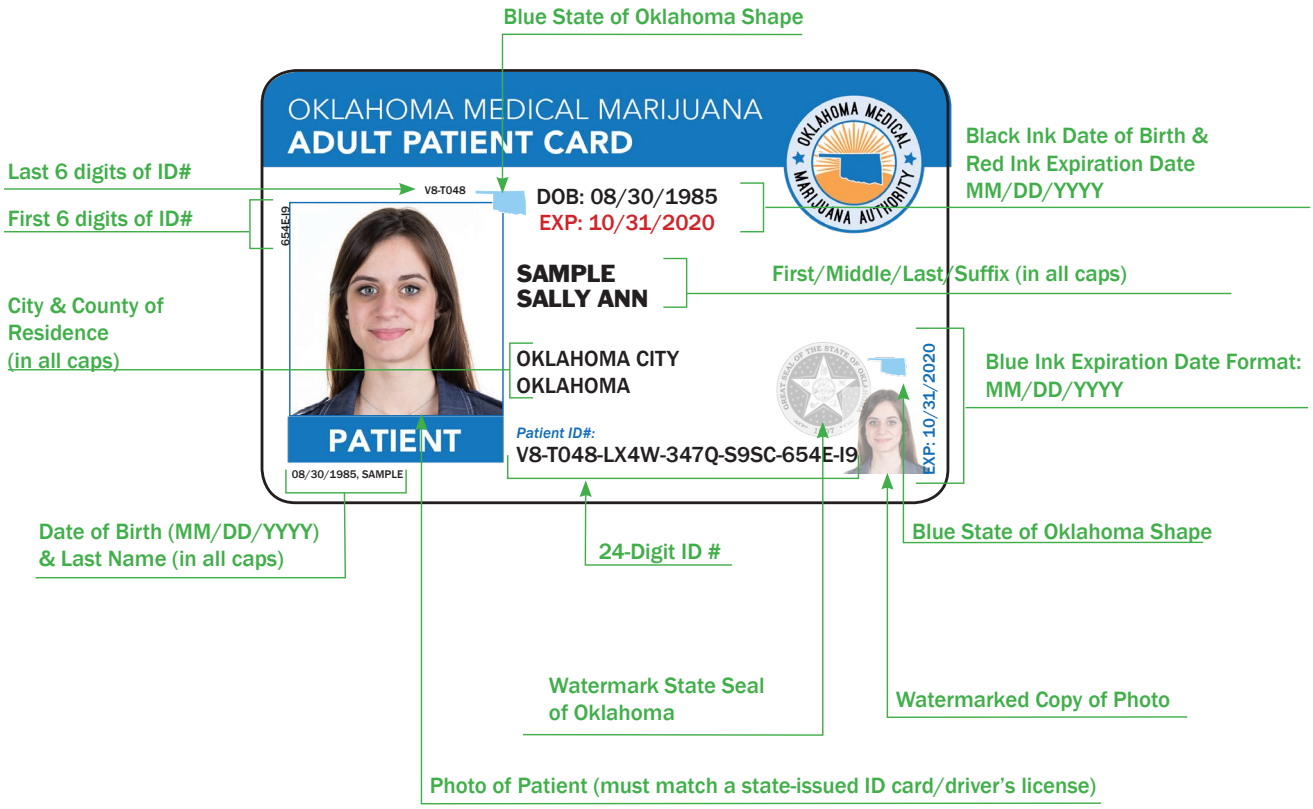
Oklahoma Center *for* Poison & Drug Information

KEEP MEDICAL MARIJUANA SECURE AND OUT OF REACH OF CHILDREN AND PETS

The Oklahoma Medical Marijuana Authority is a program of the Oklahoma State Department of Health. Per Title 63 O.S. § 420A, license holders are legally authorized to:

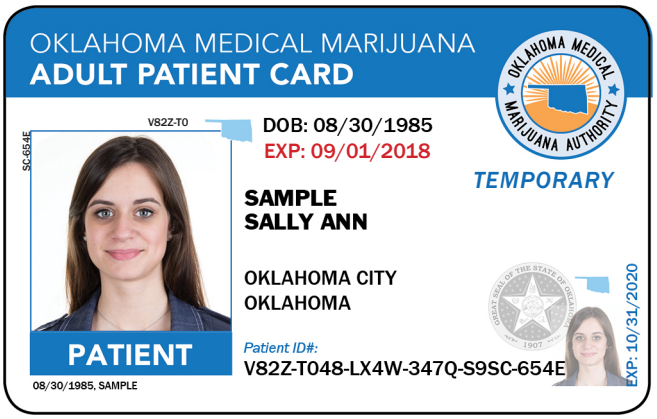
1. Possess up to three (3) ounces of marijuana on their person;
2. Possess six (6) mature marijuana plants;
3. Possess six (6) seedling plants;
4. Possess one (1) ounce of concentrated marijuana;
5. Possess seventy-two (72) ounces of edible marijuana; and
6. Possess up to eight (8) ounces of marijuana in their residence.

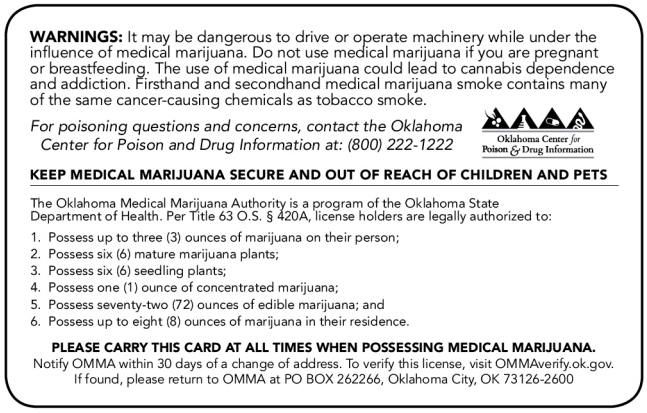
PLEASE CARRY THIS CARD AT ALL TIMES WHEN POSSESSING MEDICAL MARIJUANA.
Notify OMMA within 30 days of a change of address. To verify this license, visit OMMAverify.ok.gov.
If found, please return to OMMA at PO BOX 262266, Oklahoma City, OK 73126-2600



ADULT PATIENT CARD (TEMPORARY)

- Please examine the patient license photo. Check carefully to see if the photo provided in their proof of identity matches the photo on their OMMA license.





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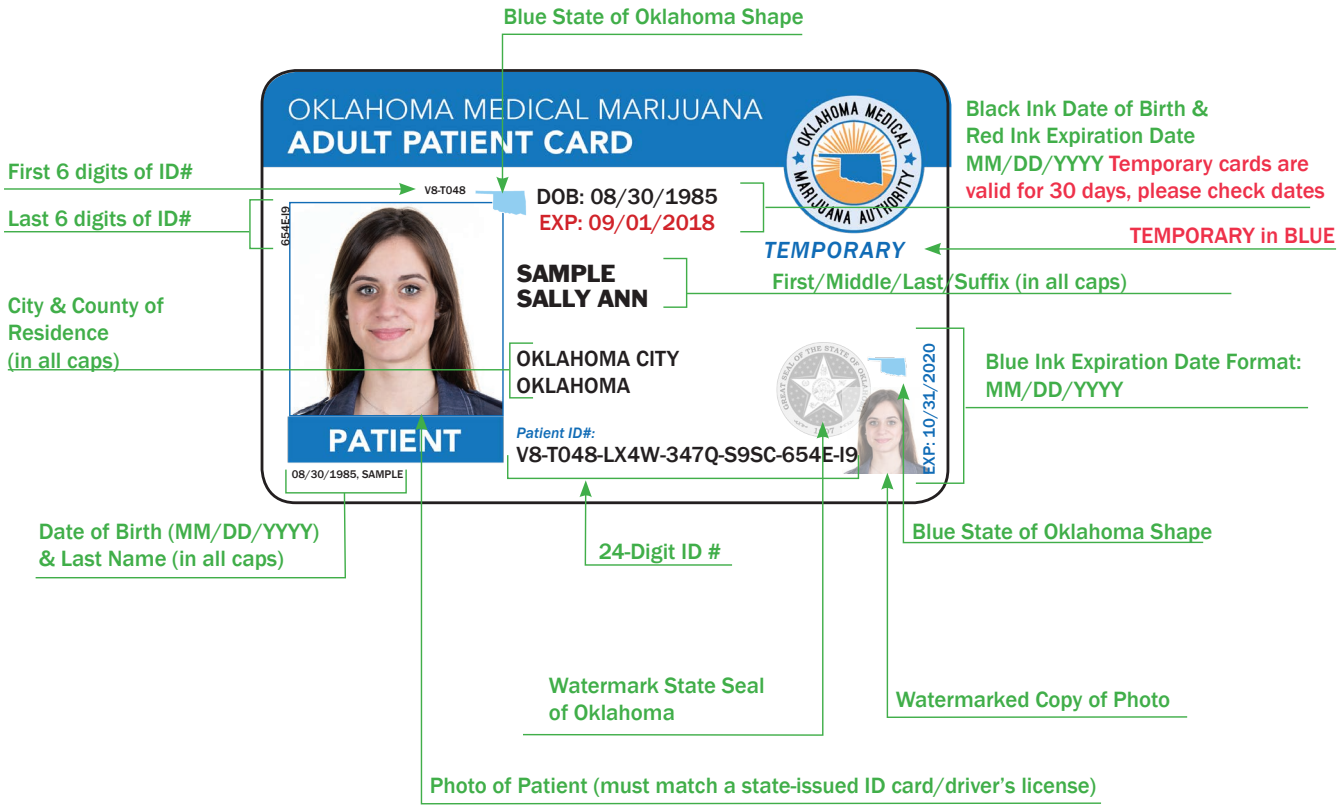
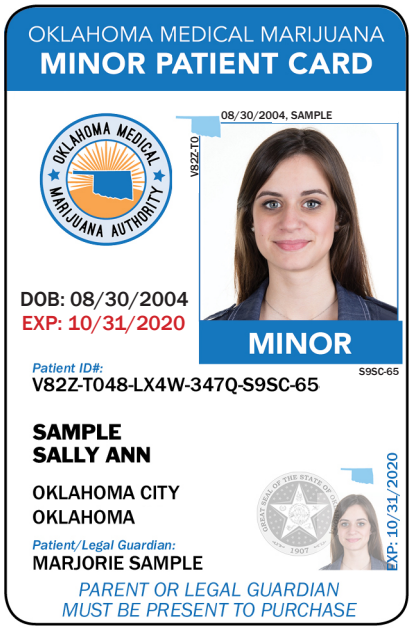


MINOR PATIENT CARD

- Please examin the patient license photo. Check carefully to see if the photo provided in their proof of Identity matches the photo on their OMMA license.



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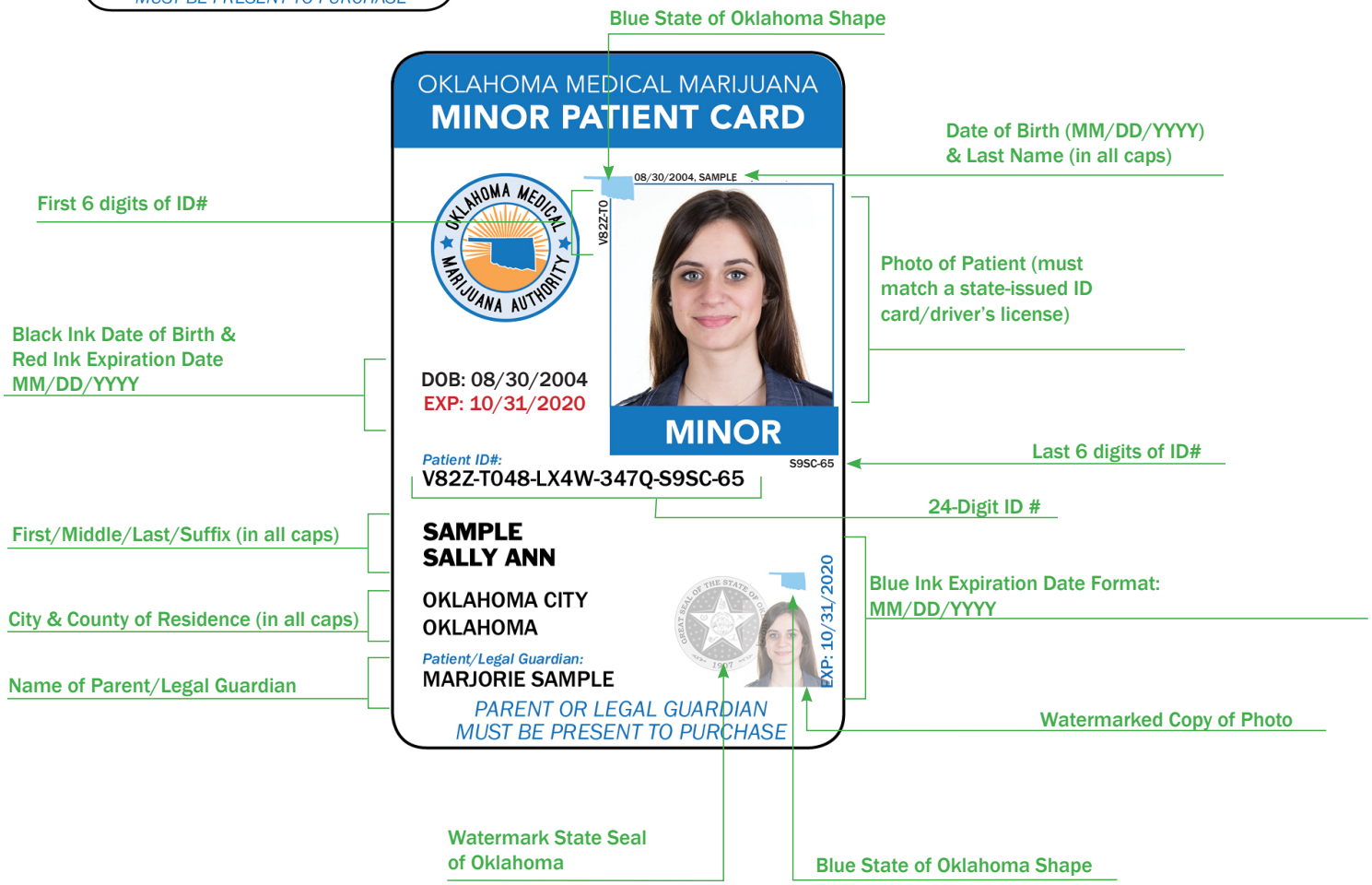
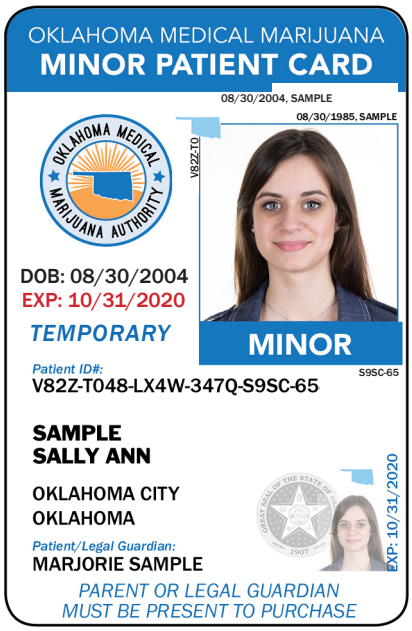


MINOR PATIENT CARD (TEMPORARY)

- Please examine the minor patient license photo. Check carefully to see if the photo matches the minor in possession of the card.
- It is important to remember the minor may not have a parent or legal guardian with caregiver license. However, a minor may not enter a dispensary without their parent or legal guardian present.



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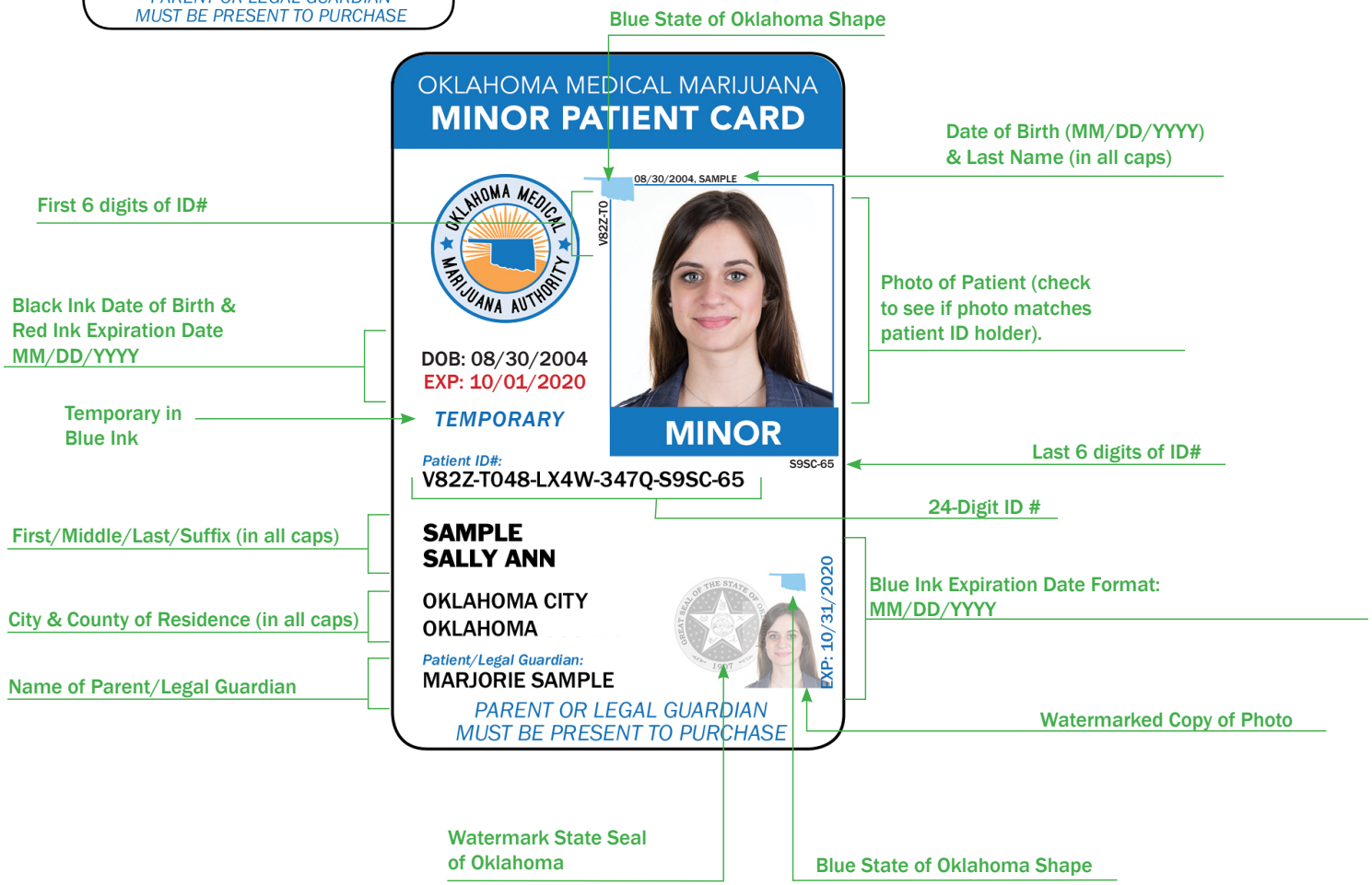
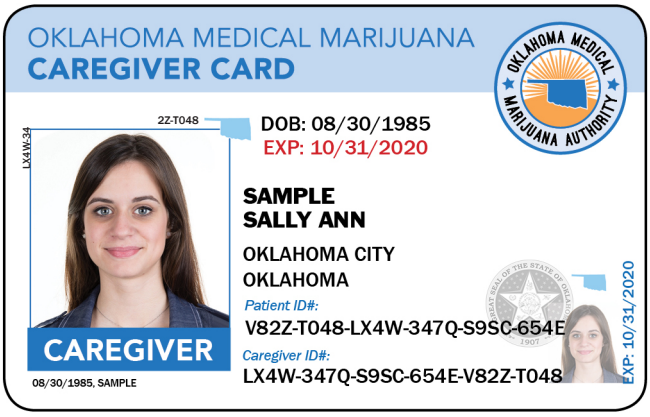
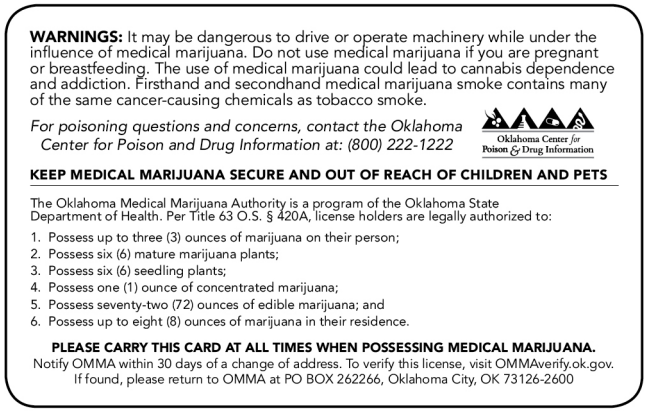


CAREGIVER CARD

- Please examine the caregiver's license photo. Check carefully to see if the photo provided in their proof of identity matches the photo on their OMMA license.
- A cargeiver may have multiple cards, one for each patient under their care.





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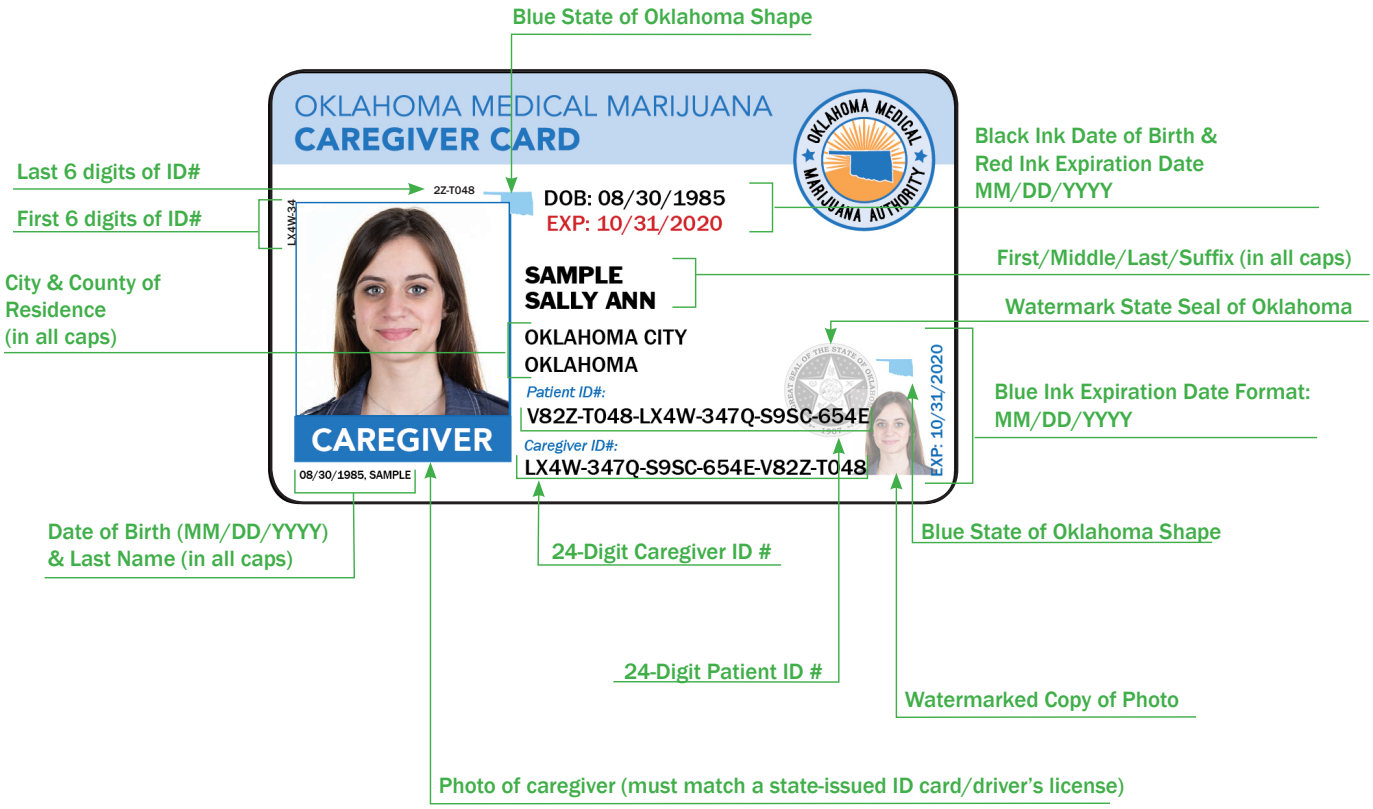

OUPD Risk Assessment Form.pdf

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Search/Arrest Risk Assessment Form

Case Number: _____ **Person or Location:** _____

This form is to be used for all search warrants and any arrest warrant where an officer reasonably believes service may pose a higher risk than commonly faced on a daily basis. (See ***Warrant Service*** and ***Operations Planning and Deconfliction*** policies.) The form is not required for locations or property that is already secured or for routine field warrant arrests by patrol officers. It is intended to serve as a guide in determining resources necessary to minimize the risk to officers and citizens in the service and execution of warrants. The form is to be completed by the requesting officer/detective and does not require in-person review. **The Operations Division Commander shall be notified if any of the below factors are present.** The NPD SWAT Commander may be consulted at the discretion of the Operations Division Commander.

1. Any subject believed to be at the location that has a previous arrest for using a firearm during the commission of a crime within the last 5 years, or is known to illegally carry a firearm, or has a history of violent crime involving weapons, or any offense involving explosives, or credible direct threats to use a firearm.

2. Any subject believed to be present at the location who has confirmed access to body armor, armor defeating ammunition, or fully automatic weapons.

3. Any subject believed to be present at the location that has outstanding warrants or probable cause for arrest for Homicide, any violent sexual offense involving a weapon, Armed Robbery or Abduction while armed.

4. Any subject charged in the past with aggravated crimes against police or who has made verified threats to harm law enforcement, including threats of suicide by cop.

5. Any subject believed to be present at the location with known ties to terrorism or violent extremism. Any subject who has a known affiliation with a violent street gang.

6. The warrant location has armed counter surveillance, booby traps, or clandestine labs.

7. The warrant location is fortified.

8. The subject has former military/tactics training **AND** a history of violence or mental illness.

9. Is the structure large and beyond the capability for the requesting unit to secure?

Requesting Officer/Detective	*Date*	*Factors Present (list applicable bullet numbers)*
Name Reviewing Supervisor	*Date*	*Notes*
Name Operations Division Commander or Designee (if applicable)	*Date*	*Classification of Risk (High / Low)*
Name NPD SWAT Commander or Designee (if applicable)	*Date*	*Notes*

OUPD Medical Marijuana Memo 07-27-2018.pdf

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To: All OUPD Commissioned Officers

From: Chief Liz Woollen

Date: July 27, 2018

Subject: Medical Marijuana on Campus

All, as you are aware, the use of marijuana for medical purposes is now legal in Oklahoma. Here are the current OUPD guidelines for dealing with this issue.

1) Possession or use of marijuana without a valid medical marijuana license is still against the law and not allowed on campus. Citations or arrest are legal.

2) The use of medical marijuana is not allowed on campus and should be treated as a student conduct issue. Since the possession is legal, we cannot confiscate the drug if it is in the possession of someone with a valid medical marijuana license.

3) Remember, medical marijuana cannot be used as the basis for search warrants.

4) A user of medical marijuana must have his/her prescription card with them when in possession of the drug.

This is a very evolving and changing procedure and these guidelines may change as the state and legislature structures this plan.

OUPD Victims Rights and Information Form Updated 03-13-23.pdf

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UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT

2775 Monitor Avenue, Norman OK 73072
Phone 405-325-1717 Fax 405-325-5122

OUPD CASE: _____ **Date: _____**

OUPD Officer: _____ **Badge: _____**

POLICE		911
OU Police	Non-Emergency	405-325-1717
Norman Police	Non-Emergency	405-321-1600
OU Norman Campus		
OU Advocates 24/7		405-615-0013
OU Gender + Equity Center		405-325-4929
OU Title IX / Sexual Misconduct Office		405-325-2215
OU Student Conduct		405-325-1540
OU Counseling Center		405-325-2911
Online training portal		https://onpoint.ou.edu
Women's Resource Center		https://wrcnormanok.org
Norman Sexual Violence Crisis Line		405-701-5660
Norman Rape Crisis Center		405-701-5660
Norman Domestic Violence Crisis Line		405-701-5540
Norman Domestic Violence Shelter (business hours)		405-701-5497
Norman Women's Resource Center Business Line		405-364-9424
Norman Court Advocacy Line		405-364-9424
Norman Mental Health Resources		
Red Rock Behavioral Health Services		405-307-4800
Central Oklahoma Community Mental Health		405-360-5100
Norman Regional Behavioral Medicine 24 Hour Info & Referral		405-307-5555
Cleveland County District Attorney		
201 S. Jones, Room 300, Norman OK 73069		405-321-8268
Victim Witness Center Coordinator		405-573-1352
Victim Compensation Clerk		405-573-1312
District Attorney Website:		https://damashburn.com
District Attorney Victim Witness / Restitution Website:		
https://damashburn.com/office-departments/victim-witness-resources/		
Oklahoma Crime Victims Compensation		www.okvictimscomp.com
421 NW 13th Street, Suite 290, OKC, OK 73103		405-264-5006
Oklahoma DAC Victim's Compensation Line	www.ok.gov/dac/	1-800-745-6098
Oklahoma Office of Attorney General		
Address Confidentiality Program	oag.ok.gov/address-confidentiality-program-acp	1-866-227-7784
Oklahoma Victim Information Notification Everyday		
OK Vine website: www.vinelink.com		1-877-654-8463
Other Resources		
Oklahoma 24-Hour Safe Line		1-800-522-7233
Oklahoma Mental Health Crisis & Information Hotline		1-800-522-9054
Oklahoma Child Abuse and Neglect Hotline		1-800-522-3511
OBNDD Human Trafficking Hotline		1-855-617-2288
National Suicide Prevention Lifeline		988

Any person who was arrested may be released on bond or some other form of release and that as the victim you should not rely upon an arrest as a guarantee of safety.

VICTIM'S RIGHTS

As a victim of crime, you have certain rights. These rights are as follows:

Telephone and address information for the local District Attorney Victim-Witness Coordinator;

The website address where victims can access a full list of their rights, additional information, and how to apply for crime victim compensation assistance.

As a victim of domestic abuse, you have certain rights. These rights are as follows:

The right to request that charges be pressed against your assailant;

The right to request protection from any harm or threat of harm arising out of your cooperation with law enforcement and prosecution efforts as far as facilities are available and to be provided with information on the level of protection available;

The right to be informed of financial assistance and other social services available as a result of being a victim, including information on how to apply for the assistance and services; and

The right to file a petition for a protective order or, when the domestic abuse occurs when the court is not open for business, to request an emergency temporary protective order.

As a victim of the crime of rape or forcible sodomy, you have certain rights. These rights are as follows:

The right to request that charges be pressed against your assailant;

The right to request protection from any harm or threat of harm arising out of your cooperation with law enforcement and prosecution efforts as far as facilities are available and to be provided with information on the level of protection available;

The right to be informed of financial assistance and other social services available to victims, including information on how to apply for the assistance and services;

The right to a free forensic medical examination; and

The right to be informed by the district attorney of other victim's rights available pursuant to Section 142A-2 of Title 21 of the Oklahoma Statutes.

As a victim of the crime of human trafficking, you have certain rights. These rights are as follows:

The right to be housed in an appropriate shelter as soon as practicable;

The right not to be detained in facilities inappropriate to their status as crime victims;

The right not to be jailed, fined, or otherwise penalized due to having been trafficked;

The right to receive prompt medical care, mental health care, food, and other assistance, as necessary;

The right to have access to legal assistance, information about their rights, and translation services, as necessary; and

The right to be provided protection if the safety of the victim is at risk or if there is a danger of additional harm by recapture of the victim by a trafficker, including:

Taking measures to protect trafficked persons and their family members from intimidation and threats of reprisals, and

Ensuring that the names and identifying information of trafficked persons and their family members are not disclosed to the public.

As a member of the immediate family of a victim of first-degree murder, you have certain rights. These rights are as follows:

The right to seek a victim protection order against the following persons:

The person who was charged and subsequently convicted as the principal in the crime of murder in the first degree; or

The person who was charged and subsequently convicted of being an accessory to the crime of murder in the first degree.

Cleveland County District Attorney's Office

The Cleveland County District Attorney Victim-Witness Program provides comprehensive services to all victims of crime.

Victim Witness Program

The victim, not the state, is directly aggrieved by violent crime and has an unquestionably valid interest in the prosecution of his or her case. The Victim-Witness Center was developed to ensure better treatment of victims and to guard them from the re-victimization often encountered in the criminal justice system.

The Victim-Witness Program provides these services to all victims of crime including domestic violence, sexual assault, drunk driving, homicide, and property crimes. The Victim-Witness Program has undertaken the serious responsibility of servicing the interests and concerns of citizens victimized by crime in Cleveland County with fairness, understanding, dignity, and respect.

Additional Services Provided: Resource and Referral Assistance

Counseling Referrals

Address Confidentiality Program assistance
Property Return Assistance
Orientation to the Criminal Justice System
Court Escort and Court Support
Victim/Witness Waiting Area
Case Status & Case Disposition Information
Employer and School Notification
Oklahoma Crime Victims Compensation Assistance
Victims Protective Order (Information & Referral)

Victim's Protection Order

A Protective Order is a civil court order issued by a district court judge to prevent one person from committing certain acts against another. The Protection Order is used to help protect people from being physically harmed, threatened, harassed, or stalked.

Emergency Ex Parte Order. An emergency ex parte order is a temporary court order issued when one party is not present at the hearing. An emergency ex parte order can be obtained when the court is open with the assistance of the Cleveland County Victim's Witness Center, the Norman Women's Resource Center Advocates, or an OU Advocate. An emergency ex parte order can be obtained when the court is not open with the assistance of police officer.

Crime Victim Compensation Program

Certain crime victims, dependents of a deceased victim or a person authorized to act on behalf of such may be eligible for compensation for out-of-pocket expenses incurred as a direct result of the criminal acts of another up to $20,000.00. This may be extended to $40,000 if there is excessive loss of wages due to serious injury or death of the victim. A victim is eligible to receive compensation regardless of whether charges are filed. Decisions to award claims are made by a three-member Board appointed by the Governor. The law does not cover property loss nor pain and suffering. There are maximum limits for certain expense categories. Limits are explained in the claim form instructions which can be downloaded from the Oklahoma Crime Victims Compensation website. The Victim-Witness Program will provide assistance in completing and processing the claim form.

Address Confidentiality Program

The Address Confidentiality Program provides a service to residence of Oklahoma that are victims of certain crimes. To be eligible for the Address Confidentiality Program, an individual must be:

A victim of domestic violence, sexual assault or stalking who fears their safety, or someone who resides with such a person who fears for their safety.

A resident of Oklahoma who has recently located to a place unknown to his or her abuser or is planning to move in the near future.

Application is made in person at one of the designated victim assistance programs located throughout the state. This assistance is available at the Cleveland County Victim Witness Center or through the Oklahoma Office of Attorney General.

OK VINE: Oklahoma Victim Information and Notification Everyday

OK VINE is Oklahoma's criminal tracking and victim notification system. OK VINE is a free, 24 hours, confidential, computer-assisted service that provides victim information and notification every day.

OK VINE is Oklahoma's automated telephone or web based victim notification service for the purpose of receiving information regarding the location of the defendant following an arrest, during the prosecution of the criminal case, during a sentence to probation or confinement, and when there is any release or escape of the defendant from confinement.

District Attorney's Office; Notice of Victim's Rights

Pursuant to 21 O.S. 142A-2, As a victim of crime, you have the following rights:

Upon request, to be notified and to be present at all proceedings involving the criminal or delinquent conduct, to be heard in any proceeding involving release, plea, sentencing, disposition, parole and any proceeding during which a right of the victim is implicated and to be notified that a court proceeding to which a victim or witness has been subpoenaed will or will not go on as scheduled, in order to save the person an unnecessary trip to court;

To be treated with fairness and respect for the safety, dignity and privacy of the victim, to receive protection from harm and threats of harm arising out of the cooperation of the person with law enforcement and prosecution efforts, to be provided with information as to the level of protection available and how to access protection and, upon request, to be notified of any release or escape of an accused;

To be informed of financial assistance and other social services available as a result of being a witness or a victim, including information on how to apply for the assistance and services;

To be informed of the procedure to be followed in order to apply for and receive any witness fee to which the victim or witness is entitled;

To be informed of the procedure to be followed in order to apply for and receive any restitution to which the victim is entitled;

To be provided, whenever possible, a secure waiting area during court proceedings that does not require close proximity to defendants and families and friends of defendants;

To have any stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence. If feasible, all such property, except weapons, currency, contraband, property subject to evidentiary analysis and property the ownership of which is disputed, shall be returned to the person;

To be provided with appropriate employer intercession services to ensure that employers of victims and witnesses will cooperate with the criminal justice process in order to minimize the loss of pay and other benefits of the employee resulting from court appearances;

To have the family members of all homicide victims afforded all of the services under this section, whether or not the person is to be a witness in any criminal proceeding;

To be informed of any plea bargain negotiations and, upon request, to confer with the attorney for the state;

To have victim impact statements filed with the judgment and sentence;

To be informed if a sentence is overturned, remanded for a new trial or otherwise modified by the Oklahoma Court of Criminal Appeals;

To be informed in writing of all constitutional and statutory rights. Upon initial contact with a victim, a municipal, county or state law enforcement officer shall provide the victim with a written copy of the constitutional and statutory rights of the victim unless, in the judgment of the law enforcement officer making the initial contact, the circumstances of the criminal offense or delinquent act and condition of the victim indicates that the victim, family of the victim or dependents of the victim will not be able to understand the significance of the constitutional and statutory rights. If a written copy of the constitutional and statutory rights is not provided upon initial contact with the victim, a written copy of the rights shall be provided on the next contact with the victim by a law enforcement officer with the same law enforcement agency no later than twenty-four (24) hours after the initial contact. The Attorney General shall prepare and place on the official website of the Attorney General a sample notification card listing all constitutional and statutory provisions relative to the rights of victims. The card shall be suitable for law enforcement agencies to download for the purpose of providing the cards to victims in printed form. Law enforcement agencies may use the form prepared by the Attorney General or may prepare and use any other written notification form they see fit as long as all rights under the Oklahoma Victim's Rights Act are included;

To be informed that when any family member is required to be a witness by a subpoena from the defense, there must be a showing that the witness can provide relevant testimony as to the guilt or innocence of the defendant before the witness may be excluded from the proceeding by invoking the rule to remove potential witnesses and to refuse an interview or other request made by the accused or any person acting on behalf of the accused, other than a refusal to appear if subpoenaed by defense counsel;

To be informed that the Oklahoma Constitution allows, upon the recommendation of the Pardon and Parole Board and the approval of the Governor, the commutation of any sentence, including a sentence of life without parole;

To receive written notification of how to access victim rights information from the interviewing officer or investigating detective;

To a speedy disposition of the charges free from unwarranted delay caused by or at the behest of the defendant or minor. In determining a date for any criminal trial or other important criminal or juvenile justice hearing, the court shall consider the interests of the victim of a crime to a speedy resolution of the charges under the same standards that govern the right to a speedy trial for a defendant or a minor. In ruling on any motion presented on behalf of a defendant or minor to continue a previously established trial or other important criminal or juvenile justice hearing, the court shall inquire into the circumstances requiring the delay and consider the interests of the victim of a crime to a speedy resolution of the case. If a continuance is granted, the court shall enter into the record the specific reason for the continuance and the procedures that have been taken to avoid further delays; and

To any other rights enumerated in Section 34 of Article II of the Oklahoma Constitution.

The office of the district attorney shall inform the crime victim of an offense committed by a juvenile of the name and address of the juvenile found to have committed the crime and shall notify the crime victim of all court hearings involving that particular juvenile act. If the victim is not available, the office of the district attorney shall notify an adult relative of the victim of said hearings.

The office of the district attorney shall inform victims of violent crimes and members of the immediate family of such victims of their rights under Sections 142A-8 and 142A-9 of this title and Section 332.2 of Title 57 of the Oklahoma Statutes.

In any felony case involving a violent crime or a sex offense, the office of the district attorney shall inform the victim, as soon as practicable, or an adult member of the immediate family of the victim if the victim is deceased, incapacitated, or incompetent, of the progress of pretrial proceedings which could substantially delay the prosecution of the case.

The office of the district attorney shall inform the crime victim that he or she has the right to utilize the automated notification system provided by the designated

Oklahoma victim notification service provider for purposes of receiving information regarding the location of the defendant following an arrest, during a prosecution of the criminal case, during a sentence to probation or confinement, and when there is any release or escape of the defendant from confinement.

The victim, the attorney for the victim or other lawful representative, or the attorney for the state upon request of the victim may assert in any trial or appellate court or before any other authority with jurisdiction over the case and have enforced all the rights enumerated in this section and any other right afforded to the victim by law. The court or other authority shall act promptly on such a request. The rights afforded victims under the Oklahoma Victim's Rights Act shall be protected in a manner no less vigorous than the rights afforded the accused.

Stalking Warning Letter Information

Pursuant to 21 O.S. § 1173.1:

Whenever a law enforcement agency receives a complaint of stalking and finds that such conduct has occurred, the law enforcement agency shall be required to provide a copy of a Stalking Warning Letter to the accused provided that the victim does not otherwise request that such letter not be served upon the accused. The Stalking Warning Letter shall be served upon the accused in the same manner as a bench warrant. If the service is to be in another county, the court clerk may issue service to the sheriff by facsimile or other electronic transmission for service by the sheriff and may receive the return of service from the sheriff in the same manner.

Sexual Assault Information

If you are a victim of sexual assault a medical forensic exam is available to you at no cost regardless of whether you report or cooperate with law enforcement.

The evidence collected in such an exam will be stored and preserved by the law enforcement agency for submission to the Oklahoma State Bureau of Investigation (OSBI) laboratory.

A collected sexual assault evidence kit, whether tested or untested, must be retained in a secure, environmentally safe manner for not less than fifty (50) years or for the length of the statute of limitations for the alleged crime, whichever is longer.

The OSBI Sexual Assault Kit Tracking System provides survivors with the ability to anonymously track the location and status of their sexual assault kit from the point of collection through forensic analysis to final storage location and possible destruction.

OSBI Tracking Website https://sakt.osbi.ok.gov/SexualAssaultKitTracking/

Identity Theft Resources.

Once identity thieves have your personal information, they can drain your bank account, run up charges on your credit cards, open new utility accounts, or get medical treatment on your health insurance. An identity thief can file a tax refund in your name and get your refund. The Federal Trade Commission has information to assist you. www.IdentityTheft.gov & www.Consumer.ftc.gov

Credit Bureau Contacts

Contact the national credit bureaus to request fraud alerts, credit or security freezes, and opt outs from pre-screened credit offers.

Equifax 1-888-378-4329
https://www.equifax.com/personal/credit-report-services/

Experian 1-888-397-3742
https://www.experian.com/help

TransUnion 1-888-909-8872
https://www. https://www.transunion.com/customer-support/contact-us-consumers

Internet Safety

https://www.getsafeonline.org/
https://www.getsafeonline.org/protecting-yourself/cyberstalking/

United States Citizenship and Immigration Services (USCIC)

"U" and "T" Nonimmigrant Status Visa's: The Victims of Trafficking and Violence Protection Act of 2000 authorized two new visas: the "U" visa for immigrant victims of serious crimes and the "T" visa for victims of severe human trafficking.

The U nonimmigrant status (U visa) is set aside for victims of certain crimes who have suffered mental or physical abuse and are helpful to law enforcement or government officials in the investigation or prosecution of criminal activity.

How to apply (petition) for a U nonimmigrant status, submit:

Form I-918, Petition for U nonimmigrant status.

Form I-918, Supplement B, U Nonimmigrant Status Certification. The Form I-918, Supplement B, must be signed by an authorized official of the certifying law enforcement agency, and the official must confirm that you were helpful, and currently being helpful, or will likely be helpful in the investigation or prosecution of the case.

If any inadmissibility issues are present, you must file a Form I-192*,* Application for Advance Permission to Enter as Nonimmigrant, to request a waiver of the inadmissibility.

A personal statement describing the criminal activity of which you were a victim; and

Evidence to establish each eligibility requirement. See the USCIC website for further details.

USCIC U Visa Website Information. **https://www.uscis.gov/i-918**

T Nonimmigrant Status (T Visa) is set aside for those who are or have been victims of human trafficking and are willing to assist law enforcement in the investigation or prosecution of acts of trafficking.

How to apply (petition) for a T nonimmigrant status, submit:

Form I-914, Petition for T nonimmigrant status.

Form I-914, Supplement A, Application for Immediate Family Member of T-1 Recipient (if applicable).

Form 1-914, Supplement B, Declaration of Law Enforcement Officer for Victim of Trafficking in Persons to demonstrate that you are a victim of trafficking and that you have complied with any reasonable request to assist law enforcement. However, you may also choose to submit other evidence instead of or in addition to the Form I-914, Supplement B, such as trial transcripts, court documents, police reports, news articles, affidavits, or other relevant credible evidence.

Evidence to show that you meet all other eligibility requirements

If any inadmissibility issues are present, you must file a Form I-192*,* Application for Advance Permission to Enter as Nonimmigrant, to request a waiver of the inadmissibility.

A personal statement describing the criminal activity of which you were a victim; and

Evidence to establish each eligibility requirement. See the USCIC website for further details.

USCIC T Visa Website Information. **https://www.uscis.gov/i-914**

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