



# **Office of the Sheriff Thurston County**

## **POLICY MANUAL**

APPROVED BY: \_\_\_\_\_  
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Date: \_\_\_\_\_

This manual is the property of the  
THURSTON COUNTY SHERIFF'S Office



**Office of the Sheriff**

**THURSTON COUNTY**

**THURSTON COUNTY SHERIFF'S OFFICE  
VISION STATEMENT**

"Creating a Safer Community Together"

**THURSTON COUNTY SHERIFF'S OFFICE  
MISSION STATEMENT**

"The Thurston County Sheriff's Office will serve as a leader and a partner within the community in order to prevent crime, maintain safety, enforce all laws fairly and provide for the humane care of prisoners, while at the same time respecting and protecting the rights of all citizens."

**Guiding Principles**

- 1) **Teamwork:** "I recognize the need to work as a team with all others in the agency, with other members of the criminal justice system, and with other involved governmental and non-governmental partners, and with the community in general. I realize that teamwork will be the backbone of our success."
- 2) **Compassion:** "I recognize the need to show compassion and empathy for fellow employees, the citizens we serve, and all others. I recognize that all persons deserve to be treated with dignity and respect, regardless of their belief system."
- 3) **Fairness:** "I recognize the importance of treating other employees, the citizens we serve, and all others fairly. I also recognize that it is my responsibility to help foster an atmosphere of fairness in my work environment."
- 4) **Professionalism:** "I recognize the importance of being professional in my duties. This includes my physical appearance, my demeanor and presentation, and the quality of my work product."
- 5) **Responsibility:** "I am responsible for my actions, both personal and professional, every day. I am also responsible for helping to support this agency, my fellow employees, and the community I serve. Responsibility for my actions begins and ends with me."

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**Office of the Sheriff**

**THURSTON COUNTY**

## **PREAMBLE**

Like other professions, law enforcement must establish minimum standards of ethical conduct for its incumbents. Since law enforcement encompasses an increasing number of specialists, many of whom are not the traditional commissioned police officer, this policy also is intended to establish expectations of conduct for them. It is the policy of this Office that all members of the Office shall be bound by these Standards unless specifically excluded by the nature of the Standard itself, e.g., when the Standard may refer to the exercise of commission authority which some members of the Office do not have.

Deputies are granted a public trust which requires that they consistently demonstrate the highest degree of integrity. To be worthy of this public trust, and to ensure that their professional conduct is above reproach, members of the law enforcement profession must not only conform to a Code of Ethics but must also abide by these Canons of Ethics and Ethical Standards which constitute this Code of Professional Conduct and Responsibility as a means of internal regulation. The essence of a profession is that it requires, in addition to prescribing a desired level of performance, established minimum standards of ethical conduct with prescribed rules for internal discipline to ensure compliance. Accordingly, this Code of Professional Conduct and Responsibility has been established for the law enforcement profession. Nothing in this Code of Professional Conduct and Responsibility for Deputies is intended to limit or supersede any provision of law relating to the duties and obligations of Deputies or the consequences of a violation thereof. Whereas these rules specify certain conduct as unprofessional, this is not to be interpreted as approval of conduct not specifically mentioned. Nothing in this Code is intended to limit the authority of this agency to adopt and enforce rules and regulations that are more stringent or comprehensive than those that are contained in this Code of Professional Conduct and Responsibility for Deputies.



Office of the Sheriff

THURSTON COUNTY

## ETHICAL STANDARDS

### STANDARD I

Deputy Sheriffs shall uphold the Constitution of the United States, The State Constitution, and all laws enacted or established pursuant to legally constituted authority.

#### ***ES 1.1 Primary Responsibility***

Deputy Sheriffs shall recognize that the primary responsibility of their profession and of the individual officer is the protection of the people within the jurisdiction of the United States through upholding of their laws, the most important of which are the Constitution of the United States and State Constitutions and laws derived there from.

#### ***ES 1.2 Limitations***

Deputy Sheriffs shall be aware of the extent and limitations of their authority in the enforcement of the law.

#### ***ES 1.3 Spirit of the Law***

Deputy Sheriffs shall endeavor to uphold the spirit of the law, as opposed to enforcing merely the letter of the law.

#### ***ES 1.4 Constitutional Rights of Persons***

Deputy Sheriffs shall respect and uphold the dignity, human rights, and Constitutional rights of all persons.



## STANDARD II

Deputy Sheriffs and office members shall be aware of and shall use proper and ethical procedures in discharging their official duties and responsibilities

### **ES 2.1**    **Lawful Authority to Use Force**

Deputy Sheriffs shall be aware of their lawful authority to use that force reasonably necessary in securing compliance with their lawful enforcement duties.

### **ES 2.2**    **Truthfulness**

Members shall truthfully, completely, and impartially report, testify, and present evidence in all matters of an official nature.

- A. Members shall truthfully answer all questions specifically directed and related to the scope of employment and operations of the office which may be asked of them by a supervisor.
- B. Members shall be familiar with, abide by, and conform to all laws and regulations in force, and Thurston County Sheriff's Office policies, procedures and regulations.
- C. Members shall submit all necessary reports on time and in accordance with established procedures. Reports submitted by members shall be truthful and complete, and no member shall knowingly enter or cause to be entered any inaccurate, false or improper information.
- D. Upon the order of the Sheriff or his/her designee, members shall submit to any medical, psychological/psychiatric examination, ballistics, chemical or other tests, photographs or lineups; subject to applicable laws. All procedures shall be specifically directed and narrowly related to a particular investigation conducted by the office. In the event a violation of law is being investigated, members will be afforded the same rights and restrictions as private citizens.

### **ES 2.3**    **Following Legal Practices**

Deputy Sheriffs shall follow applicable laws in such areas as interrogation, arrest or detention, searches, seizures, use of informants, and collection and preservation of evidence.

- A. Members shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold evidence or information, or make false accusations of a criminal or traffic charge.
- B. Members shall not involve themselves in any manner in any third party civil action growing out of their official knowledge or actions, except by due process of law.
- C. No member shall initiate a civil action for damages sustained in the line of duty without first reporting the case in writing to the Sheriff.

- D. A member shall not apply for a warrant concerning an on-duty assault upon them without first reporting the case in writing through his immediate supervisor to his division commander.

**ES 2.4**    **Integrity, Fairness and Impartiality**

Members shall follow the principles of integrity, fairness, and impartiality in connection with their duties.

- A. Members shall not affiliate themselves with any organization whose rules, by-laws, constitution, or policies require or expect them as law enforcement officials to give or receive special considerations in the performance of their duties to other members of the organization.
- B. Employees shall not belong to or participate in the activities of any organization, association, society, or other group, the activities or purpose of which is subversive in nature, or which may adversely influence or control the work or service of any employee in their official capacity.
- C. While acting in an official capacity, members shall maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration.

## STANDARD III

Members shall regard the discharge of their duties as a public Trust and shall recognize their responsibilities to the people whom they are sworn to protect and serve.

### **ES 3.1** **Factors Affecting Responsibilities**

Members, as professionals, shall maintain an awareness of those factors affecting their responsibilities.

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

### **ES 3.2** **Professional Performance of Duties**

Members, during their hours of work, shall diligently devote their time and attention to the effective and professional performance of their responsibilities.

- A. Members shall carry their identification cards on their person when on duty except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and I.D. number to any person requesting that information except when the withholding of such information is necessary for the performance of law enforcement duties, or is authorized by proper authority.

### **ES 3.3** **Preparation for Assignment**

Members shall ensure that they are prepared for the effective and efficient undertaking of their assignment.

#### **A. Physically and Mentally Fit –**

All members will report for duty at the time designated by their supervisor, and will be physically and mentally fit to perform their duties. They will be properly equipped and will make themselves aware of any information necessary for proper performance of the duties on their shift. Judicial subpoenas shall constitute an order to appear under this section.

#### **B. Attendance –**

Members shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the office to the condition of their health. All members will report for duty at their designated time unless other arrangements have been made with their immediate supervisor. If any member must leave duty before the end of shift due to illness or other circumstance, the member must inform his supervisor before leaving. Leaving early without notification will be deemed neglect of duty and will be grounds for disciplinary action.

All members appearing for duty will be in the proper dress for their assignment. All members will be clean and well-groomed about their person,

and appropriate clothing will be clean and pressed/ironed, with the exception of undercover operations.

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

### **C. Incompetence –**

Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner which will tend to establish and maintain the highest standards of effectiveness in carrying out the functions and objectives of the office.

Incompetence may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for a member's rank, grade, or position; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving law enforcement attention; absence without leave; or unnecessary absence from the assigned hours of work.

In addition to other indications of incompetence, the following will be considered PRIMA FACIE evidence of incompetence: Repeated poor evaluations or a written record of repeated infractions of the rules, regulations, manuals or directives.

### **ES 3.4    Safe and Efficient Use of Equipment**

Members shall safely and efficiently use equipment and material available to them.

Members shall utilize Sheriff's Office equipment only for its intended purpose in accordance with established procedures and shall not abuse, damage or lose official equipment. All equipment issued to members, including manuals, shall be maintained in proper order.

### **ES 3.5    Objective and Impartial Attitude**

Members, with due regard for compassion, shall maintain an objective and impartial attitude in official contacts.

### **ES 3.6    Interference With Official Acts or Decisions**

Members shall not allow their personal convictions, beliefs, prejudices, or biases to interfere with their official acts or decisions.

### **ES 3.7    Party to Disputes**

Deputy Sheriffs will not exercise their official authority in disputes to which they are a party except in cases where circumstances require a reasonable person to act.

- A. When off-duty, Deputy Sheriffs shall utilize discretion and sound judgment when becoming involved, in their official capacity, in minor, non-emergency, family or neighborhood disputes.

- B. Deputy Sheriffs are required to enforce laws of Thurston County, the State of Washington, and the United States. Because Deputy Sheriffs are required to set an example and are not exempt from the same criminal laws that they are enforcing, it is mandatory that they adhere to the same laws they are attempting to enforce.
1. Off-Duty Responsibilities – Even while officially off duty, Deputy Sheriffs will always be subject to orders from competent authority and to provide assistance in emergency situations that come to their attention. Further, the fact that they are technically off-duty shall not relieve them of the necessity to take police action on any violent, criminal law enforcement matter coming to their attention, provided they can do so without endangering themselves or any of their family members who may be present with them at the time of the incident.  
  
In the event that an off-duty deputy sheriff does take enforcement action of any kind, he/she will immediately contact the on-duty supervisor and fully inform them of any and all actions taken. Depending upon the nature of involvement, the off-duty deputy sheriff may be required to complete a report of the incident.
  2. Minor Misdemeanors – When a minor misdemeanor comes to the attention of an off-duty deputy sheriff, the deputy sheriff will attempt to avoid involvement and will contact the appropriate law enforcement agency for necessary services, if the incident so justifies.
  3. Privately Operated Vehicles – Privately operated vehicles shall not be utilized for enforcement purposes without the expressed authorization of a Chief Deputy or higher rank.

### **ES 3.8    Electronic Communications**

Members of the Sheriff's Office who use the County's electronic communications such as, but not limited to, computer-generated documents, files or programs, electronic mail and computer networks, are to use them in accordance with Sheriff's Office regulations that exist for other forms of communication. Electronic communications are not private and may be reviewed by the appointing authority or their designee.

Members should follow the Thurston County Internet Usage procedures and electronic policies for circumstances not listed in TCSO Policies & Procedures.

## STANDARD IV

Members shall so conduct their public and private lives that they exemplify the high standards of integrity, trust, and morality demanded of members of the law enforcement profession.

### **ES 4.1 Intoxicating Beverages**

Members shall refrain from consuming intoxicating beverages to the extent that it brings discredit upon the Sheriff's office, or renders them unfit for their next tour of duty.

### **ES 4.2 Intoxicating Beverages While On-Duty**

Members shall not consume intoxicating beverages while on duty, except to the degree permitted in the performance of official duties (such as during a sanctioned, undercover operation).

- A. Members shall not bring alcoholic beverages into the Sheriff's Office or, while on or off duty, transport alcoholic beverages in Sheriff's Office vehicles, except as:
  - 1. Evidence;
  - 2. Property of a prisoner or suspect; or
  - 3. Found Property.
- B. Commissioned deputies shall not drink any alcoholic beverages while in uniform or any part of the uniform.

### **ES 4.3 Use of Controlled Substances**

Members shall not use any narcotics, hallucinogens, or any other controlled substance except when legally prescribed. When such controlled substances are prescribed, members shall notify their supervisor prior to reporting for duty, if those substances can impair or affect the deputy's ability to perform their job. (i.e., pain medications, anti-depressants, or other narcotic-based medications)

### **ES 4.4 Level of Conduct**

Members shall maintain a level of conduct in their personal and business affairs in keeping with the high standards of the law enforcement profession. Members shall not participate in any incident involving moral turpitude, which tends to impair their ability to perform as law enforcement professionals or causes the office to be brought into disrepute.

- A. Members shall not engage or participate in any forms of illegal gambling at any time except in the performance of duty and while acting under proper and specific orders from a supervisor.
- B. Members, when in uniform, may use tobacco as long as it is done in a manner that will not offend others or deter from the member's professional bearing.

**ES 4.5**    **Payment of Debts**

Members shall not undertake financial obligations which they know they will be unable to meet and shall pay all just debts.

An isolated instance of financial irresponsibility will not be grounds for discipline, except in unusually severe cases. However, repeated instances of financial difficulty shall be cause for disciplinary action. Filing a voluntary bankruptcy petition shall not, in itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken.

**ES 4.6**    **Illegal Political Activities**

Members shall not engage in illegal political activities.

Involvement in political activities will not be permitted during a member's on-duty time, or in any county owned or leased facility. Political activities include, but are not limited to, soliciting or receiving any assessment, subscription or contribution for any political party or cause, or storing, posting, carrying or distributing political literature of any nature, or promoting the candidacy of any person for elected office.

**ES 4.7**    **Use of Name, Photograph and Official Title**

Members shall not permit or authorize for personal gain the use of their name or photograph and official title identifying them as a member of this office in connection with testimonials, advertisements for any commodity, commercial enterprise, or commercial service which is not the product of the member involved, without the approval of the Sheriff.

- A. Office stationery/letterhead will be used for official purposes only. Unauthorized use may be grounds for disciplinary action.
- B. Any statement about the office or its function which reflects a member's personal opinion will be clearly presented as such.
- C. Members shall secure the permission of the Sheriff, or his/her designee before attending conventions or filling speaking engagements as official representatives of the office.
- D. Members shall not recommend or suggest the employment of any attorney, bondsman, business firm, or individual to any persons during the course of or as a result of their official business as members of the office.

**ES 4.8**    **Conflict of Interest**

Members shall not engage in any activity which would create a conflict of interest or would be in violation of any criminal law.

- A. Members shall not improperly request the aid or influence of any person or agency outside the office to effect their transfer to any assignment or duty, retention in any assignments of duty, return to any assignment or duty from which they have been removed by order of a supervisor, or promotion to a higher rank in service; and they shall not knowingly permit

any petition to be prepared or presented on their behalf for any such purpose.

- B. Members will not accept, maintain, or disperse funds or property of correctional facility inmates, except as authorized.
- C. Contraband of any kind seized or forfeited from correctional facility inmates shall be disposed of through established procedures and in no case shall contraband be converted to the personal use of any member of this office.

#### **ES 4.9    Discrediting Conduct**

Members, while on duty, shall at all times conduct themselves in a manner which does not discredit the law enforcement profession, or the Sheriff's Office.

- A. A member is the most conspicuous representative of government, and to the majority of people he or she is the symbol of stability and authority upon whom they can rely. A member's conduct is closely scrutinized and when their actions are found to be excessive, unwarranted or unjustified, they are criticized far more severely than comparable persons. Such behavior, whether on or off duty, may be grounds for disciplinary action whenever it is brought to the attention of the office.
- B. While on duty, members will remain attentive to their assigned responsibilities. They will not enter taverns, casinos, or other like establishments or attend public entertainments except in furtherance of their duties.
- C. When involved in any inmate-offender professional dealings:
  - 1. Sheriff's Office members shall:
    - a. Maintain fair and consistent relationships with all inmates, persons in custody and/or control and offenders in accordance with their assigned duties.
    - b. Conduct themselves in a manner to avoid being placed in a situation which could compromise their professional integrity, compromise security, or cause embarrassment to the Thurston County Sheriff's Office.
    - c. Maintain a dignified but firm and fair demeanor in their dealings with inmates, persons in custody and/or control, and offenders, their families and friends.
    - d. Deal with inmates, persons in custody and/or control and offenders on a courteous and professional basis.
    - e. Report all family relationships with inmates, persons in custody and/or control, and offenders to the Bureau Chief immediately.
    - f. Report, to their immediate supervisor, any request to engage in an authorized activity with inmates, offenders or their families.
    - g. Report to their immediate supervisor any gratuity, bribery, attempted bribery or solicitation of bribery by any inmate or



offender; any attempt to jeopardize accepted employee/inmate relationships and/or any unauthorized contact by inmates, persons in custody and/or control, or offenders.

- h. Take corrective action on all Thurston County Sheriff's Office inmate violations to ensure impartiality and fairness with all inmates.
  - i. Recognize the individuality of inmates and offenders without favoritism. Such conduct is inherently unfair to both the favored and non-favored. Professional reaction to inmates must always be objective and not based on personal or subjective issues.
2. Sheriff's Office members shall not:
- a. Have a personal relationship with inmates, persons in custody and/or control, unless they are previously related to the inmate.
  - b. Become involved in a sexual or intimate relationship with inmates, persons in custody and/or control.
  - c. Except as required as part of their assigned duties, take to or send from any inmate any letter, writing, message, verbal or written literature or reading material or any other item without permission of their Bureau Chief.
  - d. Contact or correspond with inmates, persons in custody and/or control, or offenders unless it is part of the employee's duties or permission is granted by their Bureau Chief.
  - e. Except as required as part of their assigned duties, give any food or beverage brought from outside TCCF or purchased from commissary to inmate without permission from their immediate supervisor.
  - f. Barter, deal or engage in a business relationship without the approval of the appropriate Bureau Chief, with inmates or offenders.
  - g. Receive from an inmate, persons in custody and/or control, offender or their family any gift or present without written permission from the Bureau Chief.
  - h. Except as required as part of their assigned duties, deal directly with, be involved in, or sponsor personal activities with an inmate/offender without official approval.
  - i. Discuss personal issues with or in the presence of inmates, persons in custody and/or control, or offenders.
  - j. Associate with ex-inmates and ex-offenders who:
    - i. Would bring discredit to the Thurston County Sheriff's Office.
    - ii. Could place them under any kind of personal obligation which could lead any person to accept official favors.
    - iii. Could compromise their professional integrity.

- iv. May be involved in illegal activity(s).
- k. Engage in undue familiarity with inmates and offenders.

**ES 4.10 Appearance for Court**

- A. All members will report for court at the designated time.
- B. Members will be responsible for contacting the Prosecuting Attorney's Office the day before the scheduled court date to determine if the case is still scheduled. They will also be responsible for contacting the Prosecuting Attorney to go over their testimony at least thirty (30) minutes before court
- C. All members will be clean and well-groomed about their person, and appropriate clothing will be clean and pressed/ironed. The attire is uniform of the day or professional-appearing attire. The long sleeve uniform shirt will be worn with a tie. Jumpsuits are not acceptable in Superior Court.
- D. While in court, members will avoid any indication of bias, prejudice, or anger. Testimony will be in a clear, concise manner. Questions shall be answered promptly, truthfully, and without trace of evasion. Personal behavior shall be exemplary, both while in court awaiting call, and while on the witness stand.
- E. Any member who is subpoenaed to testify in court regarding cases growing out of official duties will appear at the time and date indicated. Failure to appear will constitute neglect of duty.

**ES 4.11 Insubordination**

Members shall not be disrespectful, insolent, mutinous or untruthful in attitude or conduct towards any supervisor.

**ES 4.12 Courteous Conduct**

Members shall be courteous and respectful in their official dealings with the public, fellow members, superiors and subordinates. They will be orderly, attentive, and will exercise patience and discretion in dealing with the public.

- A. Members, unless otherwise permitted by law, shall not discuss office policies or internal problems of the Sheriff's Office, or malign any employee of this agency to the public, or engage in conversation construed to be detrimental to the welfare of the office.
- B. Members shall not perform any acts or make any statements, oral or written, for publication or otherwise;
  - 1. Which tend to disrupt or impair the performance of official duties and obligations of employees of the office; or
  - 2. Which tend to interfere with or subvert the reasonable supervision or proper discipline of employees of the office.

- C. To promote a non-offensive environment, it shall be the policy of the Thurston County Sheriff's Office that language considered to be offensive to any reasonable citizen shall not be used inappropriately by any member of the office while conducting Sheriff's Office business, or in any Sheriff's Office facility. Violations of this policy will be treated the same as any normal violation of the policy manual.

**ES 4.13** **Strikes**

Members shall not engage in any strike, work obstruction or abstention, in whole or in part, from the full, faithful and proper performance of their assigned duties and responsibilities, except as authorized by law.

## STANDARD V

Deputy Sheriffs and office members shall recognize that our society holds the freedom of the individual as a paramount percept which shall not be infringed upon without just, legal cause.

### **ES 5.1**    **Freedom of Individuals**

Deputy Sheriffs shall not restrict the freedom of individuals, whether by detention or arrest, except to the extent necessary to legally or reasonably apply the law.

### **ES 5.2**    **Fundamental Rights Guaranteed by Law**

Deputy Sheriffs shall recognize the rights of individuals to be free from capricious or arbitrary acts which deny or abridge their fundamental rights as guaranteed by law.

### **ES 5.3**    **Use of Position to Detain**

Deputy Sheriffs shall not use their official position to detain any individual, or to restrict the freedom of any individual, except in the manner and means permitted or prescribed by law.

### **ES 5.4**    **Misuse of Badge**

Deputy Sheriffs shall not knowingly permit any person not appointed in this office to use a Sheriff's Office badge, official credential, or uniform at any time, unless otherwise authorized by the Sheriff or Undersheriff.

### **ES 5.5**    **Mistreatment of Persons in Custody**

Members shall not mistreat persons who are in their custody. Members shall handle such persons in accordance with law and established procedures.

### **ES 5.6**    **Unlawful Arrest, Search or Seizure**

Deputy Sheriffs shall not make any arrest, search or seizure which they know or should know is not in accordance with law and established policies and procedures.

### **ES 5.7**    **Violations of Law**

Members shall obey all laws. Violations of any law or a conviction may be cause for disciplinary action up to and including termination of employment.

## STANDARD VI

Members shall assist in maintaining the integrity and competence of the law enforcement profession.

### **ES 6.1** **Right to Professional Law Enforcement Services**

Members shall recognize that every person in our society is entitled to professional, effective, and efficient law enforcement services.

### **ES 6.2** **Double Standards**

Members shall perform their duties in such a manner as to discourage double standards.

### **ES 6.3** **Exemplary Standards of Performance**

Members shall conduct themselves so as to set exemplary standards of performance for all law enforcement personnel.

### **ES 6.4** **Disclosure of Violations**

Members shall maintain the integrity of the profession through complete disclosure of those who violate any of these rules of conduct, violate any law, or who conduct themselves in a manner which tends to discredit the profession.

### **ES 6.5** **Disqualifying Information**

Members shall have the responsibility for reporting to proper authorities any known information which would serve to disqualify candidates from transferring within or entering the profession.

### **ES 6.6** **Level of Education and Training**

Members shall be responsible for maintaining a level of education and training that will keep them abreast of current techniques, concepts, laws, and requirements of their profession.

### **ES 6.7** **Responsibility of Undersheriff and Chief Deputies**

The Undersheriff and Chief Deputies shall accept the responsibilities of utilizing all available resources and the authority of their office to maintain the integrity of their agency and the competency of their members.

### **ES 6.8** **Leadership**

Members shall assume a leadership role in furthering their profession by encouraging and assisting in the education and training of other members of the profession.

## **ES 6.9 Engaging in Private Business**

It is the obligation of members to devote their on-duty time to official matters only. Therefore, private business shall not be engaged in during a tour of duty unless expressed permission (based upon unusual or extenuating circumstances) is granted by a supervisor.

## **ES 6.10 Additional Employment**

Any member who wishes to take additional employment during off-duty hours will inform the Sheriff or Undersheriff in writing before accepting the employment. In doing so, the member will fully describe the nature of the work to be performed and the hours of work. If it is judged that the additional employment involves misuse of the commission or could adversely affect the member's on-duty work performance or the office's image or efficiency, the request will be denied.

- A. If an off-duty employment situation held by a member is found to interfere with (1) the office's image or efficiency; (2) the on-duty work performance of the individual in question; or (3) is found to involve misuse of the commission, the member will be required to terminate such employment. (Also see Thurston County Personnel Rule #200.310 "Outside Employment.")
- B. The primary obligation and responsibility of a member who accepts off-duty employment must be to the Sheriff's Office. Members directed to report for overtime work will do so regardless of their off-duty employment situation.
- C. It shall not follow or result in an unusual sick or absence record in a member's primary law enforcement employment, and time expended in performance of off-duty employment shall not exceed time required to be devoted to primary law enforcement employment.
- D. It shall not interfere with the efficiency of law enforcement and public safety.
- E. Members are prohibited from working in any of the following:
  1. At any occupation which would tend to lower the dignity of law enforcement service.
  2. Any employment which has any connection with the towing of vehicles, taxi cab, or ambulance company, bail bondsman, private detective, or media reporter;
  3. In the performance of tasks other than those of law enforcement service, while in uniform;
  4. As a process server or bill collector or in any other employment in which law enforcement authority might tend to be used for private purpose of a civil nature;
  5. Any employment which requires access to criminal justice or law enforcement records as a condition of employment;

6. Employment which assists (in any manner) case preparation for defense in criminal cases;
  7. Employment at any event wherein illegal activities are involved;
  8. Performing private security work while wearing their Thurston County Sheriff's Office uniform, unless otherwise authorized by the Sheriff, Undersheriff, or their designee;
    - a. Deputy Sheriffs may, however, perform public security work (i.e. school dances, county fair, etc.) while wearing their Thurston County Sheriff's Office uniform.
    - b. It shall not involve work upon any commercial premises where intoxicants are served for public consumption except in a security capacity.
  9. Employment with any other department, bureau, agency or unit of Thurston County government, in a capacity that is the same or similar to the employee's current job classification or category.
- F. A memo of intent to accept new or part-time employment will be submitted through the chain of command by every member. Severance of all affiliation with the Sheriff's Office may be required if that employment will adversely affect the office's image or operations.
- G. Solicitation of off-duty employment shall be conducted in an ethical and professional manner and shall not be conducted so as to create any impression or appearance of undue influence either for or against the potential employer by the soliciting deputy sheriff or the Office.

## STANDARD VII

Members shall cooperate with other officials and organizations who are using legal and ethical means to achieve the goals and objectives of the law enforcement profession.

### **ES 7.1**    **Sharing of Information**

Members, within legal and Sheriff's Office guidelines, shall share with personnel both within and outside their agency, appropriate information that will facilitate the achievement of criminal justice goals or objectives.

### **ES 7.2**    **Rendering of Needed Assistance**

Members, whether requested through appropriate channels or called upon individually, shall render needed assistance to any other officer in their proper performance of their duty.

### **ES 7.3**    **Communication of Goals**

Members shall, within legal and Sheriff's Office guidelines, endeavor to communicate to the people of their community the goals and objectives of the profession, and keep them apprised of conditions which threaten the maintenance of an ordered society.

### **ES 7.4**    **Official Reporting of Complaints**

Members shall officially report all complaints, arrests, or other matters pertaining to the activities of the Sheriff's Office. This shall be done by using applicable procedures.

### **ES 7.5**    **Observance of Violations**

Members who know of or observe violations of laws, ordinances, rules of conduct, or official orders on the part of other office personnel shall proceed as follows:

- A. The member shall report such incident(s) at once to the immediate supervisor;
- A. If a member believes that information possessed is of such gravity that it must be brought to the immediate personal attention of the Sheriff, the member has that right.
- C. If on-duty members are confronted with a public incident involving disorderly conduct of an off-duty member, which cannot be handled in a routine manner, the case shall be brought before an on-duty supervisor for disposition.

### **ES 7.6**    **Relief From Performance of Duties**

The assignment of specific duties and responsibilities shall not relieve any member from the performance of all other duties as may be required or ordered by proper law enforcement authorities.



**ES 7.7**    **Malicious Harassment**

It shall be the policy of the Office that all personnel will respond to a report of the crime of Malicious Harassment (RCW 9A.36.080) in accordance with its significance as both a felony and a matter of great community concern. All personnel are to be sensitive and responsive to the natural anxieties of the victim(s) of Malicious Harassment. Deputy Sheriffs shall preserve all relevant evidence and immediately conduct a thorough follow-up investigation whenever this crime is brought to the attention of the Sheriff's Office. It shall be the responsibility of command and supervisory deputies to make certain that a reported crime of Malicious Harassment is properly documented and a priority follow-up investigation is expeditiously completed in an attempt to both identify and charge any persons responsible for the crime.

**ES 7.8**    **Harassment/Discrimination – Racial or Sexual**

It is the policy of this office to prohibit racial, ethnic or sexual harassment or discrimination in any form. For purposes of clarification, harassment shall be generally defined as derogatory racial, ethnic, or sexual epithets, display of derogatory visual or written material, repeated requests for sexual contacts, or other verbal or physical conduct of a nature inappropriate to a work environment.

All employees, particularly those in management and supervisory positions, are expected to adhere to a standard of conduct that is respectful, courteous and non-discriminatory. Violations of this policy shall be grounds for disciplinary action up to and including termination.

## STANDARD VIII

Members shall not compromise their integrity, nor that of their agency or profession, by accepting, giving or soliciting any gratuity.

### **ES 8.1**    **Gifts, Favors and/or Gratuities**

Members shall refuse to offer, give, or receive gifts, favors or gratuities, either large or small, which can be reasonably interpreted as capable of influencing official acts or judgments. This standard is not intended to isolate members from normal social practices, or to preclude gifts among friends, associates, or relatives, where appropriate.

### **ES 8.2**    **Badge of Office**

Deputy Sheriffs shall not consider their badge of office as a license designed to provide them with special favor or consideration.

### **ES 8.3**    **Fees or Compensation for Services Rendered**

No member shall solicit or receive any fees or any compensation whatever, directly or indirectly, from the county, city, or state, for any services rendered or act done while a member of the Thurston County Sheriff's Office, other than salary, except superior court witness fees for off-duty court appearances not involving compensation, and approved requests for members' services that are not part of normal duties.

### **ES 8.4**    **Issuance of Credentials**

Members shall not individually or as representatives of law enforcement organizations issue any card, button, or other device to persons other than members of the office which assumes to grant to the person holding such credentials any special privilege or consideration concerning the business of the Sheriff's Office, except that the Sheriff may issue such credentials at his discretion.

## STANDARD IX

Members shall observe the confidentiality of information available to them through any source, as it relates to the law enforcement profession.

### **ES 9.1**    **Release/Dissemination of Information**

Members shall be aware of and shall observe all legal restrictions on the release and dissemination of information.

### **ES 9.2**    **Confidentiality of Information**

Members shall treat as confidential the official business of the Sheriff's Office, and shall release or disseminate such information solely in an authorized manner, or as otherwise may be required by law.

- A. Members shall treat all official office business and records as confidential and shall not discuss or impart information to any person who is not a member of the Criminal Justice System (Prosecuting Attorney, Court, etc.); nor shall members or employees remove office records from the building or from an office without permission of the division commander concerned or under due process of law except in the normal course of their duties. Members shall not divulge the identity of persons giving confidential information except as authorized by proper authority in the performance of law enforcement duties.
- B. Members shall not discuss the evidence or information which they may give in any criminal court action, nor shall they sign any statement(s) concerning any criminal case for a person not officially connected with the office except for official agencies such as the Prosecuting Attorney's Office, etc. Members subpoenaed by the defense in a criminal case will notify their immediate supervisor.
- C. Whenever a member resigns or is terminated, his personnel records will be sealed. In the event of inquiries about the contents of the individual's records, the person(s) doing the inquiring will be referred to the Sheriff or his designee.

### **ES 9.3**    **Disclosure of Personal Information**

Members shall treat as confidential that information confided to them personally. They shall disclose such information as required in the proper performance of their duties.

### **ES 9.4**    **Disclosure of Official Information**

Members shall neither disclose nor use for their personal interest any confidential information acquired by them in the course of their official duties.

### **ES 9.5**    **Confidential Information – Investigations**

Members shall treat as confidential all matters relating to investigations, internal affairs, and personnel.

**ES 9.6**    **Anonymity of Sworn Personnel**

The anonymity of sworn personnel dressed in plain clothes shall be maintained as follows:

- A. Any member in uniform who meets another member (sworn) dressed in plain clothes shall in no manner indicate recognition unless greeted first; and
- B. Sworn personnel in plain clothes are to properly identify themselves when officially engaging in public contacts with citizens except where anonymity is essential to the performance of duty.

**ES 9.7**    **Processing of Property**

Property which has been discovered, gathered, or received in connection with office responsibilities will be processed in accordance with established official procedures.



## Office of the Sheriff

## THURSTON COUNTY

### 1.1 LAW ENFORCEMENT ROLE AND AUTHORITY

This policy outlines the authority and duties of the Thurston County Sheriff as established by general laws provided for in the Washington State Constitution – Article XI, Section 5, Amendment 57, and RCW 36.28, and enhanced by the Mutual Aid Peace Officers Powers Act of 1985.

#### 1.1.1 *Oath of Office*

The Sheriff and any person who receives a commission will take an oath of office to enforce the law and uphold the constitutions of the United States and the State of Washington, and Thurston County Ordinances, and abide by the Code of Conduct adopted by the Thurston County Sheriff's Office, as set out in related Ethical Standards, as also adopted by the IACP or NSA.

#### 1.1.2 *Sheriff's Commission*

All persons hired as law enforcement deputies for the Thurston County Sheriff's Office shall be commissioned as Deputy Sheriffs for Thurston County, prior to being assigned to law enforcement duties.

A Sheriff's commission may be issued to any employee of Thurston County who, by virtue of training and/or experience, has proven competence in the field of law enforcement and whose duties are police-related.

#### 1.1.3 *Limited Commissions*

Limited commissions may be issued upon approval of the Sheriff to persons outside the office who have a need for limited enforcement capabilities. These limited commissions will specifically state the authority of the holder to enforce the identified ordinances.

#### 1.1.4 *Other Police Commissions*

Police commissions from other law enforcement agencies may be issued to Sheriff's Deputies when necessary or desirable. Upon issuance of other law enforcement agency commission, the member shall notify the Sheriff or their designee.

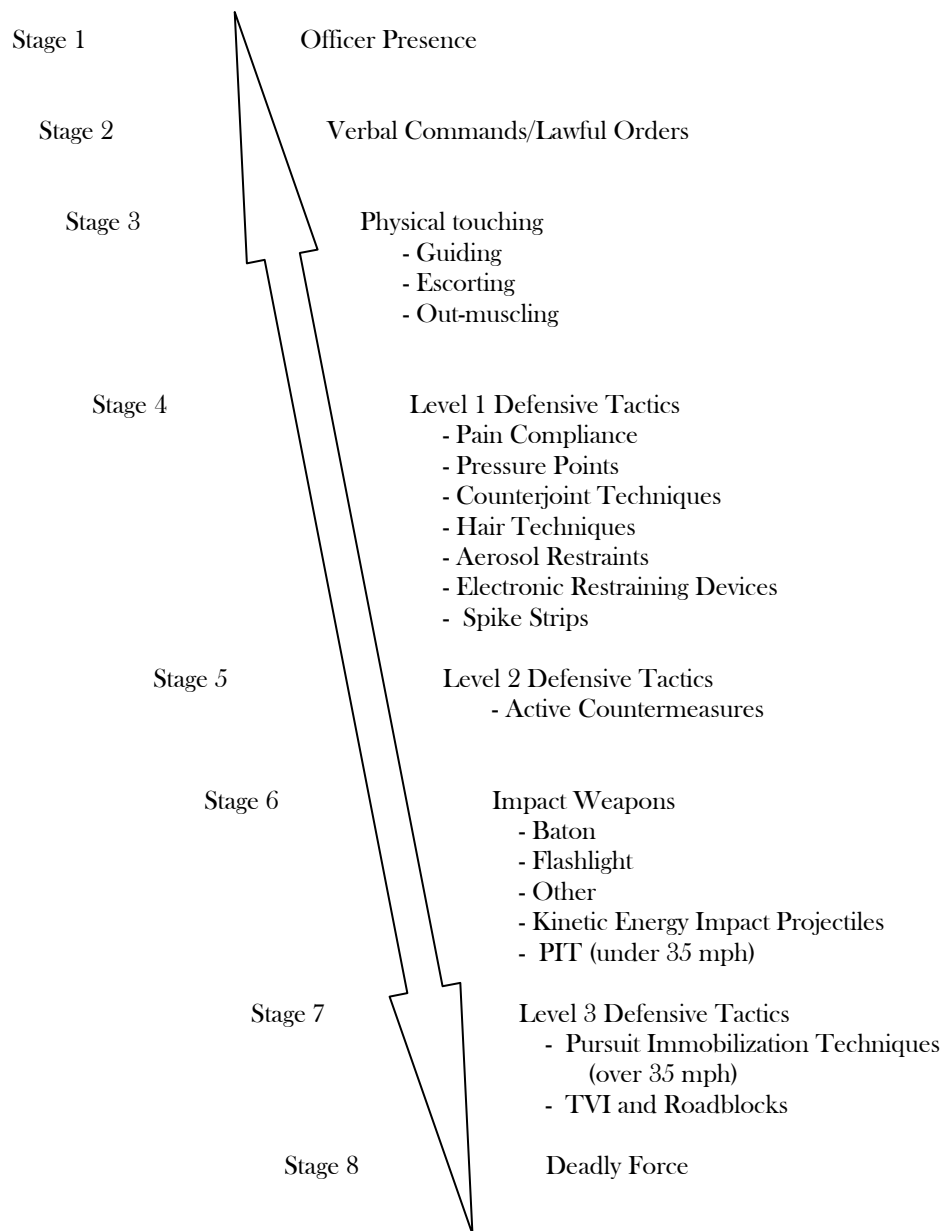
#### 1.1.5 *Commission Abuse*

Any abuse or unjustified use of any Sheriff's commission or mutual aid peace officer powers will result in withdrawal and/or subject the offending deputy to Office discipline procedures.

## 1.2 USE OF FORCE

### 1.2.1      Force Continuum

As with any use of force policy it is understood that deputies may enter the force continuum at any level, as dictated by the situation. Once in the force continuum, the deputy may move in either direction up or down the scale, or skip steps; as dictated by the situation.



### **1.2.2**

#### **Use of Force – When Lawful (See RCW 9A.16.020)**

The use, attempt, or offer to use force upon or toward the person of another is not unlawful in the following cases:

(1) Whenever necessarily used by a public officer in the performance of a legal duty, or a person assisting the officer and acting under the officer's direction;

(2) Whenever necessarily used by a person arresting one who has committed a felony and delivering him or her to a public officer competent to receive him or her into custody;

(3) Whenever used by a party about to be injured, or by another lawfully aiding him or her, in preventing or attempting to prevent an offense against his or her person, or a malicious trespass, or other malicious interference with real or personal property lawfully in his or her possession, in case the force is not more than is necessary;

(4) Whenever reasonably used by a person to detain someone who enters or remains unlawfully in a building or on real property lawfully in the possession of such person, so long as such detention is reasonable in duration and manner to investigate the reason for the detained person's presence on the premises, and so long as the premises in question did not reasonably appear to be intended to be open to members of the public;

(5) Whenever used by a carrier of passengers or the carrier's authorized agent or servant, or other person assisting them at their request in expelling from a carriage, railway car, vessel, or other vehicle, a passenger who refuses to obey a lawful and reasonable regulation prescribed for the conduct of passengers, if such vehicle has first been stopped and the force used is not more than is necessary to expel the offender with reasonable regard to the offender's personal safety;

(6) Whenever used by any person to prevent a mentally ill, mentally incompetent, or mentally disabled person from committing an act dangerous to any person, or in enforcing necessary restraint for the protection or restoration to health of the person, during such period only as is necessary to obtain legal authority for the restraint or custody of the person.

### **1.2.3**

#### **Use of Force – Deadly Force (See RCW 9A.16.040)**

(1) Homicide or the use of deadly force is justifiable in the following cases:

(a) When a public officer is acting in obedience to the judgment of a competent court; or

(b) When necessarily used by a peace officer to overcome actual resistance to the execution of the legal process, mandate, or order of a court or officer, or in the discharge of a legal duty.

(c) When necessarily used by a peace officer or person acting under the officer's command and in the officer's aid:

(i) To arrest or apprehend a person who the officer reasonably believes has committed, has attempted to commit, is committing, or is attempting to commit a felony;

(ii) To prevent the escape of a person from a federal or state correctional facility or in retaking a person who escapes from such a facility; or

(iii) To prevent the escape of a person from a county or city jail or holding facility if the person has been arrested for, charged with, or convicted of a felony; or

(iv) To lawfully suppress a riot if the actor or another participant is armed with a deadly weapon.

(2) In considering whether to use deadly force under subsection (1)(c) of this section, to arrest or apprehend any person for the commission of any crime, the peace officer must have probable cause to believe that the suspect, if not apprehended, poses a threat of serious physical harm to the officer or a threat of serious physical harm to others. Among the circumstances which may be considered by peace officers as a "threat of serious physical harm" are the following:

(a) The suspect threatens a peace officer with a weapon or displays a weapon in a manner that could reasonably be construed as threatening; or

(b) There is probable cause to believe that the suspect has committed any crime involving the infliction or threatened infliction of serious physical harm.

Under these circumstances deadly force may also be used if necessary to prevent escape from the officer, where, if feasible, some warning is given.

(3) A public officer or peace officer shall not be held criminally liable for using deadly force without malice and with a good faith belief that such act is justifiable pursuant to this section.

(4) This section shall not be construed as:

(a) Affecting the permissible use of force by a person acting under the authority of RCW [9A.16.020](#) or [9A.16.050](#); or

(b) Preventing a law enforcement agency from adopting standards pertaining to its use of deadly force that are more restrictive than this section.

Commissioned members shall employ that amount of force which is reasonable and lawful to affect an arrest or assume control of a situation.

What may be reasonable force under one set of circumstances may be unreasonable force under a different, though similar, set of circumstances.

The necessity of controlling the use of service weapons is a responsibility of each individual member and is expected by the public being served. Commissioned members should not discharge a firearm other than for practice or training at the target range or similar authorized locations, except when in performance of duties after other reasonable means have failed. Under no circumstances will members fire any warning shot for any purpose. (RCW 9A.16.040)

NOTE: The United States Supreme Court has held that deadly force may not be used to prevent the escape of an apparently unarmed suspected felon unless it is necessary to prevent the escape of such felon and the deputy has probable cause to believe that the suspect poses a significant



threat of death or serious physical injury to the deputy or others. Tennessee vs. Gardner, 1985.

The decision to apply deadly force in a situation should not be based solely on the fact that Office regulations and state law allow its use. Good judgment must always dictate reasonable action.

#### **1.2.4**      **Deadly Force to Destroy Animals**

Deadly force may be used to destroy a dangerous animal or an animal so badly injured that humanity requires its removal from further suffering, when authorized by the duty supervisor.

- A. The animal may be destroyed under the following instances:
  - a) For self-defense
  - b) To prevent substantial harm to the members or others.
  - c) When the animal is so badly injured that humanity requires its relief from further suffering.
  
- B. Members should adhere to the following whenever practical:
  - a) Remove the animal to a place of relative safety and out of public view, if possible.
  - b) The appropriate agency should be notified to remove the carcass.
  - c) When dealing with domestic pets or livestock, a Veterinarian should be used prior to the deputy having to terminate the animal.

A written report of the use of firearms under these circumstances will not be necessary.

#### **1.2.5**      **Justification Limited to Facts Known to Member**

Justification for the use of deadly force must be limited to what reasonably appears to be the facts known or perceived by a member at the time they decide to act. Facts unknown to a member, no matter how compelling, cannot be considered at a later date to justify the act.

#### **1.2.6**      **Members Acknowledgement of Policy**

All commissioned personnel must receive and demonstrate an understanding of this chapter prior to being authorized to carry any firearm.

#### **1.2.7**      **Members Surrendering Weapon**

A deputy or partner may be at the mercy of an armed suspect who has the advantage, but experience has shown that the danger to a deputy is not reduced by giving up their gun upon demand. Surrendering of a weapon might mean giving away the only chance for survival; therefore, a deputy should use every tactical tool available to avoid surrendering their weapon.

### **1.3 PURSUIT RESOLUTION TACTICS**

Pursuit Resolution Tactics is the name for a range of techniques intended to intervene in a suspect's attempt to flee or avoid apprehension while operating a vehicle. As with other use-of-force options, pursuit resolution tactics are intended to be dynamic in nature. That is, depending on the situation, a

deputy may be called upon to start at the high range of options, or a deputy may move progressively up the range of options.

As with other use-of-force options the purpose is to intervene at a certain level with the intent of de-escalating the situation, with the ultimate goal of resolving the situation in the interest of public safety. The decision to use a pursuit resolution tactic must be based on the facts and circumstances known to the deputy at the time of the choice of technique.

It is the policy of the Thurston County Sheriff's Office that decisions for the use of pursuit resolution tactics shall reflect concern for general public safety first and concern for the offender second. Pursuit resolution tactics include:

1. **Spike Strips / Stop Sticks** – Deployment of devices used for puncturing (and ultimately deflating) a suspect's tire. Use of these devices will be consistent with current TCSO training and procedure.
2. **Pursuit Immobilization Technique (PIT)** – The intentional contact of a suspect vehicle in an effort to stop the suspect's flight or illegal activity. Use of PIT shall be consistent with current Sheriff's Office training and procedure. Members shall have successfully completed the PIT training program before utilizing this technique in the field.
  - a. **PIT (35 mph and below)** – The deputy may employ this tactic if he/she believes that they can safely end the pursuit. No permission is required however if the opportunity presents itself it is suggested that the deputy obtain permission.
  - b. **PIT (over 35 mph)** – The deputy may employ this tactic only upon receiving permission from the on-duty supervisor. The threat to public safety must outweigh the safety of the suspect.
3. **Tactical Vehicle Intervention (TVI)** – The tactical vehicle intervention technique uses the patrol vehicle to stop the fleeing vehicle by intentional striking with a Sheriff's Office vehicle. A deputy utilizing a tactical vehicle intervention technique shall, if at all possible, obtain supervisory approval prior to the use of the technique. If, due to exigent circumstances, a deputy needs to act immediately, the tactic can be used without supervisory approval. A deputy utilizing TVI shall complete documentation of such use prior to going off shift.
4. **Roadblocks** – Roadblocks are best described as utilizing a patrol vehicle(s) to produce a stationary or moving barrier to stop or channel a suspect vehicle to affect a stop or in the interest of public safety. If at all possible, only marked Sheriff's Office vehicles will be utilized for either stationary or moving roadblocks. Use of roadblocks will be consistent with current TCSO training and procedure. Roadblocks require supervisory approval prior to implementation.

**A. Guidelines for Supervisory Approval on Use of Sheriff's Office Vehicles in Stationary Roadblocks**

Sheriff's Office vehicles may be used to establish a stationary roadblock for felony apprehensions, with supervisory approval, if the following conditions exist:

1. That all other reasonable means of stopping the suspect vehicle have been exhausted, or that allowing the driver of the suspect vehicle to continue could cause a risk to the safety of others, or that the nature of the crime that the driver or an occupant has committed is serious enough to warrant using a roadblock;
2. That the Sheriff's Office vehicle used in the roadblock is a clearly marked patrol vehicle, and the emergency lights are activated while the vehicle is blocking the roadway, and that the patrol vehicle is left unoccupied;

3. That the roadblock is established at a location that provides an approaching vehicle ample visibility of the roadblock.

**B. Guidelines for Supervisory Approval on Use of Sheriff's Office Vehicles in Rolling Roadblocks**

Sheriff's Office vehicles may be used to affect a rolling roadblock for felony apprehension, with supervisory approval, if the following conditions exist:

1. That all other reasonable means of stopping the suspect vehicle have been exhausted, or that allowing the driver of the suspect vehicle to continue could cause a risk to the safety of others, or that the nature of the crime the driver or occupant has committed is serious enough to warrant such action;
2. That the Sheriff's Office vehicle used in the rolling roadblock is a clearly marked patrol vehicle or that there is a marked patrol vehicle involved in the incident which has its emergency lights activated during the incident.

**1.3.1 Command Notification of Pursuit, PIT, TVI or Roadblock**

The initiating deputy of a pursuit, roadblock, or intentional striking with a Sheriff's Office vehicle, and the supervisor approving such action, shall each file a report by the end of the shift in which the incident occurred. The reports shall contain all the relevant information that will explain what actions were taken and the reasons for the action. The reports will be forwarded through the chain of command to the Sheriff or his/her designee for review.

## **1.4 LESS LETHAL WEAPONS**

On and off-duty, non-lethal weapon use and possession are subject to policy and training by the Sheriff's Office. Commissioned members will only employ that amount of force which is reasonable and necessary to effect or assume control of a situation. All office personnel will follow and obey all laws of the State of Washington regarding the use of lethal and non-lethal weapons, both on and off duty. All commissioned members, whether on duty or off duty, will adhere to office rules and regulations concerning the use of force.

**1.4.1 Only Approved Impact Weapons Will Be Carried**

Impact weapons carried by commissioned members include straight batons, side-handled batons, collapsible ASP batons, flashlights and kinetic energy impact projectiles. As with any use-of-force policy, it is understood that the deputy may enter the force continuum at any stage; as dictated by the situation. Once in the continuum, the deputy may move in either direction up or down the scale. Where the impact weapon could be used, may include, but is not limited, to when:

- A. Confronted with multiple adversaries.
- B. The opponent is physically larger or stronger than the deputy.
- C. The deputy has tried a lower level technique without success and the suspect is still violent.
- D. The opponent exhibits an apparent knowledge of martial arts.
- E. Confronted with a weapon.

#### **1.4.2**      **Use of Restraints or Handcuffs**

It is required that all persons taken into custody be handcuffed with their hands behind their backs. In special circumstances such as a medical condition, investigative transports, etc., handcuffing is neither practical nor prudent. In these cases, the deputy must be able to articulate justifiable reasons for not handcuffing. The deputy will be responsible for choosing not to handcuff, given considerations of officer safety, public safety, and safety of the prisoner. Deputies shall not handcuff a prisoner to another deputy or an affixed object unless justified by circumstances. Handcuffing shall be done consistent with Thurston County Sheriff's Office training.

#### **1.4.3**      **Use of Leg Restraints**

If a prisoner is violent and could injure themselves or others, or do damage to county property, the prisoner may have their legs restrained by use of "hobble" or similar device. A prisoner who has had this restraint applied should not be placed on their stomach when placed in a patrol vehicle. They should be placed on their side and seat belted if at all possible, and carefully monitored en route to incarceration as closely as possible. Medical attention should be provided whenever the transport and arrest results in suspected medical distress. The deputy will keep a dialogue going while in transport.

#### **1.4.4**      **Use of O/C Agent Aerosol Projectors**

Aerosol projectors can be carried by trained personnel. These projectors will be of an approved type containing Oleoresin Capsicum (O.C.) aerosol agent. It should be used in situations consistent with Level I defensive tactics or above and the use of force policy. Punitive use against anyone is prohibited. First aid should be rendered as soon as practical to persons subdued with this agent.

##### A. Certified Training

Commissioned members will undergo training in the use of aerosol chemical agents, prior to carrying them, by certified office instructors. This will include all commissioned personnel of Reserves, Operations, Corrections, and Services.

Commissioned members will carry and use only those aerosols issued or approved by the office. Information regarding aerosol agent use shall be included in incident reports.

All training will be carefully documented in writing by the instructor. The instructor shall furnish a list of employees who have been trained to the training deputy for records retention, and notification to the chain of command

##### B. First Aid Considerations

Additional medical attention, if needed, may be rendered by medical professionals. The shift supervisor will make the decision if additional attention is warranted, using the element of caution.

#### **1.4.5**      **Tactical Use of Chemical Agents**

C.S. (Ortho-chlorobenzalmalonitrate), O.C, or H.C. (smoke) will be the only chemical agents authorized in tactical situations. These agents will only be

used by trained personnel in such situations as riot, barricaded subject, hostage, or other situations deemed necessary. The delivery system used to dispense the chosen agent will be determined by the situation commander based on the circumstances present.

#### **1.4.6**            **Use of Force – K-9**

The proper use of K-9 resources as a means of force shall be within the same parameters guiding the use of any other weapon or tool by Sheriff's personnel. As in all cases concerning the application of force, good judgment must be the prevailing measure.

#### **1.4.7**            **Kinetic Energy Impact Projectiles**

Kinetic Energy Impact Projectiles will be used only by trained personnel in cases where combative or non-compliant subjects, whether armed or violent, cannot safely be approached in order to resolve the situation when other less lethal techniques or weapons cannot be employed. Only Sheriff's Office issued and approved munitions will be used.

#### **1.4.8**            **Practical Defensive Tactics Training**

Commissioned members shall participate in practical tactical training on an annual basis. Practical Defensive Tactics training will be taught by office instructors. Courses will be completed between 1 January and 31 December of the current year.

#### **1.4.9**            **Defensive Tactics Instructors**

Office instructors shall maintain proficient skill level in tactical training. This shall include updating of training and knowledge of current techniques as accepted within the law enforcement community and as approved by the Thurston County Sheriff's Office.

#### **1.4.10**           **Personnel Required to Participate**

All First Level Supervisors and subordinate deputies office-wide shall participate in defensive tactics training as scheduled by the Training Coordinator and approved by the Sheriff or designee.

Areas of instruction can cover, but will not be limited to, the following areas – Level One DT; Level Two DT, baton, flashlight, grappling, OC, handcuffing, riot baton, cell entry, theories in the use of force and its applications, fist suit, role plays in defensive tactics and other areas of instruction based on training needs of the Sheriff's Office.

#### **1.4.11**           **Side-Handle Baton**

Satellite training can be obtained through surrounding agencies. Certificate of completion is to be provided to Sheriff's Office tactical instructor. This training would be in lieu of straight baton training.

#### **1.4.12**           **Reporting Use of Force**

All uses of force will be documented, as directed, in the Field Report or Records Management System.

### **1.4.13**      **Use of Electronic Restraining Devices**

Electronic restraining devices will only be used by trained personnel. The only electronic restraining devices authorized will be an approved Office-issued unit. No others are authorized. The electronic restraining device may be used to control dangerous or violent subjects, consistent with Stage 4 – Level 1 Defensive Tactics or above on the Force Continuum. Punitive use of this device against anyone is prohibited. Any such unauthorized use may result in immediate disciplinary sanctions – up to and including termination.

### **1.4.14**      **Use of the Jaycor Pepperball Delivery System**

The Jaycor Pepperball Delivery System will only be used by personnel trained by Office instructors. The only delivery system approved for use will be Office issued unit. The Jaycor Delivery System is an additional tool to assist deputies in effecting a lawful arrest and is not intended to replace firearms or self-defense techniques. This system is capable of being used as an OC delivery system and a pain compliance tool. The Pepperball system may be used to control dangerous or violent subjects consistent with Stage 4 – Level 1 Defensive Tactics or above on the Force Continuum. Punitive use of this device, against anyone, is prohibited. Any such unauthorized use may result in immediate disciplinary sanctions: up to and including termination.

## **1.5 FIREARMS AND AMMUNITION**

Sheriff's Office commissioned employees and reserves will carry, on duty, only authorized weapons and ammunition, meeting authorized specifications.

### **1.5.1**      **Firearms**

All weapons, including handguns, rifles, and shotguns, shall be used only when necessary in the performance of duty or in training. Discharge or use of any weapon other than in training or dispatching of a wounded animal, requires a written report, as directed, on the circumstances describing the use and cause for use. All on-duty deputies shall be armed with a Sheriff's-Office-approved firearm.

The only authorized handguns while in uniform will be: 9 mm, .38, .40, or .45 ACP caliber semi-automatic pistols, with a minimum barrel length of 3 ½", capable of using Office-issued or approved ammunition. The handles or grips shall be wood, plastic or rubber, being natural wood or black in color. No ornamental grips are authorized. All safety devices will be kept intact and operable on the weapon. Supervisory or office personnel assigned to either plain clothes or uniform duty may be armed with a weapon with a barrel length of no less than 2".

Weapons proposed for duty use must be of high quality manufacture, based on current industry standards for safety and dependability as typified by, but not be limited to, the following example manufacturers: Smith and Wesson, Colt, Glock, H & K, Sig Sauer, Beretta, Steyr, and Taurus.

The only authorized long arms to be carried or used on duty shall be Sheriff's Office issued and/or authorized rifles and shotguns. No personally owned long arms will be carried without prior written permission of the Sheriff or Undersheriff, or their designee.

Prior to carrying any weapon on duty or making any change in a weapon carried on duty, all personnel must qualify with the proposed weapon in the presence of a Sheriff's Office Firearms Instructor, in the preceding 12-24 months and exhibit to said Firearms Instructor sufficient knowledge of the safe handling, operation, and use of the weapon.

Weapons proposed for use outside of the described calibers or example manufacturers must first receive the written authorization of the Sheriff or Undersheriff.

Back-up weapons are authorized at the expense of the deputy. The only calibers authorized are: .380, .38, 9mm, .40, and .45ACP.

### **1.5.2**      **Other Weapons**

Sheriff's Office owned weapons may be issued as inventory allows and duty assignments require.

### **1.5.3**      **Ammunition**

1. The only ammunition authorized for use on duty by all members is Sheriff's Office issued, authorized factory ammunition of the calibers stated in 1.5.1. Sheriff's Office issued ammunition will not be altered in any way. Reloads and wad-cutter ammunition are restricted to target practice or training only. Deputies carrying a 9 mm, .40, .45 caliber weapon will be issued practice, and duty ammunition. Deputies choosing to carry any other approved caliber must furnish their own practice and duty ammunition. That duty ammunition must be approved in advance by the Sheriff or Undersheriff. The only duty ammunition that is authorized to be carried is that which is issued within the preceding 12-24 months.
2. While Deputies are on duty, all firearms will be loaded only with unaltered Sheriff's Office issued and/or approved ammunition.
3. All Deputies, whether working in uniform or plain clothes, shall carry a full cylinder or magazine of cartridges in their service weapon. Uniformed Deputies will carry a minimum of two additional full reloads of approved ammunition on their duty belt. Plain clothes deputies, while on duty, will carry sufficient ammunition on their person to permit one full reload of their duty firearm. Deputies assigned to undercover or specialized details may be exempted from this requirement by supervisory approval.
4. Deputies shall not display, load, or unload their firearms at any place, in any building accessible to the general public except:
  - A. When necessary in the line of duty;
  - B. When ordered by a superior officer for inspection purposes;
  - C. At the firing range, and then only when shooting under supervision; and
  - D. When necessary for cleaning, and then only in an approved and designated area.

### **1.5.4**      **Carrying Weapon Off Duty**

Deputies are authorized to carry a weapon off duty. The Sheriff's Office will not furnish an off-duty weapon. Deputies may carry a firearm if they will be traveling about in public places, however if the weapon is issued by the office

or carried under the authority of the Sheriff's Office Commission, they will not consume intoxicating beverages.

**A deputy who elects not to carry a weapon while off duty shall not be subjected to disciplinary action should an occasion arise in which the Deputy could take law enforcement action, if armed.**

## **1.6 FIREARMS PROFICIENCY**

All personnel authorized to carry firearms shall participate in an on-going firearms training program as designated by the Sheriff or Undersheriff.

### **1.6.1      Firearms Training/Range Qualifications**

The firearms training program may include, but not be limited to video, classroom, and field presentations, along with hands-on training at the range.

Each Sheriff's Office member authorized to carry a rifle or shotgun is required to qualify with the weapon at least one time per year.

### **1.6.2      Inspection**

The firearms instructor shall inspect and record each weapon used by employees at the time of qualification. Such registrations, and records of qualification results, will be maintained by the office. All weapons used by employees in their official capacity, on or off duty, will be registered with the firearms instructor.

### **1.6.3      Qualifying**

Sheriff's Office members authorized to carry a firearm are required to qualify with a duty weapon, at least annually. Dates/times and methods of training will be the prerogative of the Sheriff or his/her designee.

Deputies choosing to carry an approved back-up weapon in addition to their regular duty weapon are required to qualify with the weapon annually.

No member may carry or use a weapon on duty without first receiving approval from their supervisor and after properly qualifying with that weapon.

Any deputy failing to qualify will be scheduled for firearms improvement as soon as possible, and their supervisor notified. Once the deputy has completed the refresher training and has met the minimum qualifications score, the deputy will be considered as being qualified, for the purposes of the qualification shoot.

### **1.6.4      Ramifications**

If the deputy is still unable to meet minimum standards after completion of the refresher training, the Sheriff or Undersheriff shall make a determination as to completing further training for the deputy and removing the deputy from duty. In this event, the deputy shall not be allowed to continue carrying a firearm until meeting the minimum standards for qualification.



If a deputy is unable to fulfill the range requirement due to special circumstances, that deputy will submit a written memorandum through the chain of command explaining the circumstances.

Employees who fail to achieve certification after attending remedial firearms training will be submitted to appropriate disciplinary action for failure to comply with Office policy.

**1.6.5**            **Modifications to Firearms**

Modifications to personally-owned firearms used on duty shall not defeat any of the manufacturers' safety features. Modifications shall not affect the safety or reliability of the firearm operation.

**1.6.6**            **Repairs to Office Owned/Issued Firearms**

All necessary repairs to Office owned/issued firearms will be completed by the office armorer or a qualified gunsmith with prior approval by the office armorer.

**1.6.7**            **Repairs to Personally Owned Firearms**

All necessary repairs to personally-owned firearms may be performed by the office armorer or a qualified gunsmith. Replacement parts for personally-owned firearms will be the responsibility of the individual deputy.

**1.6.8**            **Shotguns and/or Rifles**

Shotguns and/or rifles provided in patrol vehicles will be secured in a locked manner.

**1.6.9**            **Maintenance of Weapons**

Each deputy is responsible for the maintenance and cleaning of their weapon(s) and will, at all times, maintain the weapon(s) in a clean and serviceable condition, whether Office owned or personally owned.

**1.6.10**           **Loss or Theft of Firearm**

Employees shall immediately report the loss or theft of any Office or personally-owned firearm to the Sheriff through the chain of command. The report will be in writing and will detail all the facts concerning the incident.

## **1.7 FIREARMS DISCHARGE INTERNAL REVIEW PROCESS**

A documentation, review and disposition process will occur following any firearm discharge, any death or injury of a person, or use of deadly force by any member of the Sheriff's Office.

**1.7.1**            **Unauthorized Use of Firearm**

Firing into the ground or air in an attempt to halt a fleeing criminal is dangerous to innocent persons and is a great personal and official risk to the member and is prohibited. Members shall not fire upon a person who has been ordered to halt because of mere suspicion and who, without making any resistance, simply runs away to avoid arrest. Members shall not fire

upon moving or fleeing vehicles unless necessary in the defense of the member's life or another person's life.

Whenever a member discharges a firearm they shall be forever responsible for this action. Generally speaking, crimes against property would not authorize the use of deadly force, unless the suspect demonstrates a serious threat to the public or deputies involved.

No member shall ever intentionally jeopardize the life or physical safety of innocent citizens when firing their weapons.

### **1.7.2**

### **Discharge of Firearms – Injury or Death Involved**

The Sheriff's Office recognizes that trauma can occur when deputies are involved in incidents wherein they either use or become victims of the use of deadly weapons (specifically firearms). It will be the policy of Thurston County Sheriff's Office to assist deputies in recognizing and dealing with trauma to minimize its negative effects. The following will give guidance to supervisors and administrators on uniform actions to facilitate handling officer-involved shooting situations which result in a person being seriously injured or killed, or in which the deputy faced imminent injury or death:

1. Determine the physical condition of the person and render first aid as necessary.
2. Request necessary emergency and medical aid.
3. Report the incident to the On-Duty Supervisor. If the On-Duty Supervisor is the involved deputy, then the Supervisor will order notification of the next superior deputy available through the chain of command. Until such superior deputy arrives at the scene, the On-Duty Supervisor shall relinquish command of the scene and the shift to the lead deputy or if unavailable, the most senior deputy on duty. If possible, use the telephone.

Initial Responses:

The Supervisor who assumes command of the shooting scene shall immediately, or as soon as practicable, relieve the involved deputy(s) of all scene-related duties.

The Supervisor is responsible for securing the weapon of the deputy(s) as evidence, when applicable, prior to the deputy(s) leaving the scene. If the weapon is taken and circumstances allow it, a replacement weapon will be provided, as more fully explained in #1.8 post-shooting. One deputy will be assigned by the supervisor to remain with the involved deputy. Whenever practical, the assigned deputy should not be part of the original incident.

This designated deputy may serve many functions. Among these are:

- A. To shield the involved deputy(s) from all deputies and administrators, general public, and media, other than those who have investigative and other post-shooting incident responsibilities.
- B. To remove the involved deputy(s) from the scene as soon as practicable.

- C. Assist in any other needs of the deputy(s) such as transportation, notification of spouse or family, etc.
  - D. Assist involved deputy(s) in making reports by either taping, dictating or handwriting, to facilitate prompt and accurate reporting.
4. When relieved at the scene, return to the office and submit a written report of the incident to the duty watch commander, who will be responsible for conducting an investigation of the incident and preparing his own investigative report prior to going off shift.
  5. The watch commander will be responsible for notifying the next superior deputy available in the chain of command as soon as possible.
  6. The involved deputy(s) shall be released from normal duties as soon as practicable. The deputy(s) may be placed on paid administrative leave, or assigned to administrative duties. The leave or assignment may include time utilized for a, Coroner's Inquest, Psychological Evaluation, etc. The deputy(s) shall be returned to regular duty when authorized by the Sheriff or designee.

### **1.7.3**      **Discharge of Firearms – No Injury**

The involved member shall notify the on-duty supervisor, as directed and submit a written report of the incident as soon as possible and prior to going off shift. The duty watch commander shall notify his/her immediate supervisor and shall personally investigate the report of the firearm discharge and prepare a detailed written report of the incident prior to going off shift. For the purposes of this section, discharge shall mean any attempt to fire a firearm, whether it actually fires or not. This section does not apply to the dispatching of wounded animals.

### **1.7.4**      **Firearms Discharge (Internal Review)**

As soon as practical after a use or attempted use of deadly force incident, the Sheriff shall direct that an internal investigation of the incident be conducted. The internal investigation shall determine if the use of deadly force was justifiable and will report such findings through the chain of command for review and recommendations to the Sheriff.

## **1.8 POST SHOOTING**

Management has decided that situations involving use of force resulting in a death or serious injury will require removal from line duty assignment, pending administrative review of the facts.

### **1.8.1**      **Post-Incident Leave and Debriefing**

1. A member involved in a death or serious injury incident may be placed on administrative leave with pay for the duration of the member's shift and the following two shifts, for a minimum of 72 consecutive hours. Administrative leave is in the interest of the member and the office.
2. The member involved in the death or serious injury incident will be afforded the opportunity to name a fellow member to assist with the transportation needs, companionship, and moral support. If a fellow

member is named, that member will also be placed on concurrent 72-hour administrative leave.

3. The involved member shall meet for debriefing and counseling with an office "approved" psychologist or psychiatrist experienced in assisting law enforcement personnel and their families to recognize and cope with the natural responses to a death or serious injury incident. All conversations between the member and the debriefing psychologist or psychiatrist are considered confidential and subject to the doctor-patient privilege.

### **1.8.2**      **Return to Duty**

In determining the appropriate administrative action to take in terminating the member's administrative leave and returning the member to regular duty, the Sheriff may seek and consider the professional opinion of any psychological counselor and/or treating physician as to:

1. Whether the member should be expected to report to full duty in their regular assignment or whether the member needs additional recuperative time and, if so, how much additional time is recommended; and
2. Whether any modification of the member's regularly assigned duties should be considered by the Office in order to facilitate the member's speedy return to full productivity and, if so, the nature and duration of the recommended modifications.

### **1.8.3**      **Office Resources Available to Involved Deputy**

If the death or serious injury incident involved the discharge of the member's service pistol and it must therefore be taken for examination, the on-duty supervisor will, with the watch commander's approval, replace the same with his own weapon.

The watch commander may withhold such approval if, based upon all the available information concerning the incident and the member's response thereto, the watch commander believes the re-issuance of a service pistol to the involved deputy may not be in the interest of safety.



## Office of the Sheriff

## THURSTON COUNTY

### 2.1 AGENCY JURISDICTION

The jurisdiction of Thurston County Sheriff's Office personnel is that area, along with the properties and persons contained therein, within the boundaries of the County of Thurston. All commissioned personnel are authorized to enforce the laws of the State of Washington and county ordinances within the boundaries of Thurston County, including all unincorporated communities in Thurston County. Thurston County Deputies are authorized to enforce state laws in concurrent jurisdictions as defined within any mutual aid or concurrent jurisdiction agreements between said other city or county and the Thurston County Sheriff's Office.

#### A. Exceptions

1. Personnel may also enforce laws of the State of Washington in any incorporated city within Thurston County.
2. This office has concurrent jurisdiction over persons and incidents requiring police action on that portion of the Nisqually Indian Reservation located within Thurston County.
3. This office has concurrent jurisdiction over persons and incidents requiring law enforcement action on that portion of the Fort Lewis Military Reservation located within Thurston County.
4. This office does not have jurisdiction over tribal members and tribal incidents requiring police action on that portion of the Chehalis Indian Reservation located within Thurston County. This reservation is now exclusively under federal and tribal jurisdiction, with the exception of crimes committed on the reservation by non-Indian suspects. In those excepted cases, the state has concurrent jurisdiction with the federal government.

#### **2.1.1 Enforcement Authority Within Cities and Towns**

It is the policy of the Thurston County Sheriff's Office that the incorporated cities and towns within the county be allowed to handle their own criminal investigations, either misdemeanor or felony, through their local police agencies, except under the following conditions:

1. At the specific request of the mayor or chief of police of a city or town;
2. The Sheriff determines at his discretion to enter into and/or assume a criminal investigation within the incorporated limits of a city or town within Thurston County.
3. Whenever the Sheriff determines that city officials are acting improperly or unlawfully in the discharge of their duties.

#### **2.1.2 Mutual Aid**

On-duty deputies, with the permission of the on-duty supervisor, may exercise their authority when on duty anywhere outside of Thurston County and in the State of Washington, consistent with and within the provisions of the Washington Peace Officer Powers Act, RCW 10.93, or within the

guidelines of any written mutual aid agreement with the agency having primary jurisdiction and when the following conditions exist:

1. Where the written consent of the Sheriff, Chief of Police in whose primary jurisdiction the exercise of authority occurs;
2. In response to an emergency involving the immediate threat to human life and property;
3. In response to a request for assistance pursuant to a mutual law enforcement assistance agreement with the agency of primary territorial jurisdiction or in response to the request of a peace officer with enforcement authority;
4. When the deputy is transporting a prisoner;
5. When the deputy is executing an arrest or search warrant;
6. When the deputy is in fresh pursuit. Any peace officer who has statutory authority under Washington law to make an arrest may proceed in fresh pursuit of a person:
  - a. Who is reasonably believed to have committed a violation of traffic or criminal law, or
  - b. For whom such deputy holds a warrant of arrest.

The deputy in fresh pursuit shall have the authority to arrest and to hold such person in custody anywhere in the state. The term "fresh pursuit" includes, without limitations, fresh pursuit as defined by the common law. Fresh pursuit does not imply immediate pursuit, but pursuit without unreasonable delay.

### **2.1.3**      **Mutual Aid Agreements**

The Thurston County Sheriff's Office participates with the WASPC Central Region Response Plan, the Homeland Security Region 3 Mutual Aid Agreement, a signed Regional Cooperative Agreement between Grays Harbor, Lewis, Thurston and Pacific Counties, and any other mutual aid agreement that may develop in signed form.

### **2.1.4**      **Exercising of Authority**

A Deputy of the Thurston County Sheriff's Office may exercise their authority when off duty anywhere outside of the County of Thurston and in the State of Washington when the following circumstances exist:

1. In response to an emergency involving the immediate threat to human life, or serious threat to property, or
2. In response to the request of a peace officer with enforcement authority.

### **2.1.5**      **Off-Duty Authority**

Deputies of the Thurston County Sheriff's Office may not use the authority for any off-duty employment outside of the County of Thurston.

### **2.1.6**      **Report of Action**

Deputies are required to submit a report in writing through the chain of command to their bureau's Chief Deputy any time they exercise any authority under the Act outside of the County of Thurston.

## **2.2 PARTICIPATION IN CHRI SYSTEM**

The agency maintains full participation within the State fingerprint/criminal history records system. Further, this agency has established the following comprehensive guideline for the privacy, security, and dissemination of criminal history record information maintained by the Thurston County Sheriff's Office.

### **2.2.1**      **Security of Information**

It is the policy of this Office to keep all information contained in the Office's criminal history record files confidential and secure, except in instances where the law allows dissemination, which serves a legitimate law enforcement or other public interest function.

Criminal History Record Information (CHRI) consists of any information containing individual identification of a person, together with a record of that individual's involvement as an alleged or convicted offender. Criminal Justice agencies are eligible to receive CHRI. Requests for CHRI will be referred to records personnel for processing.

All criminal history records shall be given to and kept by the Records Section in accordance with WAC 365-50-010 through 365-50-560.

### **2.2.2**      **Falsification, Destruction of Records**

Employees will not falsify, destroy, alter, or remove any report or record of this Office. Anyone having knowledge of such behavior is required to report it to his or her supervisor.

### **2.2.3**      **Confidentiality of Office Information**

Employees will regard all information concerning the official business operations and policies of the Office as confidential and will not release such information unless its release is specifically permitted. Requests for information by other law enforcement agencies will be referred to records personnel.

### **2.2.4**      **Release of Office Information**

Employees will not communicate, relay, or release any official Office information to any person which would in any way hamper or compromise the Office's operations or investigations.

## **2.3 NARCOTICS TASK FORCE**

The Thurston County Sheriff's Office's participation in the Thurston Narcotics Task Force is governed by the Inter-local Drug Unit Agreement.

## **2.4 PEACE OFFICERS POWERS ACT OF 1985**

Subsequent to the 1985 Mutual Aid Peace Officers Powers Act, Deputies and Officers from the following jurisdictions are authorized full exercise of police powers within Thurston County:

1. All county Sheriff's Offices within Washington State; and
2. The Olympia Police Department, Lacey Police Department, Tumwater Police Department, Yelm Police Department, and Tenino Police Department.

All county Sheriff's Offices within the State of Washington have entered into a mutual aid agreement to allow members of this office to exercise their police powers within their respective jurisdictions. Upon notification of the intent of any of these agencies to exercise their powers within our jurisdiction, any and all assistance necessary shall be afforded them.





Office of the Sheriff

THURSTON COUNTY

### **3.1 COACHING, COUNSELING, RECOGNITION AND THE DISCIPLINARY SYSTEM**

As the Sheriff's Office is a part of Thurston County government, it must be accountable for the official acts of all its members. To ensure and exercise the accountability, it is necessary to have a system of review, examining selected official acts. This review may be initiated by anyone. Its end product must be, at a minimum, assurance that any policies, procedures, or individual actions meet the test of fairness, equity and justice, or, being found to fall short of these tests, will be subject to prompt corrective action. In addition, the Sheriff's Office must assure that the members are recognized for their performance and, when appropriate, recognized, coached or counseled.

A relationship of trust and confidence between members of the Sheriff's Office and the community they serve is essential to effective law enforcement. Office officials must be free to exercise their best judgment and to initiate law enforcement action in a reasonable, lawful and impartial manner without fear of reprisal. In addition, enforcers of the law have a primary obligation to respect the rights of all people.

Meeting the responsibility to itself and the community, the office and collective bargaining agreements establish a system of complaint and disciplinary procedures by and through this policy. The system will not only subject a member to corrective action when improper conduct is evident, it will protect the individual member when they discharge their duty properly.

It is the purpose of these procedures to provide a prompt, just, open and expeditious disposition of complaints, from whatever source, regarding the conduct of the members and employees of the Sheriff's Office. To this end the office welcomes constructive, and valid criticism of office procedures, and complaints against its members from concerned citizens of the community and from its own members.

It shall be the policy of the Sheriff's Office to recognize exemplary performance on the part of the members.

It shall be the policy of the office to make use of coaching in an effort towards recognizing performance that is most generally acceptable.

It shall be the policy of the office to make use of counseling techniques with a member when performance or action(s) are such that it is generally unsuccessful and needs improvement.

Counseling should be considered as an option in lieu of or in conjunction with properly administered discipline. Counseling may be referred by a supervisor, command deputy or the Sheriff based on a member's past performance. Areas of concern for counseling could include such subjects as anger management, alcohol problems, domestic problems, employee relations, burnout, etc. Members have the option of using the Employee Assistance Program or being referred to an office psychologist.

#### **3.1.1 *Duty to Reply/Cooperate in Disciplinary Matters***

When ordered, a member will answer fully all questions asked by a supervisor or command deputy regarding performance of official duties and will cooperate with any internal investigation and/or disciplinary process or review board hearing. No member shall obstruct, hinder, or impede internal investigations, or knowingly conceal or misrepresent material facts relating to

the subject matter of an inquiry. Provided that at the same time no member shall be deprived of any rights or freedoms afforded to any ordinary citizen by the U.S. Constitution or by the laws of the State of Washington. (Statements made in the office internal investigation, which are involuntary, will not be admissible in a criminal prosecution.)

### **3.1.2**      **Administrative Leave**

By order of the Sheriff or designee, a member may be relieved of duty and suspended with pay during the course of an internal investigation involving allegations of

- Criminal violation and/or arrest, or
- Serious violations of Sheriff's Office policies/procedures/practices, and/or
- Documented and repeated violations of Sheriff's Office policies, procedures, or practices that creates risk to the public.

When a member is placed on administrative leave, they may be ordered to surrender all Office-issued items. These items include but are not limited to, weapons, commission/ID cards, keys and badge(s). While on administrative leave, the member shall not have unfettered access to any areas under the control of the Sheriff's Office unless escorted at all times by a member in good standing and only for official business with prior approval and coordination with a Captain or above.

During the time spent on Administrative Leave, the member's regular work hours will be assigned as Monday – Friday, 9 a.m. – 5 p.m.

Any deputy involved in an officer-involved shooting incident shall be placed on Administrative Leave for 72 hours or until such time as they are determined fit to return to duty.

Deputies involved in other situations where traumatic injury and/or death occurs to an involved party may be placed on Administrative Leave for 72 hours and/or such time as they are determined fit to return to duty. Members placed on Administrative Leave for this reason shall not automatically be subject to forfeiture of Office-issued items, or restricted from accessing the Sheriff's Office.

A "fitness for duty" psychological evaluation and/or counseling may be required by the Sheriff or designee prior to return to duty.

### **3.1.3**      **Disposition of Complaints**

Appropriate finding by the Sheriff or designee

- A. Sustained – The allegation is supported by an applicable standard of evidence and the actions were in violation of some law, policy, rule, or procedure governing the conduct of office members.
- B. Not Sustained – There is not a preponderance of available evidence to either prove or disprove the allegations.

### **3.1.4      Disciplinary Action**

If the County has reason to discipline an employee, the County shall do so privately and in a manner that will not embarrass the employee before other employees or the public (as noted in the collective bargaining agreements).

The agency will follow any disciplinary action as written in any current, collective bargaining agreement, related to written reprimand, suspension without pay, demotion or discharge.

#### **A. Oral Warnings**

1. Oral warnings are appropriate for isolated occurrences of minor offenses.
2. Supervisors may issue oral warnings unilaterally.
3. The supervisor should call the employee aside to discuss the problem and agree upon a resolution.
4. An oral warning should not be noted in the member's personnel file. The supervisor may keep a record of such discussions for the annual evaluation. These actions will be reviewed by the Division Captain or Lieutenant.

#### **B. Written Reprimands**

1. Written warnings are appropriate for more serious problems or repeated occurrences of minor problems where oral warning have failed to correct behavior.
2. The member shall receive a written notification from the supervisor clearly stating the problem(s) and stating the corrective action to be taken. A written warning should document any oral warnings which may have already been given.
3. The member and supervisor shall have a conference where the problem and required corrective action will be restated.
4. The original copy of the written warning, signed by the member, the supervisor and each successive member of the employee's chain of command, up to and including the Bureau Chief, will be placed in the member's personnel file. The employee may appeal per bargaining unit contract.

#### **C. Last Chance Agreement/Work Plan**

A last chance agreement/work plan should be used to put a member on notice that failure to improve could result in termination of employment.

The supervisor shall notify the member in writing that the member is on a last chance agreement/work plan. The written notification shall state the reasons for disciplinary action, the term of the last chance agreement, and explain consequences of failure to improve. The written notification shall be transmitted during a counseling session during which the problem and required corrective action should be clearly restated. During this period, the performance of the member should be closely monitored.

#### **D. Internal or External Counseling**

\* As directed by the Sheriff or designee

#### **E. Change of Assignment**

\* As directed by the Sheriff for designee

#### **F. Loss of Vacation/Compensatory Time/or Pay**

\* As directed by the Sheriff or designee

#### **G. Compulsory Examination by Physician, Psychologist or Psychiatrist**

\* As directed by the Sheriff or designee

#### **H. Suspension without Pay**

1. Suspension without pay is appropriate for serious misconduct or when lesser disciplinary actions have been ineffective in correcting problems.
2. Per the "Loudermill" hearing rule, the suspended member shall be notified in writing of the suspension.

The written notification shall state the reasons for the suspension, the term of the suspension and explain the consequences of failure to improve. The written notification shall be transmitted during a counseling session during which the problem and required corrective action should be restated. During the counseling session, the supervisor shall notify the member of the informal hearing required below.

3. Prior to discipline, a member shall be given an opportunity to hear the facts presented in support of the proposed suspension without pay and to present any information or mitigating circumstances which may affect the decision. An informal hearing, which includes the member, the supervisor making the recommendation to suspend without pay, and the Sheriff or designee will be held for this purpose.
4. Suspension without pay requires prior approval of the Sheriff or designee subject to an informal hearing which may affect the decision to suspend.
5. The Civil Service Commission shall be notified as soon as possible of suspension without pay.
6. A copy of the written notice of suspension without pay shall be forwarded to the member's personnel file.

#### **I. Withholding a Step Increase or Reducing a Step**

1. Withholding a step increase or reducing a step may be appropriate for serious performance problems or when the performance review process and/or lesser disciplinary actions have been ineffective in correcting the problem.
2. The member shall be notified in writing. The written notification shall clearly state the reasons for the withholding/reduction, the term of the

action and explain consequences of failure to improve. The written notification shall be transmitted during a counseling session during which the problem and the required corrective action should be clearly stated. During the counseling session, the supervisor shall notify the member of the informal hearing required below.

3. Prior to step reduction, a member must be given an opportunity to hear the facts presented in support of the proposed reduction and to present any information or mitigating circumstances which may affect the decision. An informal hearing, which includes the member, the supervisor making the recommendation to reduce a step, and the Sheriff or designee will be held for this purpose. Members may request the presence of the representative of their choice.
4. Withholding a step increase or reducing a step requires prior approval by the Sheriff or designee, subject to an informal hearing which may affect the decision.
5. Civil Service shall be notified of such action as soon as possible.
6. A copy of the written notice of withholding a step increase or reducing a step shall be forwarded to the member's personnel file.

#### **J. Demotion in Rank**

\* As ordered by the Sheriff.

#### **K. Termination of Employment**

\* As ordered by the Sheriff.

### **3.1.5      Pre-Disciplinary Hearing**

Members will be afforded due process in disciplinary matters. Prior to disciplinary action stronger than a written reprimand, the Sheriff or designee will call for a Pre-Disciplinary meeting. The member will be notified in writing of the following.

- A. The charge/violation.
- B. Which specific policy, procedure or rule was violated.
- C. Which action is being considered.
- D. The member may present any mitigating circumstances they wish to share surrounding the incident. (Members can tell their side of the story)
- E. Only the member or the member's representative shall be permitted to respond to the charges by explaining their side of the story, unless the office agrees to hear other testimony.
- F. A decision to impose the discipline will be made within twenty days of the hearing. Written notice of the decision shall be supplied to the member.

### **3.1.6      Appeal Process**

Members may appeal the decision of the reviewing authority to the Civil Service Commission in accordance with R.C.W. 41.14.120, the Civil Service Rules or employee contract grievance procedures, whichever is appropriate.

The employee may select which process, according to the respective bargaining unit contract.

## **3.2 MAINTENANCE OF DISCIPLINARY RECORDS**

The findings of disciplinary actions are secure and maintained in the office of the Sheriff's Executive Aide.



## Office of the Sheriff

### THURSTON COUNTY

#### 4.1 DOMESTIC VIOLENCE POLICY

It is the policy of the Thurston County Sheriff's Office to have no-tolerance towards those individuals committing acts of domestic violence, including those violating protective orders. Recognizing the far-reaching impact upon the community in general of crimes of a domestic nature, it is the policy of this office to treat the enforcement and investigation of such crimes with the highest priority possible. Also see: (2004) Model Operating Procedures located on the "common drive" of the county network.

##### A. Arrests

Arrests shall be made consistent with the mandatory arrest law, referenced in RCW 10.31.100, subsection 2. If probable cause to arrest exists for any crime related to domestic violence, even if it is outside the four-hour time frame mandating arrest for certain crimes (as detailed in RCW 10.31.100), every reasonable effort shall be made to locate and arrest the suspect. It is recognized that not all suspects can be located, initially; however, due diligence shall be utilized in attempting to apprehend all domestic violence perpetrators. This includes those individuals violating protective orders. If, after making reasonable efforts to locate the suspect or domestic violence-related crimes and they are still at large, detectives assigned to the Domestic Violence Unit or other patrol deputies (next shift, etc.) will continue to try to locate and arrest said suspect.

##### B. Reporting

All reported incidents of domestic-related crimes and protective order violations shall be documented in a written report. There will be no delayed reports when a victim has alleged that a crime of a domestic nature and/or a protective order violation has occurred, even if probable cause to arrest has not been established. When an arrest is intended or probable, photos and the "Smith" Affidavit and a voice-recorded victim statement will be taken by the reporting deputy on each and every domestic violence call for service, whenever possible, as well as any witness and suspect taped statements as are with permission.

##### C. Courtesy

All victims of domestic-related crimes will be treated with dignity and respect. Investigating deputies and detectives will be mindful of the dynamics of domestic violence and the impact offender's actions often have upon victims. Investigating deputies will advise victims of available resources as well as their "rights" as victims, as detailed in RCW 10.99.030, subsection 7.

##### D. Training

Deputies and detectives shall attend yearly, mandatory, in-house training updates on domestic violence-related issues.

##### E. Supervisory Duties

Supervisors are responsible to ensure that the policy and procedures all occur and that no deviation or optional practice or methodology takes place that might circumvent the intention to follow law.



Office of the Sheriff

THURSTON COUNTY

## 5.1 DOMESTIC VIOLENCE POLICY (INVOLVING LAW ENFORCEMENT EMPLOYEES)

The purpose of this policy is to establish clear protocols and actions for investigating and reporting of domestic violence involving Thurston County Sheriff's Office employees and law enforcement officers from other agencies and to thereby discourage and reduce acts of domestic violence by law enforcement commissioned personnel. Refer to DV Model Operational Procedure on the common drive.

Public confidence in law enforcement is paramount to our ability to maintain public safety. To that end, the public must trust that law enforcement employees are held to the standards of the law regarding domestic violence. Therefore, the Thurston County Sheriff's Office (TCSO) will:

1. Promptly respond to allegations of domestic violence by an employee according to this policy and all applicable laws.
2. Give primary consideration to protection of the victim of domestic violence and enforcement of the laws.
3. Respect the due process rights of all employees, according to applicable, legal precedent and collective bargaining agreements.
4. Expeditiously report and conduct thorough investigations into any allegation of a law enforcement employee involved in domestic violence.
5. Train employees and seek to educate their families about intimate violence and avenues for assistance.

The following definitions are to be used when interpreting this chapter of the policy manual:

**Domestic Violence** - as defined in RCW 10.99 includes two elements: first, a relationship between the perpetrator and the victim defined in RCW 10.99.0202(3), and second, that a criminal act has occurred as defined in RCW 10.99.020(5).

**Domestic dispute** - is an incident involving a relationship defined in RCW 10.99.020(3) where there was no criminal action.

**Domestic violence treatment provider** - refers to a treatment provider certified by the State of Washington as a batterer's treatment provider as defined in RCW 26.50.150.

**Domestic violence specialist** - refers to an individual with professional credentials in the dynamics of battering, advocacy and victim safety.

**Sworn employee** - means a general authority Washington peace officer as defined in RCW 10.93.020, any person appointed under RCW 35.21.333, and any person appointed or elected to carry out the duties of the sheriff under chapter 36.28 RCW.

**Employee** - means any person currently employed with an agency.





Office of the Sheriff

THURSTON COUNTY

## 6.1 ORGANIZATIONAL STRUCTURE

The organizational structure of the agency is described by an organizational chart which is kept on file and maintained monthly by the Fiscal Manager.

## 6.2 PERSONNEL RESPONSIBILITIES

It is the policy of the Thurston County Sheriff's Office to set minimum entry-level job specifications for prospective employees. These requirements and the job descriptions of the Thurston County Sheriff's Office will be maintained in the Civil Service Examiner's Office.

### 6.2.1 *Individual Responsibilities*

Since each individual member is an official representative of the entire office, the personal attitude demonstrated in the performance of their duties must be consistent with those of the other members within the office and the policies of the office. Regardless of specific assignments, there is a necessity for minimum levels of understanding and adherence to office policies. Effective law enforcement depends on a high degree of cooperation between the office and the public it serves. The practice of courtesy in all public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. The majority of the public are law abiding citizens who rightfully expect fair and courteous treatment by all office members. While the urgency of a situation might preclude the ordinary social amenities, discourtesy under any circumstances is indefensible. The practice of courtesy by a member is not a manifestation of weakness; on the contrary, it is entirely consistent with the fairness and impartiality that characterizes a professional member of a full-service Sheriff's Office.

### 6.2.2 *Personnel Matters*

The regulations and procedures which follow, deal with conditions of employment, affiliation and basic duties of members of this organization. Violations of any of the regulations included in this section will be grounds for disciplinary action.

### 6.2.3 *Residence*

The location of a member's residence must be such that if the member is contacted and called back to duty in an emergency, they can report to the courthouse, ready for duty, within one hour of being contacted. New members will meet this requirement within 12 months of appointment.

### 6.2.4 *Address*

All members are responsible for seeing that their current residence and mailing address is on file with the Sheriff's Executive Aide. Members will promptly inform the office, through the chain of command, of any change in

address. This requirement applies even when a change of address is of a temporary nature.

### **6.2.5      Telephone Requirement and Responsibilities**

All members must have a telephone in their residence so that they may be contacted in emergency situations. Members are responsible for seeing that their current telephone number is on file with the Sheriff's Executive Aide and their supervisor. Employees will not divulge the address or telephone number of any other current employee to any other person outside this office.

### **6.2.6      Assignment Orders**

From time to time for the good of the organization, the administration may determine that members need to be rotated to different areas. Assignment changes will be made in writing with as much lead time as possible for the affected member.

## **6.3 BUREAU RESPONSIBILITIES**

This office consists of four bureaus: Operations, Services, Corrections and Administrative Services. The responsibilities of each component shall be as follows:

### **6.3.1      Operations Bureau**

The Operations Bureau is commanded by a Chief Deputy who reports directly to the Undersheriff. The Operations Bureau is responsible for enforcing laws and ordinances deterring crime, investigating complaints, and maintaining public order in day-to-day operations.

Programs:

- a. SWAT Team
- b. CERT Team
- c. K-9 Program
- d. Reserves
- e. Detectives
- f. Drug Court
- g. S.O.R. (Sex Offender Registration)
- h. Bicycle Patrol Unit
- i. Marine Services

### **6.3.2      Services Bureau**

The Services Bureau is commanded by a Chief Deputy who reports directly to the Undersheriff. The Services Bureau is responsible for emergency services/disaster operations, records, statistics, civil process, criminal warrant, training and the front desk operation of the office.

Programs:

- a. Dive Team
- b. Community Outreach
- c. Mounted Patrol
- d. Search and Rescue / Emergency Management
- e. Explorers

- f. Jeep Patrol
- g. County Fair
- h. Volunteers
- i. Web Page
- j. IT Programs
- k. Fleet Management
- l. Courthouse Security
- m. TCSO Space and Facilities
- n. Neighborhood Speed Watch

### **6.3.3**      **Corrections Bureau**

The Corrections Bureau is commanded by a Chief Deputy, who reports directly to the Undersheriff. The Chief Deputy oversees Corrections Bureau operations and programs.

The Corrections Bureau is responsible for intake of inmates; inmate supervision, classification, grievances and disciplinary; inmate housing; in-custody programs; food services; health services; and Correctional Options.

#### **Correctional Options Programs:**

Work Release  
 Electronic Home Monitoring  
 Day Jail  
 Day Reporting  
 Inmate Work Crews/Community Betterment

#### **In-Custody Programs:**

Adult Basic Education  
 AA/NA  
 Alternative Day In Jail (ADJ)  
 Anger Management  
 Chemical Dependency Program  
 HIV/AIDS Education Class  
 Inside Inmate Worker  
 Jail Ministries  
 Turning Point Female Offender Program  
 Inmate Law Library  
 Domestic Violence Offender Program  
 Get Ready, Get Set and Get Employed Program  
 Mental Health Program

### **6.3.4**      **Administrative Services Bureau**

#### **Responsibilities:**

Budget Preparation  
 Revenue and Expenditure Monitoring  
 Grant Monitoring and Accounting  
 Contracts and Resolutions  
 Board of County Commissioner Briefings  
 Accounts Payable/Receivable  
 Payroll  
 Treasurer Deposits  
 Inmate Accounting  
 Options Program Accounting  
 Commissary Processing

Inmate Medical Billing  
Collection Process – Inmate Medical Billing/Booking/Options  
Inventory  
Request for Proposals  
Purchasing Authorization  
Processing of Chapter 13 and Bankruptcy  
Notices on Inmate Debts  
Fiscal Oversight of Civil Fee Collection and Investigative Fund  
Petty Cash Disbursements  
Auditing and Processing of LEOFF I Medical Claims

## **6.4 COMMAND PROTOCOL**

When personnel of different organizational components of the agency are engaged in a single or common operation the following command protocol will apply.

1. When the primary task is a patrol operations function, the Chief Deputy of Operations will assume command.
2. When the primary task is a criminal investigations function or it has been requested that criminal investigations take referral of an investigation, the Chief Deputy of Operations will assume command.
3. When the primary task is a jail operations function, the Chief Deputy of Corrections will assume command. In the event that assistance is requested from the Patrol Division to restore order, the Chief Deputy of Operations will assist with command of the incident.
4. When the primary task is a natural or man-made disaster, including Search and Rescue operation, the Chief Deputy of Services will assume command.
5. In the absence of a command deputy, the on-duty supervisor shall assume command of situations under their respective control until the incident is referred to another division, is concluded, or they are relieved by a command deputy.

### **6.4.1      Conflict of Orders**

Whenever a supervisor, in the necessary performance of duty, gives an order to any subordinate member not attached to their unit or assignment, that senior employee must exercise care that such an order does not unnecessarily conflict with those of the commanding deputy of that division to which the member is assigned.

### **6.4.2      Leave of Assigned Post**

Whenever orders, so given, require the member receiving same to leave their regular assigned post or duty, the senior employee giving such order will, as soon as practicable, inform such subordinate's commanding deputy of the action taken.

### **6.4.3      Cooperation with Law Enforcement Agencies**

The Office maintains a close working relationship with other law enforcement agencies, and makes available to them information concerning techniques or procedures developed or used by the Office. This office cannot carry out its mission without the closest possible cooperation with other law enforcement agencies.

## **6.5 ORGANIZATIONAL SUBDIVISIONS**

The organizational subdivisions within the span of control of the agency's Chief Executive Officer are grouped by function and depicted in the organizational chart.

## **6.6 ACCOUNTABILITY OF AUTHORITY**

The Thurston County Sheriff's Office employee is accountable for the use of delegated authority empowered to them under color of their badge, position and/or rank, and for the use of delegated authority under all State of Washington laws and Thurston County ordinances. However, the responsibility for authority remains with the delegating authority.

## **6.7 GOALS AND OBJECTIVES**

To provide for the formulation, annual updating, and distribution to all personnel; the goals and objectives of the Department.

### **6.7.1            Goals**

To identify criminal activity, pursue and apprehend criminal offenders, and proceed in the prosecution of known offenders.

To maintain a proactive patrol division and investigation force and thus reduce the opportunity to commit crime.

To instill public confidence in the agency, by maintaining a high degree of professionalism, dedication and expertise in the Law Enforcement field.

### **6.7.2            Annual Review**

The Sheriff with assistance from the Command Staff, shall annually review, update, and distribute to all personnel, written goals and objectives for the Office.

### **6.7.3            Information Utilized**

Information provided through monthly staff meetings and supervisory meetings will assist the Command Staff in revising or setting new goals and objectives. Supervisors are encouraged to solicit from their subordinates ideas and suggestions pertaining to Office goals and objectives. Suggestions will be discussed at monthly Staff meetings.

### **6.7.4            Bureau Goals**

Bureau Chiefs will annually submit goals and objectives for their respective divisions. Monthly evaluations will be submitted from each division stating progress made toward the attainment of goals and objectives, and discussed at Staff meetings.



## Office of the Sheriff

## THURSTON COUNTY

### 7.1 CHIEF EXECUTIVE OFFICER AUTHORITY

The Sheriff of the County is elected by public vote. The Sheriff is the Chief Executive Officer and conservator of the peace of the county and will execute the duties of office pursuant to RCW 36.28/2.28/70.48.

The number of people reporting directly to the Sheriff must necessarily be limited. Clearly defined lines of authority must be drawn to ensure unity of command. Employees must be aware of their relative positions in the Sheriff's Office organization and responsibility to operate within the chain of command.

Employees must keep their supervisors informed as to their activities. The Sheriff shall have the power and authority to discipline employees of the office for non-compliance with the rules, regulations, procedures, and lawful orders issued by the Sheriff or any commanding deputy.

### 7.2 CHAIN OF COMMAND

The Sheriff exercises command over all personnel within the agency. The succession of command in the absence of the Sheriff is as follows:

- A. The Undersheriff
- B. The Chief Deputy of Operations
- C. The Chief Deputy of Services
- D. The Chief Deputy of Corrections
- E. The divisional commander whose division would have the primary task when otherwise present on the scene, or that commander's designee.
- F. The divisional mid-manager or first-line supervisor on duty, or on call, or designee. If the primary duties are investigatory, then the Detective Division mid-manager should assume command.

In the absence of a command deputy, the on duty supervisor shall assume command of situations unless the mission is primarily investigatory, then he should relinquish command to the Detective Division supervisor. This individual shall maintain control until the situation is concluded or they are relieved by a command deputy.

#### **7.2.1 Supervision**

Supervision in its broadest sense consists of three main tasks: to organize, to delegate, and to oversee. To "organize" means planning the work of the Office and its members in an orderly manner. To "delegate" means giving someone else the responsibility and authority to do something which the supervisor does not have the time or the ability to do efficiently. The supervisor confers upon a subordinate that same responsibility that the supervisor possesses, but in a more limited scope. In the final analysis, however, it will be the responsibility of the supervisor to assure that the work is done. To "oversee" means that the supervisor follows up to see that the work organized and delegated is carried out.

On-duty, full-time, paid Operations Deputies and Corrections Deputies are responsible for on-scene command. At no time will full-time deputies defer responsibility for judgment calls to non-paid or auxiliary members.

### **7.2.2**      **Command Responsibilities**

Upon a change of command, the commanding deputy being replaced has a duty to lend their full assistance in making the command transition as smooth and orderly as possible. Orientation of a new commanding deputy should include information concerning unique aspects of the command and assistance in continuing community and professional contacts relative to the command.

The nature of command is such that there must be a coexisting loyalty to the management of the office and to subordinates. The resolution of those loyalties, in a manner which benefits both the Office and the individual, and which avoids conflicts between the two interests requires the exercise of leadership. An interest in employees and their welfare is a responsibility of command, which may extend beyond morale problems and their effect upon an individual's performance. It includes a concern for the personal problems, desires and interests of employees and positive assistance in resolving those problems or in achieving their goals. However, commanding deputies should be cautious to avoid interfering where assistance is not required or desired.

Commanding deputies have a responsibility to maintain professional and community contacts as they relate to their command. As representatives of the office, commanding deputies must take an active role in the community of their command, and participate in identifying and providing for its needs that fall within the responsibility of this office.

### **7.2.3**      **Emergency Notification of the Sheriff**

Supervisory/Command deputies are responsible for notifying the Sheriff, via the chain of command, whenever one of the following incidents occurs. If specific command deputies are unavailable, (in the chain of command) the on-duty supervisor or commander shall personally contact the Sheriff.

1. A deputy or other Sheriff's Office employee is killed or injured sufficiently to cause hospitalization.
2. An immediate family member of a deputy or other Sheriff's Office employee is killed or seriously injured.
3. A Thurston County official is killed or seriously injured, either here or elsewhere, and any other public official is killed or seriously injured in our jurisdiction.
4. The filing of a complaint of serious misconduct by a deputy or other Sheriff's Office employee.
5. The arrest of a deputy or other Sheriff's Office employee, either here or elsewhere, and the arrest of any other police officer in our jurisdiction.
6. Criminal accusation against a Thurston County official.
7. The arrest of a Thurston County official or a member of their immediate family.
8. Homicide or possible fatal injuries to the victim of a crime.
9. Kidnapping.
10. Bombing
11. Sniper Incident
12. Barricaded person
13. A life-threatening situation develops within the Sheriff's Office jurisdiction that requires mobilization of the SWAT unit or a request from another law enforcement agency is received for the assistance of

the Sheriff's SWAT unit; i.e., hostage situations, barricaded subjects, or other special tactical operations.

14. Shooting in which a deputy of the Sheriff's Office is involved. Firearms are discharged by any member of the Thurston County Sheriff's Office that results in injury to any person, or discharged at any member resulting in injury to the deputy.
15. Death or serious injury resulting from an accident in which Sheriff's vehicle is involved.
16. A life-threatening situation occurs in the jail or courthouse complex.
17. An emergency alert is declared by the State of Washington or the federal government.
18. A potential or actual disaster occurs affecting Thurston County and/or the surrounding counties of southern Puget Sound.
19. A major civil or criminal disturbance requiring law enforcement response. Additionally, the Sheriff is to be informed of anything which, in the judgment of a command deputy, should be brought to his attention. Examples: Politically sensitive incident; unusual or spectacular incident of high public interest.

#### **7.2.4      Communications Through the Chain of Command**

In routine matters, criminal or administrative, all members of the Office will direct communications to their immediate supervisor. They, in turn, will be responsible for directing the information to higher authority.

If a member believes they have information of a sensitive or personal nature as to require communication outside the chain of command, they may communicate directly with any higher ranking official, including the Sheriff. At that point, the responsibility for any further dissemination of the information lies with the higher ranking official.

### **7.3 SUPERVISOR ACCOUNTABILITY**

All supervisors shall at all times be responsible and accountable for the work performance of subordinate personnel under their immediate control, within policy guidelines and legal constraints. A supervisor has authority to direct and coordinate assigned personnel and allocate resources to achieve organizational goals and objectives. Supervisors are responsible for:

- A. Guiding, directing, motivating and training.
- B. Planning the work of personnel in an orderly manner.
- C. Delegating authority and responsibility when appropriate.
- D. Following the progress of task assignments to satisfactory completion, in order to guide people to a high level of productivity.

The primary unit assigned to respond to a complaint shall assume control of the situation until conclusion or until properly relieved by a more senior deputy. The arrival of a more senior deputy shall not be considered as an implicit assumption of command unless so communicated by the senior deputy. The presence of the next chain of command may be requested, and upon arrival, may evaluate the scene or situation and assume command as the supervisor deems necessary. A supervisor will respond and take command of all situations involving:

- A. Civil unrest.
- B. Injury to or by a law enforcement officer.
- C. Damage to a Sheriff's Office vehicle.
- D. Major crimes, including but not limited to: Homicide, Armed Robbery, Aggravated Assault, Forcible Rapes, Kidnap, or any other incident within the supervisor's discretion may have a significant impact upon the agency or its personnel.



## **7.4 DUTY TO OBEY LAWFUL ORDERS**

The Sheriff's Office is an organization with a clearly defined hierarchy of authority. This is necessary because unquestioned obedience of a superior's lawful command is essential for the safe and prompt performance of law enforcement operations. The most desirable means of obtaining compliance is recognition and reward of proper performance and the positive encouragement of a willingness to serve. However, negative discipline may be necessary where there is a willful disregard of lawful orders, commands or directives. Members are responsible for their own acts and they shall not shift the burden to others of this responsibility for executing or failing to execute a duty, a lawful order, or law enforcement obligation.

Sworn members at all times, on or off duty, shall accept the responsibilities imposed upon them by law as to their duties and authority. When within the boundaries of Thurston County they shall preserve the public peace, detect and arrest violators of the law, prevent crime, protect life and property, and enforce the criminal laws of the State of Washington and ordinances of Thurston County.

### **7.4.1      Compliance With Orders/Insubordination**

Members will promptly obey any lawful orders of a supervisor. Any member who refuses to obey a lawful order will be considered insubordinate and will be subject to disciplinary action. Orders may be relayed to a member by another member of equal or higher rank.

### **7.4.2      Conflicting or Illegal Orders**

Members who are given a proper order which is in conflict with a previous order, regulation, directive or manual, shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility shall be upon the supervisor. Members shall obey the conflicting order and shall not be responsible for disobedience of the order previously issued. Members shall not obey any order which they reasonably believe would require them to commit any illegal act. If in doubt as to the legality of the order, members shall request the issuing supervisor to clarify the order or confer with a higher authority.

## **7.5 WRITTEN DIRECTIVES**

Policy is a statement of guiding principles that are directed toward the attainment of Sheriff's Office goals and objectives. Policy is based on established law enforcement ethics, experience, will of the people, and intent of the law. All policies, written directives, procedures, rules, regulations, and general orders will be authorized by the Sheriff or his designee, dated, and reviewed at least yearly. Review of policies will be a responsibility of all administrative rank. All policies, rules and regulations, procedures, written directives, and general orders will remain in effect until modified, replaced, or discontinued by authority of the Sheriff. Temporary orders will show an expiration date. Directives of lesser importance than policy or procedure may be developed and issued by bureau chiefs. Purging of unused or improper subsections, procedures, rules or regulations will be staffed prior to yearly reviews.

### **7.5.1      Other Publications**

In addition to this policy manual, all employees are expected to familiarize themselves with other official Sheriff's Office publications.

### **7.5.2      Special Orders or Operational Directives**

These are directives of limited duration to cover a specific event and are issued by the Sheriff or designee.

### **7.5.3      Personnel Orders**

These are orders involving employment, rank or assignments, and are issued by the Sheriff or his designee. Decisions to announce disciplinary actions are made by the Sheriff.

### **7.5.4      Modifications**

Any modifications to policies or directives will be approved by the Sheriff or his designee prior to any change. Any discs or similar, portable storage forms that contain directives, procedures, or similar documents, will be stored with the agency policy manager(s) of such documents, to assure ease of updating.

### **7.5.5      Staff Meeting Review**

Written directives will be reviewed by the Chief Deputies and Undersheriff prior to implementation, unless by emergency order of the Sheriff.

### **7.5.6      Training Bulletins**

These are issued by the Administrative Captain, any Bureau Chief, or Captain and cover the following:

- a. Alerting personnel to changes in law or administrative rule.
- b. Alerting personnel to improved techniques or recently developed knowledge.
- c. Reviewing basic knowledge, procedures, and techniques for dealing with a newly emerging or particularly difficult crime problem.
- d. Reviewing areas in which operationally problems have developed.
- e. Introducing personnel to the details of a change in procedures or regulation. Review techniques or procedures in a particularly sensitive area.

### **7.5.7      Policy Manual Responsibilities**

It is the responsibility of all employees to note any manual or directive discrepancies, errors or omissions, and to notify their supervisor of same.

### **7.5.8      Format**

Unless otherwise instructed, the Administrative Captain, or command rank by the Sheriff's designee, will format the written directives in a manner consistent with this manual. No policy, procedure, regulation, rule or directive will have a retroactive date. The issuing authority will indicate any effective date of policy, procedures or regulation.

**7.5.9**      **Personnel Responsibilities**

All new employees will view the policy manual and be granted access to an electronic file of the policy manual and receive a copy of the Civil Services Rules and bargaining contract by the personnel coordinator.

**7.5.10**      **Personnel Acknowledgement**

Supervisors are responsible for apprising and training all personnel under their command of all issuance of policies and directives. All personnel are required to read each policy when received electronically, or otherwise, and when initially hired during training on the policy manual or procedures.

**7.5.11**      **Policy and Directive Dispersal**

Management is responsible for new hire and current member reading, understanding and compliance of all policies and directives via training or at briefings. Employee verification will be routed back to the Sheriff's Executive Aide via the chain of command. The policy will be provided on the agency computers.

**7.5.12**      **General Orders**

Each division will maintain a General Orders/Procedures Guide until such time as they are rescinded or superseded. General orders will include any expiration date, if applicable, and dated division. Bureau and civilian managers may issue memos or notices which affect their functional units.



Office of the Sheriff

THURSTON COUNTY

## 8.1 VEHICLE POLICY

Members shall operate vehicles in a careful and prudent manner and shall obey all laws of the state and all official orders pertaining to such operation. Members shall have a current Washington driver's license. Loss or suspension of a civilian driving license shall be reported to the member's supervisor, immediately.

### 8.1.1 *Use of Vehicles*

Members have the responsibility to operate county vehicles in a safe and skillful manner. When proceeding to overtake a vehicle, members will use due caution and have concern for public safety. All pursuits will be terminated when the risks outweigh the need for apprehension. Supervisors are responsible for assuring public safety decision making. Unsafe driving practices will be avoided as possible.

### 8.1.2 *Operation of Vehicles – Normal Conditions*

1. Any unauthorized private use of office vehicles or property is prohibited.
2. Members shall not use office vehicles outside of Thurston County except when in pursuit of suspects or on authorized official business.
3. Members shall not use issued vehicles without the knowledge or permission of their superiors.
4. No member shall allow, at any time, an unauthorized person to operate a county vehicle or have in their possession the keys to such a vehicle, other than under an emergency condition or circumstance.
5. A member operating a county vehicle shall not permit unauthorized persons to ride in said vehicle.
6. If a member drives a marked vehicle off duty, he shall be presentably dressed.

### 8.1.3 *Vehicle Equipment*

Each issued vehicle will be equipped in accordance to the specific needs of the deputy assigned. The Sheriff's Office Fleet Manager will have the final say on what is issued to each vehicle, but will receive input from the affected Bureau Chief Deputy.

### 8.1.4 *Equipment Inspection – Operator*

It shall be the responsibility of an assigned vehicle operator to ensure that their assigned vehicle for the day is properly equipped with routine equipment (first aid kit, road flares, fire extinguisher, shotgun or rifle, extra ammunition, etc., as appropriate or required for their duties) at the beginning of their shift. Likewise, vehicles shall be inspected by operators for damage or faulty

equipment prior to being driven. Special attention will be given to brakes, lights, fluid levels, and emergency equipment (sirens, lights).

When damage or faulty equipment is discovered, it shall be reported to the on-duty supervisor immediately. The supervisor shall check the damage and/or faulty equipment and evaluate the vehicle's serviceability. If minor, the operator and supervisor shall complete written reports concerning damage, forwarding these through the chain of command. The vehicle should thereafter be taken to the county shop for repairs as soon as practicable. If the damage is major, the supervisor shall order the vehicle dead-lined.

**THERE SHALL BE NO MODIFICATIONS, ADDITIONS, OR DELETIONS TO THE VEHICLE WITHOUT PRIOR WRITTEN AUTHORIZATION BY A BUREAU CHIEF OR HIGHER RANK.**

#### **8.1.5**      **Equipment Inspection – Supervisor**

All supervisors should inspect vehicles at least annually and ensure that the vehicle inventory log agrees with equipment in that vehicle and that all equipment is serviceable and in proper working condition.

Vehicles with safety discrepancies will not be operated. All unsafe vehicles will be dead-lined at the county shop until repaired. Vehicle safety discrepancies caused by commission or omission of the assigned operator shall be reported to the respective bureau Chief via the chain of command. Negligence in vehicle maintenance by the assigned operator shall be grounds for disciplinary action.

#### **8.1.6**      **Seat Belt Use**

It shall be mandatory for all office personnel and their passengers, while driving or riding in a county-owned vehicle that is equipped with seat safety belts, to use the belts in the manner for which they are designed. The belt must be fastened in the approved manner at all times when the vehicle is moving, unless circumstances dictate otherwise.

#### **8.1.7**      **Parking Vehicles on Public Streets**

Members and employees of this office shall legally park county-owned vehicles on public streets except in situations involving official duties.

#### **8.1.8**      **Transportation of Sick or Injured Persons**

Without authorization from a superior, no member of the office shall transport a sick or injured person or animal in a county-owned vehicle, except in case of emergency to save the life of a human being. If a superior is not available and a sick or injured person is transported, a written report shall be promptly submitted to a superior setting forth all details for such action. It shall be the policy of this office to NOT escort another vehicle while using emergency equipment. This section does not apply to persons in-custody.

#### **8.1.9**      **Civilian Passengers Riding Patrol**

Division commanders may authorize civilian passengers. Any non-salaried individual who acts in the capacity of a student, trainee, or observer while riding on patrol or otherwise functioning with members of this office, shall be

required to tender a waiver to release the office of any potential responsibility.

Supervisors are responsible for securing and maintaining this waiver.

#### **8.1.10**      **Use of County Vehicles for Paid Details**

The use of county vehicles traveling to and from extra paid details promotes and increases patrol visibility in the community, and is allowed when authorized by the office. However, routine patrolling of specific areas other than on office business is prohibited

#### **8.1.11**      **Impound of County Vehicles**

In the event of a breakdown or accident involving a county vehicle during regular business hours, the county shop will be called, if open. A decision to tow the vehicle will be made after consulting a mechanic.

In all other circumstances the district contract tow company shall be requested through CAPCOM, with the approval of the on-duty supervisor.

#### **8.1.12**      **Assigned Vehicles**

No member has a right to an assigned vehicle. It is a privilege and should be regarded as such. Restrictions on assigned vehicles shall be determined by current language in the Collective Bargaining Agreement.

#### **8.1.13**      **Special Purpose Vehicles**

All vehicles other than cars, SUV's and small vans will be considered special use vehicles. These vehicles will be utilized only by members who are licensed by the state and properly trained. Operation of these vehicles will be in compliance with all office policies, regulations, and state and federal requirements. These vehicles include, but are not limited to:

- A.      **Watercraft Vehicles; i.e., Boats.** These are controlled by the Operations Bureau Chief, and may be utilized by the Dive Team, Marine Patrol Deputy, or any member whose competency has been established by our Marine Patrol Deputy. Storage will be as directed by the Operations Bureau Chief.
- B.      **Communications Van.** The Communications Van will be controlled by the Thurston County Sheriff's Office and utilized by Search and Rescue members or major crime investigation staff. The Services Bureau Chief has overall control and maintenance responsibilities of the Communications Van. Storage may be at any county facility, or with on-call members authorized by the Sheriff, Undersheriff or Services Bureau Chief.
- C.      **The Dive Team Van** is controlled by the Services Bureau Chief and maintained by the county shop. The Services Bureau Chief will designate the storage location. The team leader is responsible for timely inventory, inspection and cleaning after a dive incident. Call-outs with the van are controlled by the Dive Team Leader.
- D.      **Evidence Vehicles** are controlled by the Operations Bureau Chief, maintained by the county shop, and assigned to the Evidence Supervisor.

- E. **The SWAT Van** is controlled by the Operations Bureau Chief, and is assigned to the SWAT Team Commander.
- F. The Lab Response Trailer is controlled by the Operations Bureau Chief, and assigned to the SWAT/Lab Team Commander.

**8.1.14**      **Required Assigned Vehicle Maintenance**

1. Regular preventative maintenance.
2. Washed and cleaned inside.
3. Routine inspection of all safety equipment on the vehicle, including tire pressure and fluid levels. Failure to properly maintain an assigned vehicle may result in revocation of assigned vehicle privileges or other disciplinary action as a result of inattentiveness, dereliction, or negligence on the part of the assigned operator.

**8.1.15**      **Assigned Vehicle Parking**

Members shall see that assigned vehicles are locked, protected, and parked off street, if possible.

**8.1.16**      **Assigned Vehicle Equipment Removal**

All weapons, flashlights, radars, or any other “non-expendable supply” equipment items will be removed and secured if the county shop is unattended or the vehicle remains at the county shop unattended.

**8.1.17**      **Assigned Vehicle Malfunctions**

Whenever a vehicle malfunctions, or any discrepancy is noted, the vehicle will be taken to the county shop. The proper repair notification will be completed by the assigned operator and left in the vehicle for the mechanic. If there is a mechanic on duty, the problem will be explained to the mechanic. Otherwise, a clear and concise written explanation of the malfunction will be left in the vehicle for the mechanic.

**8.1.18**      **Fuel Level – Fluid Levels – Oil Change Interval**

Whenever a vehicle is used and the operator is nearing the end of shift, the operator will check for remaining gasoline in the vehicle. When the gauge indicates half of a tank or less, the operator will refuel before going off shift, if at all possible.

Whenever refueling of a vehicle is undertaken, the operator will check the motor oil level, transmission fluid level, coolant reservoir level, and brake fluid level. Should additional fluids be needed, the operator will immediately add sufficient fluids, as required. Normally, the operator may go to the county shop to accomplish this task when the shop is open and only if the fluid level is sufficient to allow safe operation of the vehicle. Otherwise, the on-duty supervisor will be contacted to arrange for the transport of needed supplies. If the operator is unable to acquire the needed fluids, the vehicle will be dead-lined.

Whenever refueling of a vehicle is undertaken, the operator will also check the vehicle service tag to ensure that routine maintenance is accomplished according to established schedules.

**8.1.19**      **Accident Investigations with County Vehicles or Private Vehicles Used for County Purposes**

It shall be the policy of the Thurston County Sheriff's Office that all damage to county vehicles be reported in writing through the chain of command.

It shall also be the policy of this office that all accidents shall be thoroughly investigated and the proper reports made.

A member of this office involved in an accident shall not admit any liability for said accident under any circumstances. Liability is best determined after the fact in an objective manner by lawyers, courts and insurance people.

**8.1.20**      **County Vehicle Accident Reporting**

All members involved in a county vehicle accident, regardless of extent, will immediately notify their supervisor and submit a report of the circumstances. All accident reports are to be completed and submitted prior to the end of that same shift. The exception is if an injury to the member prevents the ability to submit a written report. In this case, the supervisor shall submit the report prior to going off shift. All county vehicle accidents must be photographed.

Submission of reports shall be through the chain of command to the Undersheriff. Members will also adhere to the following:

- A. Less than \$750.00 damage, not involving death, injury, or hit-and-run, will not require the state Accident Collision Report.
- B. Exceeds \$750.00 damage, or involves an injury, death or hit-and-run, will require the state Accident Collision Report, and will be investigated by a competent authority, arranged by the bureau Chief or his/her designee.

The accident must be investigated by a competent accident investigator, preferably from one of the following:

- 1. Washington State Patrol.
  - 2. Another law enforcement jurisdiction in this county.
  - 3. A Thurston County Deputy Sheriff.
- C. On-duty waiver is to be completed By the Sheriff's Executive Aide, if applicable.

**8.2 PURSUIT DRIVING**

It is the policy of the Thurston County Sheriff's Office to make every reasonable effort to apprehend all people who are attempting to evade arrest.

The decision to pursue must be made by the Deputy involved. This decision will stand unless countermanded by a supervisor. In all cases, the decision must be made by weighing the hazards presented by the situation as compared with hazards created by the violator and Deputy. Good judgment in weighing the risks involved will avoid creating more serious hazards. The primary principle to be considered is: THE DEGREE OF HAZARD TO WHICH A DEPUTY MUST EXPOSE SELF AND OTHERS SHOULD DEPEND UPON THE DEGREE OF HAZARD PRESENTED BY THE SITUATION.



The driver of an authorized emergency vehicle, in the performance of their duties, may:

1. Park or stand, irrespective of the provisions of law.
2. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
3. Exceed the maximum speed limits so long as he/she does not endanger life or property.
4. Disregard regulations governing direction of movement or turning in specified directions.

“The exemptions herein granted to an authorized emergency vehicle shall apply only when such vehicle is making use of visual signals meeting the requirements of RCW 46.37.190, except that;

1. An authorized emergency vehicle operated as a law enforcement vehicle need not be equipped with or display a red light visible from in front of the vehicle.
2. Authorized emergency vehicles shall use audible signals when practical to warn others of the emergency nature of the situation but in no case shall they be required to use audible signals while parked or standing.

The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, NOR SHALL SUCH PROVISIONS PROTECT THE DRIVER FROM THE CONSEQUENCES OF THE RECKLESS DISREGARD FOR THE SAFETY OF OTHERS.

### **8.2.1**      **Supervisor’s Decision on Pursuit**

The on-duty supervisor, who is aware of a pursuit situation and can articulate that an apprehension is NOT in the best interest of the public, shall direct the pursuing Deputy to discontinue immediately. At that point, the decision to continue the pursuit shall NOT be made by the pursuing Deputy.

### **8.2.2**      **Misdemeanor Offenses**

In cases where the incident initially started with a traffic violation, and developed into a felony-level offense because the violator attempted to elude, the incident should be treated as if the violator is a misdemeanant offender, until such time as the violator’s actions constitute felony crimes beyond eluding.

### **8.2.3**      **Suspect Apprehension**

The deputy initiating any pursuit has the responsibility for suspect apprehension. Unless relieved by a supervisor, the senior deputy of the primary unit shall be responsible for the control of pursuit tactics, including the decision to continue pursuit.

### **8.2.4**      **Broadcast of Pursuit Information**

The initial broadcast of information should include the location and direction of pursuit, a complete description of the vehicle being pursued, number of occupants if possible, and the reason for the pursuit.

**8.2.5**            **Back Up of Primary Unit**

The second unit joining the pursuit will advise dispatch, and will be responsible for the back up of the primary unit. It is recommended that the back-up unit broadcast the pursuit progress, and any post pursuit information.

**8.2.6**            **Number of Pursuit Vehicles**

No more than three marked police vehicles shall be operated in direct pursuit unless otherwise approved by a supervisor. All other units should stay clear of the direct pursuit, but should remain alert to its progress. This will allow them to be in a position to assist quickly, if needed.

**8.2.7**            **Emergency Lights and Siren**

Emergency lights and siren shall be used during the entire pursuit.

**8.2.8**            **Pursuit Driving – Direction of Movement**

Deputies shall not pursue a “wrong-way-on-the-freeway” violator on the wrong side of the freeway. In this event, Deputies will use the radio and attempt to pursue on the right side of the freeway and/or on parallel roads.

**8.2.9**            **Pursuit Jurisdiction**

Whenever a Deputy is engaged in an emergency pursuit of a vehicle that extends into another county jurisdiction, that Deputy will notify, via Capcom, the affected agency that there is a pursuit in progress. As soon as possible, the Deputy will turn over the pursuit to the local law enforcement of that county’s jurisdiction.

**8.2.10**           **Contact with Pursuing Units**

The Communications Center will maintain radio contact with the pursuing unit(s) as long as is practical. If the pursuing deputy leaves the effective radio range of communications, that deputy will no longer be the responsibility of the Communications Center.

**8.2.11**           **Outside Agency Pursuits**

Thurston County Sheriff’s Office may assist another agency pursuit and keep the supervisor notified, until and if, the supervisor directs to discontinue that pursuit.

**8.3            RESPONSE TO ROUTINE AND EMERGENCY SITUATIONS**

Thurston County Sheriff’s Office members assigned or otherwise responsible to respond to an emergency call shall proceed to the location of the incident as promptly and safely as possible.

**8.3.1**            **Routine Response**

A “routine response” as defined by this office includes all vehicle operation except emergency response and pursuit situations. This includes the use of any vehicle for transportation purposes, or general patrol driving.

In responding to non-emergency calls, there is seldom a need for members to drive in excess of posted speed limits.

### **8.3.2**      **Urgent Response**

An “urgent response” as defined by this office includes responses to calls that may or may not be life-threatening, but a quick response would enhance the likelihood of apprehension of a suspect or the preservation of life or property. This response allows for the use of emergency equipment when necessary to improve the response time, provided deputies exercise the care and caution required under Washington State Law.

### **8.3.3**      **Emergency Response**

An “emergency response” as defined by this office includes all vehicle operation by Thurston County Sheriff’s Office personnel responding to situations of an emergency nature. This response allows for the use of emergency equipment and would justify the operating a vehicle under the applicable Washington State Statutes covering emergency vehicle operation, and any associated policies of the Thurston County Sheriff’s Office.

## **8.4 ACCIDENT REVIEW PROCESS**

All traffic accidents involving a county vehicle or a personal vehicle being used on county business will be reviewed by an Accident Review Board unless the Board is waived by the deputy, in which case administrative review by the division commander, Bureau Chief, and Undersheriff will prevail.

### **8.4.1**      **Point System**

- A. The accident review policy will include a point system for all accidents and also for poor maintenance of an assigned vehicle. The Accident Review Board shall make a determination as to which classification an accident shall be considered. In addition to its findings of fact, the Board will make a recommendation to the Undersheriff regarding the number of points to be assessed to the involved operator.
- B. There are five classifications for accidents for consideration by the Board. The Board will apply one of the following five accident classifications to each reviewed case, and any prior office record of accidents by the same operator within the previous two-year period shall be considered.

#### **1. Classification I: Non-Preventable.**

Applies whenever operator:

- a. Recognized an impending hazard or imminent collision and, being alert to the potential consequences, took proper evasive action to minimize the effects of said collision, within reasonable limitations based on the circumstances present.
- b. Could not reasonably have avoided the accident by use of accepted emergency vehicle operations techniques under the existing circumstances at the time of the accident.

- c. Left the vehicle standing or legally parked in the performance of their duties as prescribed by law, and the accident was unavoidable by the operator by virtue of their being away from the vehicle or other circumstances beyond their control.

Point Value: 0

## **2. Classification II: Non-Preventable – Non-Reactive**

Applies whenever an operator recognized an impending hazard or imminent collision and being alert to the potential consequences, failed to take proper evasive action in an effort to minimize the severity of the accident when such evasive actions could reasonably have been taken.

Point Value: 0-2

## **3. Classification III: Preventable (First preventable accident for the operator)**

Collision should not have occurred and was due to actions either taken or not taken by the operator that proximately caused the accident.

\* Accidents involving less than \$2,500.00 damage and/or minor injury will be a minor preventable.

Point Value: 0-2

\* Accidents involving over \$2,500.00 damage and/or serious injury to any party will be a major preventable.

Point Value: 3-5

## **4. Classification IV: Multiple Preventable**

If an operator has more than one major preventable accident or more than two minor preventable accidents in a two-year-period from the date of the first accident under consideration.

Point Value: 6-10

## **5. Classification V: Major Multiple Preventable**

If an operator has more than two major preventable accidents or more than three preventable accidents in the aggregate in a two-year period from the date of the first accident under consideration resulting in a point total in excess of 10.

### **C. Supervisory Assessment Points**

In addition to point assessments for accidents as previously described, supervisors, at their discretion, may assess one (1) to two (2) points to an assigned vehicle operator for poor care or maintenance of an assigned vehicle as part of the supervisor's inspection functions. Poor care or maintenance shall be described as, but not limited to the following:

1. Unreported minor damage, i.e., minor dents, scratches, paint transfers, broken lenses, water leaks, broken glass, etc.

2. Failure to request repairs of an operational nature; i.e., headlights, spotlights, taillights, or turn signals, dash or indicator lights, emergency equipment, shotguns, flashlights, or any other normally acceptable operational item immediately upon discovery by the operator.
  3. Failure to maintain proper operational condition; i.e., overdue fluid changes, tire pressure, gas levels, tire tread wear, or timely requests for repair of same.
  4. Lack of availability of assigned equipment when the vehicle is purported to be in serviceable condition.
  5. Overall cleanliness within the operator's control.
- D. If a supervisor determines that a point assessment is in order, the supervisor shall forward a memorandum up the chain of command outlining said assessment and the reasons therefore.

#### **8.4.2**      **Point Penalty**

An accumulation of five (5) or more points in a one-year period will result in the loss of an assigned vehicle for three months. Further, if the operator accumulates an additional five (5) points for a total of ten (10) within two years, they will lose their vehicle for a period of nine months. The vehicle will be left at the county shop or other location as deemed appropriate. The operator losing their assigned vehicle privileges will be responsible for transportation to and from work by private means. Operators with the least number of points will be given priority when new vehicles are to be assigned.

### **8.5 MCT's IN ASSIGNED VEHICLES**

Thurston County Sheriff's Office mobile computers (MCTs) are for *business use only*. Information obtained through the ACCESS system is restricted to criminal justice user agencies only and is carefully regulated. Thurston County Sheriff's Office MCT's are linked together by software. Problems with one MCT can affect the entire system (county-wide).

#### **8.5.1**      **Modifications Prohibited**

*Only* software authorized by Thurston County Sheriff's Office and installed by Thurston County Sheriff's Office technical support staff shall be loaded in Thurston County Sheriff's Office MCT's.

Members (except technical support staff) shall not modify any settings (including, but not limited to screen colors, screen savers, display drivers, system device drivers, etc.) on Thurston County Sheriff's Office MCTs.

#### **8.5.2**      **Operational Safety**

Members shall not use MCTs in a manner that compromises driving safety such as, making entries or inquiries on an MCT keyboard while the vehicle containing the computer is in motion.

### **8.5.3**      **Security**

Members who are authorized to use MCTs are assigned a personal ID code and password. Members shall not divulge personal computer security information to others – with the sole exception of technical support staff.

Member ID codes and passwords are required to activate an MCT.

Members shall log off the MCT at the end of each shift (or at the end of the work assignment requiring mobile computer use, if such assignment is for less than a full shift).

### **8.5.4**      **Periodic Reviews**

MCT activity is monitored. Periodic reviews of both text and inquiry history are conducted to assure that all communications are professional and are in compliance with State and Federal law and County and Thurston County Sheriff's Office policies and procedures.

Only members who have current ACCESS certifications are authorized to make inquiries through the ACCESS system.

### **8.5.5**      **Maintenance and Repair**

Members shall handle MCTs with appropriate care and shall report any damage or problems immediately.

Members encountering operating problems with an MCT shall immediately cease use of that computer and report the condition to a supervisor as soon as practical. The shift supervisor is responsible for reporting to CAPCOM whenever a unit is taken out of service for MCT reasons.

Only approved cleaning materials provided by technical support staff shall be used to clean MCT touch screens. No other items (e.g. tissues, paper towels, clothing, hands), solvents, sprays, screen wipes, etc. shall be used to clean touch screens.

The MCT shall be removed from the vehicle at the conclusion of duty in extreme hot or cold weather, and when the vehicle is left with the county shop or other vendor for repair or extended vehicle inactivity.

Each member will be held accountable for the care, use and custody of their assigned MCT.

## **8.6 EMERGENCY VEHICLE OPERATIONS TRAINING (EVOC)**

All commissioned Operations/Services Deputy Sheriffs and Level 3 Reserves who operate a county vehicle, shall undergo an emergency vehicle operations course. Captains and above are exempt from EVOC training.



## Office of the Sheriff

### THURSTON COUNTY

## 9.1 UNIFORMS, EQUIPMENT & APPEARANCE STANDARDS

Members wearing uniforms, on or off duty, or coming to or from work, shall wear a complete uniform (in good condition).

The Sheriff or designee must approve changes in uniforms or equipment, presented by the relevant Bureau Chief. Each Chief will have a more descriptive document (of the list) on file in their bureau, available for view.

Each member shall have the above uniform items in sufficient quantity to maintain a proper and professional appearance at all times while in uniform. Members not properly attired will be subject to disciplinary actions. Responsibility for a daily uniform inspection shall be that of the immediate supervisor.

In the event of a minor uniform discrepancy, it shall be at the discretion of the supervisor whether or not to allow the member to commence their shift.

In the event of any major uniform discrepancy the supervisors shall not allow the member to commence the tour of duty until the discrepancy has been rectified.

Repeat offenders of the uniform standards may meet with any disciplinary actions deemed appropriate by the Sheriff, within the guidelines of the collective bargaining agreement(s).

### **9.1.1 Equipment Required**

Members will carry the following listed office-issued or approved equipment and maintain it in good condition at all times.

- A. One office-approved handgun
- B. Badge and Identification Card  
All uniformed personnel will wear the badge on the outer office garment secured to a badge bracket and carry the proper identification card. Plainclothes and off-duty personnel may carry the badge and must carry the identification card. Only the authorized badge will be carried.
- C. Handcuffs and Key  
Peerless, Smith & Wesson, or equivalent, either gun metal or nickel-plated, chrome finish.

### **9.1.2 Personal Appearance- Hairstyle Regulations**

In order to present a neutral image to the public, conform to contemporary community standards, and to maintain the appearance of office members as recognizable law enforcement officers, the following hairstyle regulations are adopted. This order applies to all members of the office

Subordinates and supervisors should be aware that this order is intended to be subjective in its application; that is, the total appearance of the individual is what we are judging. We would expect supervisors to judge the overall appearance rather than focus on technical detail.

#### A. Men's Hair Regulations

1. The bulk and length of hair must not interfere with the normal wearing of a standard uniform hat or helmet.
2. The sides and back of the hair may be either tapered or block cut and the back may extend to the shirt collar. Cut hair shall be proportioned and stylish and may cover a small portion of the top of the ear. Sideburns may extend to approximately the middle of the ear and will be trimmed horizontally. No extreme hairstyles within the guidelines will be permitted.
3. Mustaches are permitted, but the extreme styles below the corners of the mouth in length or in bulk are not permitted. The remainder of the face will be clean shaven.

#### B. Women's Hair Regulations

1. Hair may be worn at a reasonable length commensurate with existing styles.
2. The bulk and length of hair must not interfere with the wearing of a uniform hat or helmet.

Bureau Chiefs may authorize non-regulation hairstyles for individuals working assignments that necessitate unusual hairstyles.

### **9.1.3**      **Uniform Personal Appearance**

Since the pride and professionalism of this office is conveyed to the general public through the appearance of the individual uniformed deputy, each deputy has the responsibility to project a superior uniform image or appearance at all times. The following uniform appearance regulations are outlined as a guide to members:

- A. Shirts and trousers shall be clean and pressed in the usual or traditional manner at the outset of each day's tour of duty.
- B. Uniform brass, buttons, badges, and other metal uniform parts shall be clean and reasonably shined or polished, free of dirt, corrosion, and tarnish.
- C. Duty belts and accessories shall be reasonably polished black, and free of raw or natural leather tones.
- D. Duty shoes or boots shall be clean and polished as outlined under that section.

It shall be the responsibility of the shift supervisor to insure that the foregoing standards are met by individual members prior to the commencement of their respective tours of duty. The inspection of uniformed members may be conducted either formally or informally.

### **9.1.4**      **Uniform Attire – Court Appearance (District and Superior)**

Uniformed members shall wear the office uniform when said uniform was worn at the time of engaging in enforcement action that has led to the court appearance in District Court. Uniformed members will wear a long-sleeve shirt and tie when attending Superior Court.



Civilian Attire – Court Appearances: When appearing in court in civilian attire, members of this office shall be clothed in appropriate business-like attire. Shoes will be clean and polished. Weapons, handcuffs, badge, ammunition holder, and other identifiable law enforcement equipment will be out of public view.

**9.1.5**      **Civilian Attire on Duty**

All members on assignments which require wearing civilian clothes or where such clothing is permitted, and all employees of this office, shall be clothed in appropriate, business-like attire.

When wearing civilian attire, the suit coat or sport coat shall conceal all items of law enforcement equipment (handcuffs, key rings, ammunition holders, etc.) from normal public view. The Sheriff or his designee may, at his discretion, loosen the plain clothes restriction.

**9.1.6**      **Uniform and Accessories – Special Occasions**

All uniformed members shall have a complete Class A uniform. The dress uniform is to be worn as ordered by the Sheriff or designee for parades, funerals, etc.

**9.1.7**      **Administrative Dress Uniform**

All personnel the rank of Captain or higher will be issued the Administrative Dress Uniform which may be worn when authorized for formal occasions.

**9.1.8**      **Badge Band – Death of Officer**

In the case of an office member's death, a ½ inch high black elastic band is to be placed over the uniform badge in a horizontal fashion over the seal across the center of the badge. Badge bands are to be worn for a period of 30 days following the funeral in remembrance of the office member who dies in the line of duty. For all other deaths of office members, law enforcement or correction officers (retired, active or other agency), the badge band will be worn only until the funeral is completed. The band may be worn from the date of death.

**9.1.9**      **Tattoos, Piercings, and Body Art Modifications**

All members are prohibited from displaying offensive body art, tattoo(s), intentional scarring, mutilation, or dental ornamentation while on duty or representing the office in any official capacity.

Tattoos that show above the shirt collar, except cosmetic tattoos for women, are not permitted.

Visible body art/modifications and tattoos that could be interpreted as offensive - words, numbers, symbols, initials or pictures - are not permitted. This includes, but is not limited to; foreign objects inserted under the skin, pierced, split or forked tongue, gauging, plugs or stretched out holes in the ears.

Employees and volunteers shall not have any dental ornamentation. The use of gold, platinum, silver, or other caps for the purposes of ornamentation are prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.

With the exception of pierced ears on female employees, body piercing of the face, head, and mouth detracts from a professional appearance and is not authorized for wear by any member when on duty or representing the office in any official capacity. Earrings of any kind are not permitted on male commissioned employees, except when assigned to the Drug Task Force.

Any other body piercing, which is not concealed by the authorized uniform or plainclothes, is prohibited for wear by any personnel when on duty or representing the office in any official capacity.

## **9.2 BULLETPROOF VESTS OR JACKETS**

The Sheriff's Office shall provide an approval threat Level 3A maximum coverage bulletproof vest to all commissioned Operations Deputy Sheriffs and any other personnel approved by the Sheriff. Puncture Resistant vests will be issued to all Corrections Deputies. At the minimum, it will be worn whenever routinely involved:

- A. In an arrest situation or where vests would be a reasonable safety device.
- B. When directed by a supervisor in specific circumstances.
- C. When involved in a pre-planned, potentially dangerous operation.

Exceptions:

- 1. When medical conditions may preclude the wearing of a vest but must be verified in writing by a physician.
- 2. When duties are limited to courthouse, non-hazardous office functions.

### **9.2.1 Replacement of Soft Armor**

Replacement of soft armor will be at five year intervals, or whenever the vest life expectancy is determined otherwise.



## Office of the Sheriff

### THURSTON COUNTY

## 10.1 SELECTION PROCESS OF APPLICANTS

This policy will apply whenever the Thurston County Sheriff's Office tests, screens, or otherwise considers applicants for employment, in cooperation with the Civil Service Commission and Chief Examiner, who also assure system fairness. The Commission and Chief Examiner system includes defensible, minimum, employment standards and written, job-related tests of mental ability and aptitude. The Chief Examiner also conducts a physical agility test for Deputy Sheriffs and Corrections Deputies.

### 10.1.1 *Lateral Entry*

The Thurston County Sheriff's Office provides for lateral entry selection. Provisions for lateral entry from outside agencies will be as determined by the job classification and final selection by the relevant Chief or designee.

### 10.1.2 *Affirmative Action*

The Thurston County Sheriff's Office will follow the county Affirmative Action policy as it exists as an equal opportunity employer. This will include consideration of qualified minority, female and disabled applicants.

### 10.1.3 *TCSO Will Conduct a Background Check*

The Sheriff's Office will conduct pre-employment, background checks on all prospective employees, prior to a final offer of employment, under supervision of the Chief Services Deputy.

- A. Pre-employment, background checks may include, an oral interview, a criminal record check, fingerprints, polygraph, contact with prior employers, behavior assessment screening and a physical agility test. Candidates may be disqualified at any point during this process, should disqualifying information be discovered.
- B. Those receiving complete, pre-employment, background checks include the following: (Note exception: Particular contract employees may have a background conducted when directed by the Sheriff or Designee.)
  - 1. All full-time employees.
  - 2. All employees who want to convert from part-time to full-time position.
  - 3. Reserve Deputies and Reserve Corrections Deputies.
  - 4. All volunteers who work independently with enforcement power.
  - 5. All volunteers who are seeking a paid position.
  - 6. Corrections Deputies requesting transfer to Operations Deputy.
- C. An additional, behavioral characteristics assessment will be given to Reserves seeking paid employment and on those seeking change in classification in employment.
- D. The Agency will do an in-house check and NCIC III on ride-a-longs and volunteers under supervision.

- E. The Agency will do the complete, background check, except for the polygraph and the behavioral assessment screening, on volunteers who have minimal supervision and have computer access.
- F. All prospective employees will sign a release of information ensuring confidentiality to former employers and other references. A refusal to sign the release of information will disqualify the applicant. The Sheriff's Office will follow RCW 4.24 concerning disclosure concerns.
- G. The Thurston County Sheriff's Office may disqualify applicants who have ever been convicted of a felony or committed a felonious criminal act, exhibited recent use of non-prescription drugs, been terminated with cause from recent employment, exhibit current emotional instability or personality disorders, or refuse to submit to screening.
- H. Other background information which may disqualify an applicant includes, but is not limited to, misdemeanor conviction, repeated misdemeanor or felony arrests not resulting in conviction, association with known felons, or falsification of the employment (Personal History Statements.)
- I. Corrections Bureau will complete an application process and NCICIII on all volunteers and contracted staff.

#### **10.1.4      TCSO Will Conduct Pre-Employment Medical Screening**

For some positions, such as Deputy Sheriff and Corrections Deputy, the Thurston County Sheriff's Office will physically screen candidates for positions prior to a final offer of employment.

- A. The Thurston County Sheriff's Office will comply with A.D.A. regulations regarding requests for medical information or the taking of any medical examination by applicants.
- B. In all cases, especially where the successful completion of a medical or behavioral assessment examination is a requirement for employment within the classified service, a conditional offer of employment will be first tendered to the prospective applicant, prior to any such medical examination. Successful completion of the medical examination process will then allow such applicants to continue in the hiring process as a part of the hiring eligible pool.

#### **10.1.5      File Security**

The completed background report and associated materials, if any, will be retained in the office of the Sheriff's Executive Aide.

The viewing of these files is strictly limited to those individuals directly involved in the selection process of the applicant.

## **10.2 EQUAL EMPLOYMENT OPPORTUNITY/DIVERSITY AND WORKPLACE EQUITY**

It is the policy of the Thurston County Sheriff's Office to ensure equal employment opportunity based on ability and fitness to all persons regardless of race, color, religion, creed, sexual orientation, national origin, sex, marital status, age, disability or veteran status. The goals of the policy are:

1. To ensure fair treatment and non-discrimination in hiring, employment and appointments and promotions, and
2. To provide compliance with State and Federal equal employment opportunity requirements and regulations.

The Sheriff's Office is committed to building a diverse workforce which reflects the face of the community we serve; honors and respects the beneficial and worthwhile differences and abilities of all our employees and residents, and provides employees with opportunities, tools and support to achieve their maximum potential.

To achieve workplace equity and inclusion, we will:

1. Seek to ensure that recruiting efforts result in applicant pools that contain a diverse group of qualified applicants.
2. Make employment decisions based on job-related criteria and provide opportunities for transfer and promotion.
3. Seek to provide a workplace free from harassment.
4. Promptly investigate employee complaints of discrimination or harassment.
5. Provide training to managers and staff to ensure that these policies and practices are understood and implemented.

By creating a workplace where everyone can work towards their maximum potential, the Sheriff's Office will be better able to retain quality, productive employees, who will meet the mission and goals of the Sheriff's Office.



## Office of the Sheriff

### THURSTON COUNTY

## 11.1 BASIC ACADEMY TRAINING

It is the policy of the Sheriff's Office that all full-time, sworn Deputy Sheriffs shall complete the Basic Law Enforcement Academy or Equivalency Academy, and receive a basic certificate issued by the Washington State Criminal Justice Training Commission prior to exercising authority as a law enforcement officer and begin attending the Academy within six (6) months of their date of hire, except when assigned to the Office Field Training Deputy Program. In those instances, the deputy without certification will be accompanied by and under the direct supervision of a Field Training Deputy or another certified deputy designated by the Office.

The training provided new members, is considered a continuation of the selection process whereby efforts are made to screen out those who are lacking in proper aptitude. In all recruit training, emphasis is placed on developing the reasoning, ability and judgment of each member.

Field training is a process by which an individual receives formal instruction on the job.

## 11.2 FIELD TRAINING

The Sheriff's Office recognizes the importance of providing a sound foundation for newly sworn members. All recruit deputies will be given every opportunity to acquire the skills, knowledge, and abilities necessary to become a competent and effective deputy sheriff.

All newly hired full-time, sworn personnel will undergo field training prior to assignment as a solo deputy by completing a formalized field training program.

### **11.2.1 Selection of Field Training Deputies**

Some criteria that may be considered in selecting Field Training Deputies:

- Three years police experience, or Corrections experience for Correction Deputies;
- No disciplinary action during the past year;
- Good attendance record;
- Job skills, knowledge, and abilities.

## 11.3 FIRST-LEVEL SUPERVISORS

Every employee appointed or promoted to a first level supervisory position (Sergeant) must successfully complete the basic 40-hour supervisory training approved by the Training Commission, prior to or within one year of promotion.

In addition to records maintained by the Washington State Training Commission, Office training files will reflect completion of the requirement. These records are maintained in the Training Office.

## **11.4 MID-MANAGEMENT POSITIONS**

Every employee appointed or promoted to a mid-management position (Lieutenant) must successfully complete the 40-hour mid-management training approved by the Training Commission, prior to or within one year of such appointment or promotion.

In addition to records maintained by the Washington State Training Commission, Office training files will reflect completion of the requirement. These records are maintained in the Training Office.

## **11.5 ANNUAL TRAINING**

Every regular deputy regardless of rank shall receive at least 24 hours training annually. Each division should have a training plan in place for their particular employees. All training class outlines, synopses, or lesson plans will be with the approval of the Sheriff or designee.

At least annually, all commissioned personnel below the rank of Captain will receive in-service training on the agency's use of force and deadly force policies. In-service training for less-than-lethal weapons should occur at least once every two (2) years.

### **11.5.1 Requirements to Successfully Complete Training**

All participants in Thurston County Sheriff's Office training courses must actively participate in all aspects of the training to receive certification. Mere attendance is not adequate to receive certification. If a member shows up for training and is unable to participate in a course due to a temporary chronic condition, they shall discuss this problem with the course instructor. The instructor may exempt the member and will document such exemption to the member's supervisor.

### **11.5.2 The Lead Instructor Is the Deputy In Charge**

The lead instructor at any Thurston County Sheriff's Office training course shall for the purposes of the course be considered the deputy in charge. This designation shall be for assuring proper participation, demeanor, and safety. If the instructor feels that a participant is not properly conducting oneself, is disrupting training, is acting in an unsafe manner and/or presents oneself in a condition unsuitable for training, the lead instructor may exempt that member from that training course. The lead instructor shall forward a memo to the appropriate bureau chief outlining the reasons for the action. If a member refuses to recognize the authority of the lead instructor, the on-duty road supervisor shall respond and shall inform the member of such authority and may take such action as they deem appropriate, up to and including exempting the member from participation in the training, or placing the member on report, in order to maintain discipline in such instances. In cases of lesser infractions, the lead instructor may document these infractions in the form of a written memo that will then be forwarded to the member's supervisor. The supervisor shall act on the memo with the member and shall then inform the instructor that action has been taken to remedy the situation.

## **11.6 TRAINING RECORDS**

The Training Coordinator will give written notice of training by routing a notification of training memo through the proper channels to the employees.

Personnel assigned to authorized training programs are required to attend all classes and other activities, except under the following circumstances:

- Illness;
- Personal emergency;
- Vacation;
- Police business emergency; or
- Authorized release from attendance.

The Training Coordinator shall be notified in all cases when a member is unable to attend training. The member scheduled for training shall notify the on duty supervisor, the instructor, and the Training Coordinator whenever unable to attend training.

Where training is mandatory by law, the Training Coordinator will make necessary arrangements for make-up training.

All personnel completing training courses shall receive documentation of such and a copy of the record shall be placed in the deputy's file.

Attendance rosters will be made on all in-house training.

## **11.7 LESSON PLANS**

All TCSO sponsored in-service training programs shall require lesson plans. Lesson plans will be required of all Office and non-Office instructors. These plans will include, at a minimum, the following:

- Guidelines and format for lesson plan development;
- Credentials of the instructor or presenter;
- A statement of performance objectives;
- Content of training and specification of the appropriate instructional technique, such as lecture, group discussion, panels or seminar;
- Simulations (case study and role play);

Lesson plans will ensure that the subject to be covered is addressed completely and accurately and is properly sequenced with other training materials. Instructors shall ensure that all periods of instruction are adequately covered by a lesson plan outline.

### **11.7.1 Lesson Plan Development / Responsibility**

Responsibility for proper lesson plan development rests with the Training Coordinator.

Lesson plans shall be submitted to the Training Coordinator at least Thirty (30) days prior to the training date. This process is to ensure that lesson plans are consistent with Office guidelines, policies and procedures.

Lessons plans shall be maintained by the Training Coordinator.



## **11.8 TESTING PROCEDURES**

Formal classroom instruction may include written examination. Questions will be derived from instruction presented, shall have validity, and be job-related. .

### **11.8.1      Testing Format**

The testing format may be a written exam or a performance exercise. Written exams can include multiple choice, true or false, fill in the blank, or essay questions. All testing will have a pass/fail cutoff score. A 70% grade will be necessary to pass a training program. Personnel failing any written test shall be given additional training in areas of deficiency and retested

### **11.8.2      Test Development**

The development of any tests should be a cooperative effort between the instructor and the Training Coordinator. Final approval of all test questions and format will be the responsibility of the TCSO Training Coordinator.



**Office of the Sheriff**

**THURSTON COUNTY**

## **12.1 PROBATIONARY PERIOD**

All newly hired employee probationary periods shall be for a period of one (1) year, from date of hire. For internal promotions, the probationary period will be six (6) months from the date of appointment. Newly promoted supervisors or mid-level managers failing probation will be reinstated to their previous position, as per Civil Service Rule 8.070, and the current collective bargaining agreement.

## **12.2 WRITTEN PROMOTION ANNOUNCEMENT**

The Sheriff's Office will cooperate and assist the Civil Service Commission, when requested, in the promotional process specifications for testing; scheduling of dates, times and locations of tests; the promotional process used. The job classification description promotional announcement is governed through Civil Service Rules 5, 6, 7 and 8.

## **12.3 PROMOTION ADMINISTRATION**

The Thurston County Civil Service Commission is responsible for the administration of the promotional process for the Thurston County Sheriff's Office via competitive testing as outlined in RCW 41.14.

The Undersheriff will have the responsibility and authority for administering the promotional process within the office.

## **12.4 PROMOTION PROCEDURES**

The procedures that are used by the Thurston County Sheriff's Office for promotions to positions in this agency are governed by Civil Service Rules as outlined in Rule 6.



## Office of the Sheriff

### THURSTON COUNTY

## 13.1 PERFORMANCE EVALUATIONS

The performance evaluation system is used to assist in fair and impartial personnel decisions, and with the maintenance and improvement of performance. It provides a guide for personnel counseling, and facilitates proper decisions regarding probationary employees. It provides an objective and fair means of recognizing individual performance, and identifies training needs.

### 13.1.1 *Annual Evaluation*

Each employee shall be evaluated by their immediate supervisor annually. Employees will be evaluated using the evaluation system designated for their respective job classification. Each employee shall be counseled at the onset of the rating period by the supervisor responsible for rating such employee and shall be provided a copy of the job performance dimensions on which they will be evaluated. Additionally, they shall be provided a copy of the rating scale to be used, containing general examples of behaviors that are exceeding, meeting, and below job performance standards.

Evaluations will be based only on job performance that takes place during a specific time period.

Every employee will be provided with a copy of their performance evaluation review when they request one.

All performance evaluations shall be completed by March 1<sup>st</sup> of each year.

### 13.1.2 *Employee Signature*

Each employee shall read and sign their evaluation. The employee's signature will not constitute agreement or disagreement with the evaluation, but only verify that the employee has read the evaluation.

### 13.1.3 *Contested Evaluations*

Any employee may contest the contents of an evaluation. That employee is required to attach comments stating reasons for disagreement concerning the rating(s) and/or narrative received. That attachment, along with the evaluation, will be forwarded to the Bureau Chief for review. In the attached comments, the employee may request a meeting with the Bureau Chief to present their contested facts concerning the evaluation. After hearing the employee's position concerning the contested evaluation element(s), the Bureau Chief will complete a review memorandum stating their position, attaching said memorandum to the evaluation and forwarding the evaluation with attachments to the Sheriff or Undersheriff for final disposition.

### 13.1.4 *Retention Period*

The retention period of performance evaluations will be in compliance with state law (RCW 40.14.070).

## **13.2 INSTRUCTIONS FOR PERFORMANCE EVALUATING**

Each evaluator will receive instruction concerning proper rating procedures and associated rater responsibilities, will familiarize themselves with the performance dimensions to be assessed, and will be prepared to counsel and comment on their employee's performance.

## **13.3 PROBATIONARY EMPLOYEES WILL BE EVALUATED**

This policy applies to all supervisors and probationary employees.

### **13.3.1    Probationers Will be Evaluated**

Probationary Operations Deputies will have an evaluation by their supervisor at least once every month, after their initial training.

Criteria reviewed shall consist of those listed on the performance review document. These criteria may include mutually agreed-upon action plans. Only performance during the reviewing period will be considered.

Probationary Corrections personnel will be evaluated quarterly by their supervisor.

### **13.3.2    Bureau Chiefs Will Review Evaluations**

All probationary employee evaluations will be sent up the chain of command to the Bureau Chief or designee. The Chief Deputy will review the evaluation and have it placed in the employee's personnel file.

## **13.4 PERSONNEL FILES**

All personnel files will be kept within the office of the Sheriff's Executive Aide.

### **13.4.1    Limited Viewing**

Only authorized personnel shall be allowed to view another employee's personnel file. There is no limit to access of the employee's own personnel file, and they are free to make copies of their own personnel file.

### **13.4.2    Files To Be Kept Separate**

Personnel files shall not include results from any medical tests, psychological tests, or polygraph tests. Those results must be kept in a separate Medical File, and that file is to be kept in a secure area, away from the personnel files.



## Office of the Sheriff

### THURSTON COUNTY

## 14.1 PERFORMANCE RECOGNITION AWARDS

The Sheriff or his designee shall appoint an Awards Committee to receive and evaluate recommendations for awards. This committee shall determine whether an award should be presented and, if so, which award would be appropriate. This committee shall consist of seven (7) members determined by the Sheriff or his designee and shall represent a cross-section of office ranks and duty assignments. The Sheriff or his designee will select a member to serve as the chairman of the committee. When a vacancy occurs on the committee, it will be filled by a member of the same office rank and duty assignment, whenever possible. If a member of the Awards Committee is under consideration for any award, that member shall be excused from the committee for the period when this award is under consideration. The Sheriff or his designee may appoint an ad hoc member to the committee of appropriate rank to serve on the committee in place of the member being considered, for the period indicated.

Recommendations for awards will be forwarded in writing through the chain of command to the chairman of the Awards Committee. These recommendations should include a memorandum from the recommending members, a copy of any supporting documentation and any additional information the committee should be made aware of pertaining to the recommendation. The committee shall then evaluate the recommendation and determine whether an award should be presented and, if so, which award would be appropriate. The chairman will then make a written recommendation to the Sheriff or his designee, requesting an award be given.

### **14.1.1 Medal of Honor**

This medal is awarded to office members who have been seriously injured or killed while in the performance of duty, or who has been distinguished by displaying exceptionally meritorious conduct. This award is established as this state's highest award for law enforcement, per RCW 41.72.020. All nominations shall be forwarded to the Washington State Law Enforcement Medal of Honor Committee and shall be in accordance with all policies and procedures set forth. This award will be presented at an annual ceremony, and presented in the form of a medal with ribbon, a ribbon bar and a certificate. This award can be made posthumously to the representative of the deceased. Should the action(s) taken result in the saving of the life of another, a Lifesaving Award shall be awarded in conjunction with this medal.

The ribbon bar may be worn at the member's option on the badge side of the uniform shirt 1/2" above the uppermost points of the badge.

### **14.1.2 Meritorious Service Medal**

This medal is awarded to office members for selfless act(s) of exceptional, individual, conspicuous gallantry and heroism while engaged in law enforcement action(s) at imminent risk of the member's own life, knowing at the time such risk exists, such act(s) not falling within the guidelines for the Medal of Honor. The award will be presented at a ceremony, and presented in the form of a medal with ribbon, a ribbon bar and a certificate. Should the action(s) taken result in the saving of the life of another, a Lifesaving Award shall be awarded in conjunction with this medal.

The ribbon bar may be worn at the member's option on the badge side of the uniform shirt ½" above the uppermost points of the badge.

#### **14.1.3**     **Distinguished Service Medal**

This medal is awarded to office members who distinguish themselves by act(s) of personal bravery at significant risk of injury, while engaged in law enforcement action(s). Such act(s); not falling within the guidelines for the Meritorious Service Medal. The award will be presented at a ceremony and presented in the form of a medal with ribbon, a ribbon bar and certificate. Should the action(s) taken result in the saving of the life of another, a Lifesaving Award shall be awarded in conjunction with this medal.

The ribbon bar may be worn at the member's option on the name plate side of the uniform shirt ½" above the name plate.

#### **14.1.4**     **Purple Heart Medal**

This medal is awarded to office members who receive a serious or life-threatening injury in the performance of their duty. The award will be presented at a ceremony, and presented in the form of a medal with ribbon, a ribbon bar and certificate.

The ribbon bar may be worn at the member's option on the name plate side of the uniform shirt ½" above the name plate.

#### **14.1.5**     **Lifesaving Award Pin**

This award is for office members who take specific action(s) at the scene of an event resulting in the saving of a human life. The award will be presented at a ceremony, and presented in the form of a pin and certificate.

The pin may be worn at the member's option on the name plate side of the uniform shirt ½" above the name plate.

#### **14.1.6**     **Certificate of Commendation**

This award is for office members in recognition of a high degree of competence and professionalism in the performance of their duties. This includes exemplary conduct during a field incident or operation, outstanding administrative work, the effective handling of a criminal investigation, the organization of a new and beneficial office program, designing and conducting a course of training, and commendable participation in any other activity that improves the office's functioning or brings credit upon the office in any way.

The award will be presented at a ceremony, and presented in the form of a certificate.

#### **14.1.7**     **Citizen Commendation**

This award is for any citizen who performs an act that jeopardizes their own safety while assisting the Sheriff's Office in the performance of a hazardous task, or performs an act of exemplary service in support of the Sheriff's Office goals and objectives, or performs an act that jeopardizes their own safety while attempting to save the life of another person.

The award will be presented at a ceremony, and presented in the form of a certificate.

**14.1.8**    **Letter of Recognition**

This award is for office members who perform their duties in a manner that demonstrates professionalism, devotion to duty, and dedication to the Sheriff's Office mission. This award is presented during shift briefings, and presented in the form of a letter to the member signed by the Sheriff or his designee. (NOTE: This is the only award recommendation that is not reviewed by the Awards Committee.)



Office of the Sheriff

THURSTON COUNTY

## 15.1 SPECIALIZED UNITS

Each specialized unit will be governed by a directive that details their operation, personnel selection, and training requirements. The purpose of these policies is to outline and give direction to all situations that require the call-out of the Specialized Units. Specialized units shall be staffed for the duration of such assignment, as determined by the supervising Chief. These details will also include unit procedures, where applicable.

### 15.1.1 *Dive Rescue Team (DRT)*

The Dive Rescue Team is the responsibility of the Chief Deputy of Services. The Dive Rescue Team is a multi-discipline rescue and recovery team that is trained in the following areas:

- a. Self Contained Underwater Breathing Apparatus (SCUBA).
- b. Swift water and flood rescue.
- c. High angle/ low angle rope rescue.

Additional guidelines are provided for in the Dive Rescue Team Procedure Manual maintained by the Team Leader. This manual reflects current industry standards.

#### A. Dive Rescue Utilization Policy

It shall be the policy of this office that a Dive Rescue Team may be mobilized in the following situations:

- a. Possible or confirmed drownings.
- b. Swift water or flood response.
- c. High angle or other rope rescue incidents.
- d. Any water-related incident or evidence searches.

#### B. Guidelines For Utilization

Some basic guidelines for determining if the Dive Rescue Team may be utilized are:

- a. The incident is water-related.
- b. The incident requires technical rope use or climbing to facilitate.
- c. The incident requires operation in flood or swift water.
- d. The incident requires SCUBA operations.

### 15.1.2 *Special Weapons and Tactics Team (S.W.A.T.)*

The SWAT Team is the responsibility of the Chief Deputy of Operations. The Sheriff's Office will have a system for control and governing the use of the SWAT Team. These guidelines will be outlined in detail within the SWAT Team's Procedural Manual.



A. SWAT Utilization Policy

It shall be the policy of this office that a tactical team may be mobilized in the following situations:

- a. Hostage incidents.
- b. Barricaded suspect incidents.
- c. Sniper incidents.
- d. Riots or situations requiring chemical agents
- e. High risk arrest situations, or as directed by the Sheriff or designee.

B. Guidelines For Utilization

Some basic guidelines for determining if the tactical team may be utilized are:

- a. The suspect has committed a criminal act or is in a dangerous mental condition.
- b. The suspect is believed to be armed.
- c. The suspect has refused to submit to arrest.
- d. By the nature of the situation, an unacceptable risk is presented to deputies or the public by using any other accepted means.

**15.1.3** **K-9 Unit**

The Sheriff's Office will have a system for controlling and governing the use of K-9 units. These guidelines will be outlined in detail within the K-9 Unit Procedure Manual.

A. Utilization of K-9 Team

The utilization of a K-9 team will be governed by established procedures of the Thurston County Sheriff's Office.

B. Authorization of K-9 Team

Utilization of a K-9 team is through the authorization of the duty shift supervisor.



## Office of the Sheriff

## THURSTON COUNTY

### 16.1 EXPLORERS

It is the policy of the Thurston County Sheriff's Office to sponsor an Explorer Post. Budget constraints may be a consideration when deciding to sponsor the post.

#### 16.1.1 *Supervision of Explorers*

The Explorer Post shall ordinarily be coordinated through the Services Bureau. Advisors for the post shall be approved by the Sheriff or his designee. The advisors shall be responsible for providing training opportunities and assuring that post members comply with guidelines stated in the Explorer Post Procedure Manual.

#### 16.1.2 *Explorer Charter*

The Thurston County Sheriff's Office Explorer Post is chartered through the Learning for Life, a branch of the Boy Scouts of America.

#### 16.1.3 *Explorer Operations*

The operations of the Explorer post will be governed by the Explorer Post Procedure Manual. The Explorer Post Procedure Manual will be adopted only after approval by the Services Bureau Chief. Any changes to the manual will need the same approval. All personnel will be required to follow the provisions of this policy and the Procedure Manual. Refer to the Procedure Manual for additional information on:

- Explorer Equipment
- Explorer Minimum Eligibility Requirements
- Explorer Uniform Dress and Appearance Codes
- Explorer Ride-Along Program
- Additional Explorer and Advisor Requirements and Allowances

#### 16.1.4 *Explorer Equipment*

The Thurston County Sheriff's Office Explorers are restricted from carrying any equipment other than what is authorized by the Explorer Post Procedure Manual or issued by the department.

#### 16.1.5 *Explorer Minimum Eligibility Requirements*

All applicants to the Thurston County Sheriff's Office Explorer Post must meet the following eligibility requirements:

1. Be age 14 ½ or in the 9<sup>th</sup> grade.
2. Open to both young men and young women.
3. Maintain at least a "C" grade point average.

4. Pass a background check and be found free from any criminal involvement.
5. Complete an Explorer Post application and turn it in at a post meeting.
6. Pass an oral board provided by post members.

**16.1.6 *Explorer Uniform Dress and Appearance Standards***

All Thurston County Sheriff's Office Explorers will follow the Explorer Post Procedure Manual as to its guidelines for uniform dress and appearance standards.

**16.1.7 *Explorer Ride Along Program***

The requirements for participating in the ride-along program are detailed in the Explorer Post Procedure Manual



Office of the Sheriff

THURSTON COUNTY

## 17.1 AGENCY ORGANIZATIONAL CHART

The Thurston County Sheriff's Office agency organizational chart is maintained by the Administrative Services Bureau of the Sheriff's Office and updated during each payroll cycle.

## 17.2 RESERVE DEPUTIES

The Sheriff's Office will have a system for controlling and governing the use of the Reserve Deputy Unit. These guidelines will be outlined in detail within the Reserve Unit Procedures Manual.

### 17.2.1 *Commission Status*

The Reserve Deputies of the Thurston County Sheriff's Office are fully commissioned law enforcement officers while wearing the Sheriff's uniform, consistent with Washington State laws. The uniform will be the same uniform as regular deputies and will be equipped the same as full-time deputies. Reserve Deputies will take direction from and be subordinate to full-time, paid deputies, as well as management.

### 17.2.2 *Selection Criteria*

These deputies are required to meet the same selection criteria as regular Thurston County Deputy Sheriff applicants, excluding the civil service test.

### 17.2.3 *Basic Training*

Reserve Deputies are required to graduate from a basic reserve training program approved by the Washington State Criminal Justice Training Commission. Upon successful completion of the basic course, the Reserve Deputy will be commissioned by the Sheriff and will be certified by the Training Commission.

### 17.2.4 *Assignment*

The Reserve Deputy will be assigned to a regular deputy on shift and will be involved in the routine delivery of law enforcement and emergency services. Whenever possible, Reserve Deputies will avoid involvement with situations that would assure court presence. The purpose is to avoid conflicts with Reserve Deputy's personal, full-time employment, that may cause a Reserve Deputy to put a job in jeopardy.

### 17.2.5 *Firearms Testing*

Reserve Deputies shall be tested and evaluated for firearms proficiency with the same frequency and in the same manner as regular deputies performing like functions.

**17.2.6    Liability Protection**

Liability protection for the Reserve Deputy will be the same as for the regular deputy while the Reserve Deputy is performing authorized duties for this Office.

**17.2.7    Compliance With Rules and Regulations**

Reserve Deputies are responsible for knowing and complying with the Thurston County Sheriff's Office Reserve Deputies Manual and Sheriff's Office Policy Manual.

**17.2.8    Minimum Staffing Usage**

Reserve Deputy Sheriffs will not be used by the Office to meet the minimum staffing requirements on a shift or assignment.

**17.2.9    Minimum Participation Requirements**

Reserve Deputies will contribute a minimum number of hours a month and attend the regular scheduled monthly Reserve Deputies' meeting in order to meet minimum requirements for this Office. The minimum hours requirement is defined within the Reserve Procedures Manual.

**17.2.10    Maximum Age**

The maximum age of Reserve Service will be identical to the maximum service age of regular deputies.

**17.3 AUXILIARY PERSONNEL**

Auxiliary personnel are volunteers who donate time to the Sheriff's Office and are not given sworn deputy duties or status. If they do wear uniforms, the uniforms will be clearly distinguishable and will be consistent in appearance agency-wide. They will not supplant shift assignments or normal work assignments for sworn deputies. Volunteers will be subject to a background investigation at the discretion of the relevant Chief. Volunteers normally help us enhance community information, education and other public services.

Each bureau utilizing auxiliary personnel will ensure formal training.



Office of the Sheriff

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## 18.1 SPECIAL ASSIGNMENTS AND PROMOTIONS

Special Assignment openings and promotional opportunities shall be advertised via written announcements, to include e-mail. Special assignments shall be staffed for the duration of such assignment, as determined by the supervising chief.

### 18.1.1 *Special Assignment Openings*

1. It is the policy of this office to offer special assignment opportunities to all qualified members who have completed their probationary period. Special assignment openings will be announced in writing by posting the information concerning said opening(s) on office bulletin boards located in the patrol, detective, civil division, and by e-mail. Likewise, copies shall also be posted on the Thurston County Deputy Sheriffs' Association bulletin board. The announcements will include all pertinent information concerning the opening(s) and any required applicant response.

2. Corrections special duty assignments are appointed per TCCF internal procedures manual.

### 18.1.2 *Promotions*

All promotions to classified positions within the office shall be accomplished in accordance with the civil service rules. The Sheriff shall make promotions to classified civil service positions from a certified list using the rule of one in three.

When no certified list exists, promotional examination announcements will be posted office-wide in accordance with the civil service rules and process.

Promotions to exempt or unclassified positions are at the sole discretion of the Sheriff.

### 18.1.3 *Special Assignment Positions*

The following positions are considered special assignments. Special assignments shall be filled by selected employees for the duration of such assignment as determined by the affected Bureau Chief, at the time of selection.

OPERATIONS:            Detective  
                                 Field Training Deputy  
                                 Marine Services Deputy  
                                 Reserve Coordinator  
                                 Field Training Coordinator  
                                 CERT Team Leader  
                                 CERT Team Member  
                                 SWAT Team Leader  
                                 SWAT Team Member

SERVICES: Community Outreach Deputy  
Civil Deputy  
Dive Team Leader  
Dive Team Member  
Explorer Advisors

CORRECTIONS: Correctional Options Program Deputy  
Correctional Options Program Sergeant  
Correctional Options Program Corrections Technician  
Chemical Dependency Program Deputy  
Court Deputy  
Court Sergeant  
Inmate Services Sergeant  
Classification Deputy  
Medical Liaison Sergeant  
Medical Liaison Deputy

TRAINING DIVISION: EVOC Instructor  
Firearms Instructor  
DT Instructor

The positions of rank within each Bureau's chain of command structure will not be considered special assignments. All rank assignments within the office will be made on the basis of office need.

#### **18.1.4    Transfers**

The Sheriff will make the final decision regarding the occurrence of transfers and their duration. In all transfers to specialized assignments, the requirements of the office will be the priority consideration.

#### **18.1.5    Outside Assistance**

Personnel will not request the aid of any person outside the office in securing a transfer to another assignment or unit.

#### **18.1.6    Requests for Transfer**

All requests for transfer will be submitted through the chain of command and will state the reason the transfer is requested.



**Office of the Sheriff**

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## **19.1 PUBLIC INFORMATION FUNCTION**

The public information function is the responsibility of the Sheriff or designee for coordinating news releases concerning policies, procedures, programs, and agency philosophies on specific issues. Any member of the Sheriff's Office may be assigned to respond to a media inquiry. We must always keep in mind that we represent an expressed policy of openness and accessibility on the part of the Sheriff's Office and its administration. Our obligations are also to assist the media in acting responsibly and in obeying pertinent statutes.

Details of the Public Information function are outlined in the Media Procedure, and should be referenced when applicable.

### **19.1.1 *Authorized Personnel***

Besides the Sheriff and Undersheriff, personnel authorized to release information to news media under the following categories are:

#### **A. AT THE SCENE OF AN INCIDENT**

1. Chief Operations Deputy
2. Chief Services Deputy
3. Detective Supervisor
4. Patrol Supervisor

#### **B. FROM AGENCY FILES**

1. Chief Operations Deputy
2. Chief Services Deputy
3. Administrative Captain

#### **C. CONCERNING ON-GOING INVESTIGATIONS**

1. Chief Operations Deputy
2. Detective Supervisor

#### **D. CORRECTIONS RELATED MATTERS**

1. Chief Deputy of Corrections
2. Corrections Captain
3. Corrections Supervisor

### **19.1.2 *Issuance of Press Releases***

Press releases will usually be completed by the relevant Bureau Chief or the designated Public Information Deputy, and given daily by the designated PIO when the media calls for items of general interest.

### **19.1.3 *Release of Information***

Media information will only be provided to persons working for bona fide news media organizations.



#### **19.1.4    Requests for Additional Information**

Requests for additional information concerning crimes or events responded to will be referred to the designated PIO. In his/her absence, they will be referred to the relevant Bureau Chief.

## **19.2 COMMUNITY RELATIONS FUNCTION**

The responsibility of the community relations function will be that of the Chief Services Deputy. In addition, each office member is charged with developing and maintaining positive community relations.

#### **19.2.1    Community Relations**

Law enforcement officers often perform in public, under circumstances that could cause misunderstanding and/or misinterpretation of law enforcement activities. Witnesses and participants are influenced by their preconceptions and biases when they evaluate law enforcement action. This can lead to incidents that cause resentment of all law enforcement action, no matter how legitimate. If the public understands and appreciates the nature of the law enforcement task, they can better judge whether law enforcement officers are serving the community. As part of the process of the law enforcement/public communication, the public needs information about the nature of the law enforcement role in order to develop an understanding. Public acceptance of activities that are an essential part of routine law enforcement duties will then be understood.



## Office of the Sheriff

## THURSTON COUNTY

### 20.1 COMMUNICATION, COORDINATION AND COOPERATION

At supervisor's discretion, all patrol shifts will hold a briefing prior to the commencement of scheduled duties. Information that is to be passed on to patrol shifts will be accomplished by either an oral, written or computer-generated briefing from the shift supervisor(s) and/or shift commander. Communications with the other units of this office will usually be accomplished in writing, by oral communication, fax, E-mail or other computer-related methods of communication, or posted on the office bulletin board. We need to be an agency that remembers to communicate from all directions and assure people affected are not left out of the loop of information-sharing. Supervisors are responsible for making their subordinates aware of communications.

The Corrections Bureau will follow their internal procedures manual and e-mail and staff lounge board information sharing.

### 20.2 PATROL SHIFTS

Patrol Division Schedule Structure – This policy applies to all patrol division personnel working uniformed patrol, and is established per the current Collective Bargaining Agreement.

#### ***20.2.1 Patrol Deputies Will be Assigned to Shifts as Needed***

Deputies will normally be assigned to specific shifts, and the deputies will be assigned where needed by the Shift Supervisor. The work shift will be set in accordance with the current Collective Bargaining Agreement.

#### ***20.2.2 Patrol Districts***

The unincorporated county is divided into patrol districts. Deputies will be assigned to shifts and districts based on current personnel, and division needs.

#### ***20.2.3 Shift Supervisor Responsible For Shift Administration***

Administrative duties such as leave requests, staffing levels, Telestaff, training requests, procedure writing, citizen complaints, discipline, and other duties will be handled by the Shift Supervisor.

### 20.3 COMMAND AND CONTROL IN THE FIELD

This policy applies to all employees, supervisors, and situation commanders.

#### ***20.3.1 Initial Deputy on the Scene is in Command Until Relieved***

The first Deputy to arrive at any field situation will assume control until relieved by a supervisor. If a more senior Deputy arrives prior to the supervisor, the supervisor may direct the more senior or experienced Deputy to take command and control until the supervisor arrives.

### **20.3.2     Supervisors Will Respond to All Major Field Situations**

Unless already tied up on a priority incident, supervisors are responsible for the handling of field incidents and situations that arise during the shift. A supervisor will respond to all serious felonies (i.e. robberies, rapes, serious assaults, homicides, and major property crimes), civil unrest and alleged hate crimes, injury to or by a Deputy, damage to Office vehicles or facilities, emergencies in the jail, lost or missing children, suspicious or unusual deaths, natural disasters, and any situation requiring the call-out of S.W.A.T., Detectives, Dive or Search and Rescue units and any other situation deemed necessary.

### **20.3.3     Supervisor Will Take Command Upon Arrival**

Upon arrival, and after being fully briefed on the situation, the supervisor will assume command and control of the situation. The supervisor will evaluate the situation and determine if any additional personnel or special units are needed. The supervisor may request a command level deputy at the scene if necessary.

## **20.4 INVESTIGATIONS**

This policy applies to all personnel who receive or respond to calls for service.

### **20.4.1     Initial Investigation by Patrol Deputies**

The Patrol Division has the responsibility of responding and investigating initial calls for service that are given to or observed by on-duty Deputies during their shifts. Other employees may take initial investigations that they become aware of if appropriate to their assigned duties.

### **20.4.2     Primary Investigations Need to be Thorough**

The initial investigation of crimes needs to be as complete as possible to improve the chance of solving the crime and apprehending the perpetrators. Deputies should make as thorough an investigation as workload and time constraints allow.

### **20.4.3     Further Investigation May be Required**

If the initial investigation cannot be completed by the assigned Deputy, the investigation may be assigned for additional investigation as a follow-up. Patrol Deputies will normally follow-up on misdemeanor and minor felony cases. *Refer to Operational Directive: Follow-up Investigations by Patrol Deputies.* Major felony or complex cases will normally be assigned to the Detectives for follow-up.

## **20.5 FIELD INTERVIEWS**

Field interviews are a valuable investigative tool. Where practical, members of this office will conduct and record field interviews. These interviews will be conducted in a professional manner.

### **20.5.1    Documentation**

The original document will be forwarded to the Records Division. The copy will be reviewed by the supervisor for consideration of assignment or other disposition. Field interviews are currently documented on warning citations, and commonly used for traffic, trespass incidents, suspected drug violation contacts.

## **20.6 INFORMANTS**

In order to obtain information and evidence regarding criminal activities, it may be necessary that the Office utilize undercover operators. Such operators shall not engage in entrapment, nor shall they commit any criminal act or omit to perform any duty imposed by law which constitutes a crime.

### **20.6.1    Cultivation of Informants**

The Thurston County Sheriff's Office encourages all commissioned personnel to cultivate informants that will assist the office in an effort to gather criminal intelligence, prevent incidents of a criminal nature, and solve crimes.

### **20.6.2    Compensation**

Oftentimes, reliable informants must be monetarily compensated for their assistance and information. However, prior to spending any of the Investigative Fund monies, it is required that the requesting deputy obtain prior approval from their supervisor each time any monetary transactions will be occurring. The Operations Bureau Chief controls the Investigative Fund and disperses money upon approval from the deputy's supervisor.

### **20.6.3    Security**

Prior to dispersing any money from the Investigative Fund, the informant will be identified to the Detective Lieutenant for the purpose of recording the transaction in the ledger book. An investigative case number or a major case number will be obtained and recorded in the ledger indicating the purpose of the transaction.

Confidential informant information will be maintained under the highest security by the Detective Lieutenant, in a locked file cabinet. Access to information regarding confidential informants will be limited to a "need-to-know" basis. Access to information regarding confidential informants may be given only by the Sheriff, Undersheriff, Operations Bureau Chief, or the Detective Lieutenant.

## **20.7 RADIO COMMUNICATIONS**

Effective communications are essential to law enforcement. However, communications systems are only as effective as the people who operate them. For this reason, it is essential that members comply with established procedures and regulations in this area.

All Office communications, including radio, telephone, teletype, and mail are reserved for official business and personal use shall be kept to an absolute minimum and incur no cost to the county.

## **20.8 NOTIFICATION OF NEXT OF KIN**

It shall be the responsibility of the Thurston County Sheriff's Office to, in a courteous and compassionate manner, make notification to the next of kin in cases of death, injury or serious occurrence of or to a member, whether on or off duty, while in performance of their sworn duties.

### **20.8.1 Office Personnel**

It shall be the responsibility of the Sheriff or designee to notify the next of kin in the event of death, injury or serious occurrence (illness included) of or to an office member.

### **20.8.2 Notification and Support**

The notification will be made in person. The person making the notification will, if requested by the person being notified, to arrange for some kind of emotional support for the person being notified. This support includes, but is not limited to the Office chaplain(s), psychologist and/or other personnel as requested.

### **20.8.3 Notification of Sheriff**

It shall be the responsibility of the shift supervisor to notify, through the chain of command, the Sheriff or designee of the incident.

### **20.8.4 Release of Information to Media**

The name of the deceased/injured/involved Deputy or other office member shall not be released to the news media and/or public until all survivors residing in the immediate area are notified.

- A. Survivors are the immediate family members of the deceased and/or injured member, to include spouse, children, parents, siblings, fiancée, and/or significant other (to include ex-spouse as may be deemed appropriate).

### **20.8.5 Emergency Notification Form**

Each office employee should complete an emergency notification form so that the Administration is aware of the wishes of the employee and can notify the appropriate individuals in emergency situations. The office will adhere to the written wishes of the employee as previously documented on the form, as best as is possible to accomplish.

- A. These forms will be kept at the Sheriff's Office in the individual employee's personnel file.
- B. It will be in an envelope which may be sealed if the employee so desires.
- C. It shall be the responsibility of the individual employee to keep the form current.
- D. If said employee decides not to complete a form, the Sheriff and/or designee will make any notification decisions.

### **20.8.6     Appointment of Member Support**

The Sheriff or designee shall appoint one or more members to provide the survivor(s) with the needed support services.

- A. These services shall include, but not be limited to:
1. Transportation to and from the hospital and/or funeral home/cemetery.
  2. Coordination of survivor benefits.
  3. Media relations liaison.
  4. Emotional support and assistance.
  5. Victim assistance liaison.

### **20.8.7     General Public**

It shall be the responsibility of the Thurston County Coroner to make next of kin death notifications to or for the general public. The Thurston County Sheriff's Office may be called upon to assist.

### **20.8.8     Notification by Members**

In the event that members are directed to make said notifications, they shall do so in a professional and compassionate manner. This shall also apply to incidents of serious injury and/or occurrence.

### **20.8.9     Notification of Serious Injury/Occurrence**

In the event of a serious injury or occurrence, the Shift Supervisor shall determine the appropriate individual to make the notification.

### **20.8.10    Out-of-County Notification**

If an out-of-county notification of death or serious injury/illness is requested, the request shall be verified and documented. The Shift Supervisor shall determine the appropriate person to make said notification.

## **20.9     24-HOUR PER DAY COVERAGE**

### **20.9.1     Leaving Area of Service**

When a deputy leaves his/her assigned area, the on-duty supervisor and CAPCOM will be advised. Deputies will return to their assigned area as soon as possible and will remain responsible for area calls when out of the area.

### **20.9.2     Alternate Response to Calls**

When a deputy is out of position to quickly respond to a call in their assigned area, or another deputy is closer to the call and volunteers to take the call, the Shift Supervisor will be responsible for deciding which unit will respond to the call.

### **20.9.3      Crime Scene Responsibilities**

Upon arrival at a minor or major crime scene, Deputies shall:

- A. Protect the crime scene
- B. Render first aid to injured parties.
- C. Arrest the suspect(s), if present.
- D. Gather initial information from victim(s)/witnesses.
- E. Advise the supervisor of any needed assistance.

### **20.9.4      Felony-in-Progress Calls**

- A. The response and actions in felony in-progress calls must be decided based upon the individual incident since a standard rule does not apply to all occasions. The Shift Supervisor is responsible for the proper response and actions by deputies in these situations.

### **20.9.5      Robbery or Silent Alarm Response**

- A. Assignment of responding personnel to robbery or alarm situations will be governed by the details known to the CAPCOM dispatcher and deputies at the time of the call.
- B. Deputies should be as familiar as possible with alarmed buildings and potential robbery sites within their normal patrol areas. The safety and well being of innocent civilians who are the victims of crime in these situations shall be the top priority of Deputies. The apprehension of suspects, recovery of property, and other factors involved will be of secondary consideration.
- C. Deputies should be mindful to avoid creating a hostage situation by taking any action to force a suspect back inside a robbery scene. Rather, deputies should not jeopardize citizens and may consider staying out of sight until a safe apprehension can be effected.

### **20.9.6      Bomb Threat Incidents**

It is the policy of this office to handle each incident as an actual bombing attempt until such time as sufficient evidence exists to the contrary.

### **20.9.7      Deceased Person Calls**

It is the policy of this office that these calls will be classified in two categories; deaths from natural causes and deaths from other than natural causes.

### **20.9.8      Summoning of Paramedics**

Paramedics will be summoned to death scenes by deputies, unless there is decapitation, postmortem lividity or obvious signs of rigor or algor mortis of the body in question.

It is the policy of the Thurston County Sheriff's Office that deputies shall not routinely respond to Fire Service calls unless a legitimate law enforcement situation exists. Examples of such situations may include, but are not limited to: actively unruly or violent individuals who present a danger to fire service personnel, individuals who are armed, dangerous animals and crime scenes.

### **20.9.9    Determination of Death – Natural Causes**

Once it is determined that a death has occurred, and that it is a result of natural causes, deputies will contact the Coroner's Office and refer the case to them.

### **20.9.10    Authorization to Remove Body**

The Coroner will be contacted, and authorization will be sought to remove the body. If no relatives can be contacted, determination of where the body will be sent shall rest with the Coroner.

### **20.9.11    Determination of Death – Not by Natural Causes**

Once it is determined that a death has occurred, and that it is a result of causes other than natural, deputies will treat the incident as a homicide.

- A. The crime scene will be protected.
- B. The appropriate investigative and staff personnel will be notified by the Shift Supervisor.
- C. A determination will be made as to whether a crime has been committed.

### **20.9.12    Arrest, Booking**

When a crime is committed, employees are to initiate a prompt and thorough investigation and to make every reasonable effort to identify and arrest the violator. In carrying out these responsibilities, employees will not infringe upon the constitutional rights of any person.

- A. Normally all Deputies shall conduct a "patdown" search at the scene of the arrest. Searches of this nature should be conducted by a Deputy of the same sex as the prisoner, whenever practicable.
- B. Prior to entering any security area of the jail, all deputies will secure their weapons. No one except the deputy(s), transporting deputy(s), booking and identification deputy(s), (if applicable), and the prisoner shall be allowed in the booking area. No witnesses, victims, friends, or relatives of the prisoner shall be allowed into the security area of the jail.
- C. Prisoners of opposite sex will not be placed in a cell together.
- D. Prisoners will not be allowed to smoke in transit.
- E. Deputies shall advise radio when transporting prisoners and that advisory shall include their destination, unless security is a consideration for concern.
- F. The driver of the vehicle used to transport a prisoner shall immediately after such delivery search the transporting vehicle for weapons and evidence.

### **20.9.13    Treatment of Individuals Under Arrest**

Reasonable medical treatment will be provided when necessary when the person taken into custody is ill or injured.



#### **20.9.14 Use of Force in Making an Arrest**

In the event that force is used and an individual is injured by a member of this office, the individual will be closely screened by the arresting deputy. If there is any question as to the health of the individual, aid personnel may be called to the scene before the individual is transported.

#### **20.9.15 Searches of Prisoners**

Any strip search or body cavity search will be accomplished at the County Jail in accordance with their procedures, or as directed and outlined by a Search Warrant.

It is the duty of the arresting deputy to determine that the prisoner possesses no weapons, or anything that could be used as a weapon. If for any reason the prisoner cannot be thoroughly searched before being turned over to another deputy, the arresting deputy will, without fail, make this act known to the person receiving the prisoner.

#### **20.9.16 Advising Suspects of Their Rights**

Deputies are responsible for advising suspects of their constitutional rights, when required by current case law. Advising of rights must also take place prior to any custodial interrogation or the taking of any oral, written, or tape recorded statements from suspects.

#### **20.9.17 Notification of Legal Rights of Victims of Violence and Sex Offenses**

Members will supply a listing of the rights, pursuant to RCW 7.69.030, to child and adult victims of sexual and violent crimes.

#### **20.9.18 Volunteered Statements**

Volunteered and spontaneous statements by suspects are admissible as evidence and need not be preceded by a warning. However, any follow-up questioning initiated by a Deputy will be preceded by the proper warning.

#### **20.9.19 Processing Persons in Custody**

In the arrest, transportation, and detention of suspects, deputies will take precautions to prevent escape, injury to themselves and others, or damage to property. When making an arrest, they will search suspects carefully and will immediately take possession of all weapons and evidence. All prisoners will be handcuffed at the time of arrest, whenever possible. Any time a prisoner is to be transported, the prisoner will be handcuffed. Neglecting to handcuff transported prisoners will be the responsibility and sole liability of the deputy who made the decision, and may subject the employee to disciplinary action.

A deputy making an arrest will transport the arrested individual or cause him/her to be transported to the jail to be booked, as soon as possible.

A deputy making an arrest is charged with the responsibility of determining whether the individual arrested is to be booked or released without full processing, and without having to post bail. It is important, therefore, that individuals be carefully screened to determine their eligibility, and secondly, that the identifying data obtained from them is accurate and complete.

Juveniles not involved in the specific case for which an arrest has been made will not be transported in the same vehicle as an adult arrestee. Violation of this rule will be grounds for disciplinary action.

#### **20.9.20 Field Release**

Adults charged with general misdemeanor offenses (other than traffic infractions), who are residents of this county or nearby areas, and who are, in the opinion of the arresting deputy eligible for field release may be issued a citation. Such persons may be released in the field without further processing.

Prior to release, the event number must be entered on the citation. The subject will be given a copy of the citation

#### **20.9.21 Warrants**

In applying for and executing warrants, employees will abide by relevant statutes and office procedures. In serving warrants on individuals, employees will proceed to secure custody of the individual(s) in an efficient manner and with due regard for safety. When serving a warrant out of our jurisdiction, employees will notify the controlling law enforcement agency of the intention to serve the warrant and request their cooperation.

#### **20.9.22 Execution of Warrant**

The warrant will be executed within the time limits set by the judge and returned to the court. The appropriate copies will be provided to the individual suffering the search or left on the premises. The original Search Warrant should be shown to the individual suffering the search, when applicable.

#### **20.9.23 Approval for Search Warrant**

No member of this office shall apply for any Search Warrant without knowledge and approval of the Shift Supervisor of the shift or division to which they are assigned.

#### **20.9.24 Response to Product Tampering**

It is the policy of this office to respond to information about product tampering so as to protect the safety of the public. We have the general duty of protecting the residents and citizens in our jurisdiction. We should see that medical or other assistance is rendered to victims, provide security for any crime scene, preserve evidence, and notify the appropriate government agencies and businesses.

#### **20.9.25 Hazardous Material Incident**

- A. Such incidents often involve a serious threat to life or property. It is the policy of this office that evacuation of potential victims shall be considered the highest priority.
- B. Upon receiving information that a hazardous materials incident has occurred, the Shift Supervisor will respond to coordinate with the Fire Department and other agencies. The prime responsibility is to establish a perimeter around the site large enough to eliminate the possibility of exposure to citizens and office personnel.

### **20.9.26 Lock-Out Calls**

Deputies of the Thurston County Sheriff's Office will not respond to assist citizens who have locked their keys in their vehicles unless there are emergent or exigent circumstances. People who request this service should be instructed to call a local locksmith of their own choosing. Thurston County Sheriff's Office personnel will not call a locksmith for people needing that service.

Emergency or exigent circumstances include a car with a child locked inside; a running vehicle in a hazardous location; a single person alone late at night or in very inclement weather. Dispatch should determine the circumstances before automatically denying the service.

### **20.9.27 Sexual Offender Notification**

RCW 9A.44.130 authorizes a public law enforcement agency to release "relevant and necessary information regarding sex offenders to the public when the release of the information is necessary for public protection."

Once information relating to a sexual predatory offender is received from the state or any other source, several levels of dissemination should be considered depending upon the risk that the offender poses to the community.

### **20.9.28 Hate Crimes**

It is the policy of the Thurston County Sheriff's Office to safeguard the state and federal rights of all individuals irrespective of their race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory handicap. Any acts or threats of violence, property damage, harassment, intimidation or other crimes designed to infringe upon these rights are viewed seriously by the Sheriff's Office. This agency will use all available resources to identify the perpetrators, and take appropriate enforcement action.

Also, each deputy must be sensitive at recognizing the particular fears and distress typically suffered by victims of these crimes, the potential for reprisal and escalation of violence and the possible far-reaching, negative consequences of these acts on the community and the agency.

### **20.9.29 Definitions**

- A. **Hate Crime:** Any unlawful action designed to frighten, harm, injure, intimidate or harass an individual, in whole or in part, because of a bias motivation against the actual or perceived race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory handicap. Burns a cross on property of a victim who is or whom the actor perceives to be of African American heritage; or defaces property of a victim who is or whom the actor perceives to be of Jewish heritage by defacing the property with a swastika.
- B. **Race:** A group of persons who possess common physical characteristics (e.g. color of skin, eyes and/or hair, facial features, etc.) genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

- C. **National Origin:** A group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.
- D. **Religious Group:** Any persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- E. **Sexual Orientation:** for the purposes of this section means heterosexuality, homosexuality, or bisexuality.
- F. **Mental, Physical or Sensory Handicap.** (See RCW 9A.36.080 Malicious Harassment)

## **20.10 RACIAL PROFILING**

The purpose of this policy is to set forth the Thurston County Sheriff's Office commitment to unbiased policing, to set forth those circumstances in which deputies can consider race/ethnicity when making law enforcement decisions, and to provide guidance in procedures that serve to assure the public that we are providing service and enforcing laws in an equitable way.

### **20.10.1 Condemnation**

No person shall be singled out or treated differently as a consequence of his/her race/ethnicity. All investigative detentions, traffic stops, arrests, searches and seizures of property, and asset seizure and forfeiture proceedings, will be based on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the U.S. Constitution, Article 1, Section 7 of the Washington State Constitution, as well as relevant statutes or case law. Deputies must be able to articulate specific facts and circumstances that support reasonable suspicion or probable cause for traffic stops, investigative detentions, arrests, or search and seizures.

Except as herein provided, deputies shall not consider race/ethnicity in establishing either reasonable suspicion or probable cause. Deputies may, however, take into account the reported race/ethnicity of a specific person based on credible or reliable information that links specific suspected unlawful activity to a particular individual or group of associated individuals of a particular race/ethnicity, in the same way they would use specific information regarding age, height, weight, etc. Race/ethnicity can never be used as the sole basis for probable cause or reasonable suspicion.

### **20.10.2 Preventing Perceptions of Racially Biased Policing**

In an effort to prevent perceptions of racially biased policing, deputies shall utilize the following strategies when contacting individuals:

1. Be courteous and professional.
2. Introduce themselves and explain to the person the reason for the contact as soon as practical, unless providing this information will compromise the investigation or the safety of deputies or other persons.
3. Ensure that the length of the contact is no longer than necessary to take appropriate action for the known or suspected offense and that the person understands the purpose of reasonable delays.

4. Answer any questions the person may have, including explaining options for the disposition of traffic citations, if relevant.
5. Provide your name and call sign when requested.
6. Apologize and/or explain if it is determined that the person contacted is not involved or was mistakenly identified.

### **20.10.3 Violations**

Any reported violations of this policy will be investigated and may result in disciplinary actions consistent with established office policy.

### **20.10.4 Supervisor's Responsibility**

Supervisors shall ensure all personnel of their command are familiar with the content of this policy and are operating in compliance.

### **20.05 Training**

The Sheriff's Office will provide training regarding racially biased policing to include current issues, trends, and legal updates. The purpose of this training will be to not only communicate the prohibition against racially biased policing, but to also provide staff with information regarding how the public perceives law enforcement practices as being biased based.

### **20.10.6 Review**

An annual review of this policy and racially biased policing in general will be completed by the Undersheriff and the Chief Deputy of Operations. The review shall include documentation of training, any racially biased policing issues which were addressed during the review period, and any complaints alleging racially biased policing.



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## 21.1 JUVENILE ARRESTS

Investigations involving juveniles do not differ from any other investigation in terms of either technique or procedure, except as provided below. For juveniles who have not violated the law but who are runaways, or dependent, or neglected children, deputies should take necessary action to protect the juvenile's welfare, consistent with RCW 13.32A, 13.34, and/or 26.44.050.

Matters involving the investigation of juvenile delinquency and/or dependency shall be the responsibility of the Operations Bureau, as directed by that Bureau Chief.

## 21.2 RELEASE OF JUVENILES

In considering the release of juveniles, a deputy will determine the facts of the case, obtain all necessary report information, and will see that the juvenile can be released to the proper person. In the event that the parent or guardian cannot respond or be immediately located, the juvenile will be transported to a designated Child Protective Services location where the juvenile will be housed until the parent or guardian can be located. The juvenile may be released at the discretion of the shift supervisor to some other adult or relative, or be placed in the Youth Service Center if the juvenile is being detained for a criminal offense. Unless ordered by a court, no juvenile shall be released to themselves.

## 21.3 REFERRAL TO INTAKE

The Sheriff's Office will refer juveniles to intake under the following criteria.

### 21.3.1 *Felony Arrests*

Where probable cause exists to believe a juvenile has committed a felony crime, the investigating deputy(s) will submit reports that accurately and completely articulate all of the facts and elements that support the charge. All juveniles arrested for felony offenses will be transported to the Thurston County Youth Services Center for processing. The case will then be forwarded to the Thurston County Prosecutor's Office for their consideration and disposition.

### 21.3.2 *Gross Misdemeanors and Misdemeanors*

All gross misdemeanors and misdemeanor cases shall be submitted to the Thurston County Prosecutor's Office for their consideration and disposition, where probable cause exists to believe a juvenile has committed an offense.

### 21.3.3 *Completion of Juvenile Intake Report*

The arresting deputy will follow current procedures for booking juveniles, as outlined by the Thurston County Youth Services Center.

### **21.3.4    Notification of Parents/Guardian**

The arresting Deputy shall, in all cases, inform the juvenile's parents or guardian of the circumstances of the arrest, as soon as practical.

## **21.4 PROTECTIVE CUSTODY**

The Sheriff's Office will take juveniles into custody whenever the juvenile has been harmed or is in danger of being harmed, and under circumstances authorized by state law. It is the policy of the Sheriff that all Thurston County Sheriff's Office law enforcement deputies will follow any current juvenile custody laws of the State of Washington.

Thurston County Sheriff's Office policy is that a deputy will take a juvenile into custody as a Youth at Risk if the juvenile is absent from parental custody without consent (which is required by RCW 13.32A.050); or the deputy reasonably believes, considering the juvenile's age, location and time of day, that the juvenile is in circumstances which constitute a danger to the juvenile's safety; or the agency legally required to supervise the juvenile has reported the juvenile runaway from placement; or the court has issued an order to take the juvenile into custody for violation of a placement order.

The juvenile taken into custody by Thurston County Sheriff's Office shall be informed of the reason for such custody and transported home, to a designated crisis residential center or the home of a responsible adult. The name, address and telephone number of the parent, adult or agency accepting responsibility for the release shall be documented in the custody report, as well as verification that notice of appropriate services in the community has been completed. [Refer to RCW 13.32A.060(1)].

If a deputy places the juvenile with a responsible adult, other than the parent, the Department of Social and Health Services shall be immediately notified of the placement and the reason for taking the juvenile into custody. [Refer to RCW 13.32.070(1)].

## **21.5 JUVENILES IN CUSTODY**

The Sheriff's Office will assure constitutional advisement of rights to juveniles, prompt placement in the juvenile facility, and system explanation to juveniles prior to interview or interrogation.

### **21.5.1    Advisement of Rights**

All juveniles who have been taken into custody for a criminal offense shall be advised of their constitutional rights to counsel. Full Miranda notification shall be given, when necessary. The juvenile rights warning will be included in this advisement.

### **21.5.2    Administering of Medical Treatment**

If, at the time the juvenile is taken into custody, an injury or medical problem is evident, medical treatment will take precedence over the investigation.

### **21.5.3    Incarceration**

If a juvenile is to be incarcerated or placed out of the home, the action will take place as soon as practical.

## **21.6 JUVENILE RECORDS**

The Chief Services Deputy is responsible to ensure that practices and procedures are established and followed pursuant to RCW 13.50. The collection, dissemination, and retention of juvenile information will be accomplished in accordance with the following provisions:

### **21.6.1 Collection**

The collection of juvenile information by means of reports, field interviews, and arrest records.

### **21.6.2 Dissemination**

Dissemination of juvenile records is governed by RCW 13.50, RCW 10, and the Juvenile Justice Act.

Access to juvenile records is restricted to a need-to-know basis only. Information will only be released to criminal justice agencies who are authorized under state law to receive juvenile arrest information. Information pertaining to the name, address, date of birth, telephone number, and parents' name is released to victims who are eligible to receive such information for the purpose of restitution. Juveniles who are arrested and their parents are permitted access to their own record upon demand to verify that record.

### **21.6.3 Retention**

Retention of juvenile records is governed by the State General Records Retention Schedule, reference RCW 40.14.070 and WAC 414-24-050.

### **21.6.4 Expungement**

The expungement of juvenile records is governed by RCW 13.50.010 through 13.50.150.

### **21.6.5 Sealing and Destruction of Juvenile Records**

It is the policy of this office to comply with the minimum requirements of RCW 13.50.050 for the sealing and destruction of juvenile records.





## Office of the Sheriff

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### 22.1 UNUSUAL OCCURRENCE PLANNING

Planning preparedness should be considered flexible enough to meet the demands of any given emergency operation, whether it be multiple law enforcement responses and/or an established incident command. However, nothing shall restrict a member from deviating from this guideline when a particular situation requires reasonable alteration. Justification may be required at the conclusion of the incident. Unusual occurrence response planning will be the responsibility of the various Chiefs as follows:

#### **22.1.1 Chief Deputy of Operations**

- \* Hostage situations
- \* Barricaded persons
- \* Sniper incidents
- \* Bomb threats
- \* School district unusual incidents
- \* Major criminal death scenes
- \* Roadway haz-mat spills and explosions
- \* Human viral agent medical threats
- \* Multiple vehicle collisions
- \* Civil disturbances and demonstrations
- \* Mass arrest functions:
  - ◆ Athletic events
  - ◆ Parades/races
  - ◆ Fireworks displays
- \* Terrorist incidents

#### **22.1.2 Chief Deputy of Corrections**

- \* Jail response plan:
  - ◆ Riots
  - ◆ Escapes
  - ◆ Emergency evacuation
- \* Mass arrest booking and housing

#### **22.1.3 Chief Deputy of Services**

- \* Natural and manmade disasters, such as, but not limited to:
  - ◆ Aviation, marine and railway accidents
  - ◆ Fires
  - ◆ Power Failures
  - ◆ National emergencies
  - ◆ Nuclear emergencies
  - ◆ Search and Rescue operations
  - ◆ Earthquakes
  - ◆ Volcanic eruptions
  - ◆ Flooding
  - ◆ Dam failure
  - ◆ Windstorms
  - ◆ Ice and hail storms
  - ◆ Mudslides

- ◆ Building collapses
- ◆ Pipeline leaks and explosions

#### **22.1.4      Planning Consideration Should be Given to Identify**

- \* Planning assumptions, i.e. problems we might encounter in planning
- \* Hazard identification and vulnerability analysis (HIVA)
- \* Emergency support functions (ESF's)
- \* And possible appendices, such as:
  - ◆ Acronyms
  - ◆ Terms and definitions
  - ◆ Authorities and directives
  - ◆ Letters of agreement
  - ◆ Memos of understanding
  - ◆ Mutual aid agreements
- \* Mitigation issues
- \* Financial impacts
- \* Preparedness activities
- \* Response activities
- \* Recovery activities
- \* Current organizational chart
- \* Emergency mobilization plan, policy 24.5
- \* Time sheet completion to document human resources
- \* Photographing and/or video-taping on the scene or video-copying from television broadcasts to help identify suspects committing crimes

The following emergency support functions will be identical (when applicable) for both civil disturbances and natural/manmade disasters:

- \* Mobilization and response
- \* Communications
- \* Field command posts
- \* Casualty information
- \* Court and prosecutorial liaison
- \* Media/public information and community relations
- \* General liaison with local agencies
- \* Legal considerations
- \* Mutual aid
- \* Military support (National Guard)
- \* Public agency security
- \* Traffic control
- \* Juvenile offenders
- \* Equipment requirements
- \* De-escalation procedures
- \* Rumor Control
- \* Availability for command
- \* Post occurrence duties
- \* After-action reports and financial accountability
- \* Transportation
- \* Arrest and confinement procedures
- \* Mitigation activities

## **22.2 NATURAL AND MANMADE DISASTERS**

Planning for disaster response will be the responsibility of the County Roads and Transportation Services Department Director. Actual search and rescue activity or criminal investigation and

counter-terrorism will be the responsibility of the Sheriff's Office. The following subjects are covered by plans: (are now called ESF's – Emergency Support Functions)

(See the most current Comprehensive Emergency Management Plan on file with the Chief Services Deputy)

|            |   |
|------------|---|
| ESF #1     | Transportation and Evacuation               |
| ESF #2     | Communications and Warning                  |
| ESF #3     | Public Works and Engineering                |
| ESF #4     | Fire Services                               |
| ESF #5     | Analysis and Planning                       |
| ESF #6     | Mass Care/Shelter                           |
| ESF #7     | Resource Management                         |
| ESF #8     | Health, Medical and Mortuary Services       |
| ESF #9     | Search and Rescue                           |
| ESF #10    | Hazardous Materials                         |
| ESF #11    | Food, Water, Donated Goods                  |
| ESF #12    | Energy and Utilities                        |
| ESF #13-19 | (Reserved for federal expansion provisions) |
| ESF #20    | Military Support to Civil Authorities       |
| ESF #21    | Recovery and Restoration                    |
| ESF #22    | Law Enforcement                             |
| ESF #23    | Damage Assessment                           |
| ESF #24-29 | (Reserved for state expansion)              |
| ESF #30    | Direction and Control                       |
| ESF #31    | Public Information                          |
| ESF #32    | Administration and Finance                  |
| ESF #33    | Solid Waste Management                      |
| ESF #34    | Inter-government Coordination               |
| ESF #35-39 | (Reserved for county expansion)             |
| Annex A    | Counter-Terrorism                           |

### **22.2.1**     **Emergency Operations Center**

Sheriff's Administrators may request the EOC to open in order to facilitate rapid support to field disaster responses. Other personnel may also be designated to open and staff the EOC, with interaction with the Emergency Management Program Director. We will also follow any current state and federal disaster plan.

### **22.2.2**     **De-Escalation Procedure**

It is the responsibility of the Emergency Management Program Director to keep the Sheriff apprised of the progress and status of each incident. The Sheriff will be responsible for determining at what point and how the committed resources of the Thurston County Sheriff's Office shall be returned to normal non-emergency status in incidents of natural and manmade disasters.

### **22.2.3**     **After-Action Reports**

It is the responsibility of the Emergency Management Program Director to complete an after-action report at the completion of any major incident.

#### **22.2.4 Post Occurrence Duty**

During and at the conclusion of any major disaster, either natural or manmade, the Chief Criminal Deputy shall be responsible for ensuring security of life and property within the disaster area.

#### **22.2.5 Media Relations**

Citizens or media questions should be referred to the Sheriff or designee in order to serve the public in an accurate manner.

### **22.3 EMERGENCY MOBILIZATION POLICY**

The Sheriff's Office will have an emergency mobilization plan, including the following provisions:

- A. Communications and Reports – All personnel have a primary responsibility to communicate all pertinent emergency information upward to the next higher levels of authority. Periodic progress reports shall include:
  - 1. Current developments of the incident.
  - 2. Control measures implemented.
  - 3. Prognosis of the overall situation.
  - 4. Equipment and human resource needs, including what resources are already at the scene.

#### **22.3.1 Alert Stages**

At the direction of the Sheriff or designee:

##### **A. For Mobilization:**

- 1. First Stage – Upon receiving an emergency alert, the Incident Commander will immediately call and notify the Sheriff of the emergency, or the Sheriff's next ranking deputy if the Sheriff is not available. The determination as to the degree of mobilization will be made at the time.
- 2. Second Stage – Upon receiving the direction for the mobilization or information dissemination, the Incident Commander will notify each Mid-Manager or First-Line Supervisor of the matter, who will in turn notify their personnel. In the absence of a Mid-Manager or First-Line Supervisor, the next ranking deputy on shift will be notified.

Each First-Line Supervisor will notify the Incident Commander of the results of their calls and their estimated arrival time to the scene or command post.

- 3. Third Stage – All members must report at scheduled times and locations. If employees are unable to appear for work due to roads blocked, power dangers or other disaster level reasons, then employees must find another method to communicate with the Sheriff's Office. Examples could be to use CB radio, ham radio, walk to a working phone, or flag down any county vehicle to report in. Anyone believed missing for more than 24 hours will trigger an attempt to check on that employee/family. However, all members need to realize that it may not be possible to send someone to

determine health and availability of everyone. The Sheriff's Office is a **VITAL PUBLIC SERVICE** to the entire community, not only a specific few. All members are cautioned to do their own community networking **NOW** and be well prepared at home to survive for 72 hours following a disaster.

4. Types of Alert Status – There are three types of alert status that will be used in the notification of law enforcement personnel:
  - a. On-Call Alert – All members are on-call and will keep the office advised of their location and provide them with a phone number where they can be reached. Deputies must be prepared to respond to the designated assembly point, fully equipped, 45 minutes after notification.
  - b. Standby Alert – Members will equip themselves, remain at home and be prepared to respond to the assembly point immediately upon notification.
  - c. Duty Alert – Members will report immediately to the assembly point in full uniform prepared for an indefinite tour of duty. The duty alert will include the location of the assembly point. All vacations, sick, or days off of any kind will be canceled during the occurrence.

B. For Activation of the EOC (Emergency Operations Center);

1. Level I

- a. Limited staffing
- b. Support for CAPCOM
- c. Support for field Command Post
- d. Public information
- e. News media information
- f. Setting up and testing equipment
- g. Initial contacts with appropriate agencies
- h. Limited staffing

2. Level 2 (Intermediate)

- a. Take over some CAPCOM duties
- b. Take over some duties of field Command Post
- c. More public information
- d. More news media information
- e. All equipment operational
- f. Planning with appropriate agencies
- g. Briefing of emergency plan officials
- h. Increased staffing

3. Disaster

- a. EOC fully operational
- b. Disaster in progress
- c. Emergency plan officials on duty
- d. Control shifts from CAPCOM to EOC
- e. Emergency plan officials now making decisions
- f. Full staffing and 12-hour shifts around the clock of EOC personnel
- g. Several field command posts

### **22.3.2    Primary and Alternate Assembly Areas**

The primary assembly area is the courthouse employee parking lot, adjacent to the Red Lion Hotel. Currently, the alternate EOC location is the Tilley Road County Shop. Others will be determined by the specific nature of the mission.

### **22.3.3    Equipment Distribution**

Any equipment to be distributed will be done so in accordance with the guidelines of the County Comprehensive Emergency Operations Plan.

### **22.3.4    Special Task Force Activation**

May be activated by the Sheriff, Undersheriff, Chief Deputy, or designee and shall:

1. Establish a Command Center.
2. Evaluate and update Thurston County Sheriff's Office needs.
3. Establish a Staging Area to coordinate personnel and equipment for effective control of the incident.
4. Order the use of special equipment (if time does not permit authorization through the Chief Services Deputy).
5. Coordinate communications with assisting outside agencies.
6. Organize a critique at the completion of the Emergency Operation.

### **22.3.5    Key Personnel Designations**

These will be determined on a case-by-case basis, unless otherwise controlled by the Thurston County Comprehensive Emergency Operations Plan.

### **22.3.6    Transportation Assignments**

Assignments will be coordinated with the County Comprehensive Emergency Operations Plan.

### **22.3.7    Command and Control**

Will be the responsibility of the Sheriff or designee, and will handle:

1. The issuance of appropriate instructions for the purpose of ensuring coordinated and effective deployment of personnel and equipment for control of the incident and for providing effective law enforcement services to the remainder of the county.
2. The monitoring of law enforcement activities (the coordination of effort between the Task Force Commander and the Field Commander, as well as the coordination of the entire organization with outside agencies).
3. The informing of higher authorities (County Commissioners, Governor, etc.) of law enforcement activities, upon request or when appropriate.
4. The constant evaluation of incoming information in order to keep apprised of the scope and direction of the incident.

5. Requesting any necessary assistance from county or city departments, law enforcement agencies, or other State and Federal agencies.
6. The coordinating of law enforcement operations consistent with the County Comprehensive Emergency Operations Plan.
7. The review of requests and authorization for use of special equipment (whenever possible).

### **22.3.8      Emergency Mobilization Plan Rehearsals**

Rehearsals or Trainings will be determined by the County Comprehensive Emergency Operations Plan.

## **22.4 CIVIL DISTURBANCE**

This plan is a guide to all employees when preparing for police control of an anticipated event having the potential for civil disorder.

Exception: Nothing contained herein shall restrict a member from deviation from this guide when a particular situation requires it. However, justification for such deviation may be required at the conclusion of the incident.

### **22.4.1      Appropriate Implementation**

The provisions of this plan shall be utilized whenever any member becomes aware of a public activity involving;

1. Demonstrations – Protests, marches, sit-ins, etc.
2. Labor Disputes – Strikes, boycotts, picketing, etc.

### **22.4.2      Law Enforcement Mission**

The mission of the Thurston County Sheriff's Office in handling these types of law enforcement incidents is the protection of life and property and keeping the peace, as well as, safeguarding the constitutional right of all involved parties to the peaceful expression of opinion.

### **22.4.3      Law Enforcement Objective**

The objectives of the Thurston County Sheriff's Office in handling these types of incidents are:

1. To adhere to a strict policy of neutrality.
2. To adhere to a strict Unity of Command, thus reducing the possibility for incident escalation and/or loss of police control through nonessential police actions.
3. To take immediate steps at the on-set of any escalation of hostility, to quickly defuse the situation.
4. To initiate enforcement actions only as a last resort, when all else fails.

#### **22.4.4    Law Enforcement Response**

These types of incidents normally are considered to require only a Stage I Alert with minimum potential for escalation.

#### **22.4.5    Anticipated Event Reporting**

The timely accumulation and forwarding of information concerning planned demonstrations and/or labor disputes, increases the Sheriff's Office's ability to pre-plan its responsive handling of such events.

In that the Operations Bureau has the primary responsibility for handling such incidents; information concerning any anticipated event shall be forwarded and processed in the following manner.

1. All personnel have a responsibility to relay any information concerning anticipated events to the Patrol Shift Supervisor of any shift.
2. Patrol Shift Supervisors receiving such information shall utilize the resources available to attempt to ascertain the veracity of facts and/or solicit investigative assistance in qualifying the information. All information, whether confirmed or not, shall be forwarded to the Chief Deputy of Operations, via the chain of command. This information should be accompanied by an account of those activities already performed or planned by the Patrol Shift Supervisor(s).
3. Patrol Shift Supervisors shall notify the Chief Operations Deputy, via the chain of command and review all information in determining the appropriate level of deputy response.
4. If the anticipated event may affect more than one shift and/or require the assignment of additional personnel, the Patrol Shift Supervisor shall notify the other affected Patrol Shift Supervisor(s), Patrol Division Captain, and the Chief Deputy of Operations.
5. The Chief Deputy of Operations shall determine that individual who will be delegated the authority and responsibility for the preplanning and operational control of the anticipated event. In most instances, preplanning will be accomplished by the Operations Bureau.

### **22.5 EQUIPMENT INSPECTIONS**

Any equipment maintained by the Thurston County Sheriff's Office that is designated for emergency operations will be inspected by the respective division heads, unit supervisors, or watch commanders on a monthly schedule for operational readiness.

### **22.6 EMERGENCY OPERATIONS PLANS**

The Sheriff will issue copies of Emergency Operations Plans to all supervisors within the agency. The plans will be reviewed and updated on an ongoing basis by the Administration, and all supervisors are required to notify upper managers when any modification is found advisable, due to experience or oversight. Examples of written concern are:



### Operations/and/Administration:

- \* Response plans and maps to schools and correctional facilities
- \* Robbery, alarms and bomb threat procedures
- \* Code Zebra
- \* Methamphetamine lab response
- \* Helicopter operations procedure
- \* Natural and manmade disaster plan
- \* Civil disturbances plan and response guide
- \* Emergency mobilization plan
- \* Copies of any mutual aid agreements
- \* Corrections emergency evacuation plan
- \* Details jail response plan
- \* Hate crime procedure
- \* Emergency mobilization plan
- \* Mass arrest procedure
- \* Blood borne pathogen exposure plan/procedure
- \* Employee accident reporting form
- \* Current bargaining unit agreements
- \* Complaints against sheriff's personnel procedures
- \* Affirmative action plan and non-discrimination policies
- \* Detour route maps
- \* Juvenile court building emergency plan
- \* Information on dealing with foreign diplomatic and consular personnel
- \* Lake maps
- \* Employee final termination process checklist

### Corrections: (The following procedures are maintained in the TCCF Internal Procedures Manual)

- \* Detailed jail response plan
- \* Corrections emergency evacuation plan
- \* Emergency mobilization plan
- \* Natural and manmade disaster plan
- \* Mass arrest procedure
- \* BBP exposure plan/procedure
- \* Employee accident reporting form
- \* Current bargaining unit agreements
- \* Complaints against sheriff's personnel procedure

### County-wide Comprehensive Emergency Operations Planning

The Sheriff's Office is a working partner with the program and will comply with the county planning and manual, and interact with the county emergency management program director and staff. The Sheriff's Office supports the use of the Incident Command System and National Incident Management System for emergency operations planning. Their office is located at the CAPCOM/Emergency Center. Planning is reviewed in perpetual process and housed in the Emergency Operations Center.

## **22.7 CORRECTIONAL FACILITIES**

Any response by local law enforcement agencies to the Thurston County Corrections Facility operation in Thurston County will be governed by any mutual aid agreement in effect at the time.

The primary responsibility for planning and implementation rests with the Thurston County Sheriff's Office. The Thurston County Corrections Facility shall maintain an emergency evacuation plan in cooperation with the agency's overall emergency plan.

## 22.8 SITUATION MAPS

The Thurston County Sheriff's Office has situation maps available in the SWAT van. Operations Bureau and Corrections Bureau supervisors have situation maps relevant to their job functions, such as emergency response plan maps or sketches. Other situational maps are available with the County Emergency Management Division.

## 22.9 COMMAND AND CONTROL

The Sheriff will cooperate with all other local law enforcement agencies in the county during any unusual occurrence impacting civil law enforcement resource. Members will adhere to any needs required by the existing county-wide Emergency Management Plan.

A field command shall be established whenever an incident requires the response of multiple police units and/or an established incident command for the on-scene coordination of police activities.

### **22.9.1 Primary Responsibility**

The Operations Bureau and/or Services Bureau, depending on the type of emergency, shall retain the primary responsibility for the command and control of resources during emergency operations.

### **22.9.2 Chain of Command**

The operational structure of the Sheriff's Office may be modified during emergency operations. When necessary, an Incident Command Post and/or the Emergency Operations Center may be activated and staffed.

Whenever a law enforcement incident requires the establishment of an Incident Command, the office chain of command for line control of the incident will be as follows:

1. Sheriff
2. Undersheriff
3. Chief Operations Deputy
4. Chief Services Deputy
5. Patrol Division Captain
6. Patrol Shift Lieutenant
7. Sergeant assigned to the scene of the incident.
8. Deputy assigned to the scene of the incident.

### **22.9.3 Assuming Field Command**

In an on-view situation or during the initial stage of an emergency incident investigation, the first deputy on the scene (senior deputy if more than one deputy arrives simultaneously) shall assume and retain Field Command until relieved by a First Line Supervisor or command level deputy (Mid-Manager or above).

The supervisor of any cross-jurisdictional operation will be that senior supervisor within the geographical area of the primary jurisdiction. The initiating agency members and supervisor will come under the direction of that geographical jurisdiction supervisor. At the point of change in jurisdiction, members will be accountable to be cognizant of:

1. Code Zebra

2. Mutual Aid Agreements
3. Mutual Aid Peace Officer Powers Act

#### **22.9.4 Field Command Exception**

The modification of the office's organizational structure for line control during an emergency situation does not supersede the office's established chain of command. This means that any command-level deputy in the deputy's normal chain of command may assume command and responsibility for the police function at any time during the police emergency situation. When this occurs, however, the office's Field Commander must be specifically informed that they have been relieved of their command and Communications and/or the office Command Post notified of the new Field Commander.

#### **22.9.5 Presence of a Command Level Deputy at the Scene of a Law Enforcement Incident**

The appearance or mere presence of a recognized supervisor at the scene of a law enforcement incident shall not indicate their assumption of command. However, should this command level deputy issue orders and/or direct the activities of any personnel, they then automatically assume the Incident Commander position and must follow the procedure outlined under this policy. If this command level deputy wishes to remain at the scene in an advisory capacity to the actual Incident Commander, they must not issue orders or direct the activities of police personnel.

#### **22.9.6 Incident Commander – Authority**

- A. When the Sheriff, Undersheriff, or Chief Deputy has personally appointed an Incident Commander, this deputy will be relieved of command by only the Sheriff, Undersheriff or Chief Deputy.
- B. The Incident Commander, regardless of rank, shall have complete authority and responsibility for conducting the field operations of the Sheriff's Office for the duration of the emergency, or until relieved of command normally by the Sheriff, Undersheriff or Chief Deputy.
- C. All personnel assisting in or assigned to the involved area shall be subject to the direct command and supervision of the Incident Commander.

#### **22.9.7 Relieving the Incident Commander**

- A. When the Incident Commander is physically or mentally unable to perform their duties, a deputy of equal or junior rank may relieve the Incident Commander by identifying themselves and informing the Sheriff or designee.
- B. Whenever feasible, the deputy who plans to relieve the Incident Commander shall communicate their reasons and intentions to the Sheriff, Undersheriff or Chief Deputy prior to initiating such action.
- C. Whenever a Incident Commander is relieved as indicated above, the deputy who assumes Incident Command must be prepared to substantially justify their actions.

### **22.9.8    Change of Overall Command – Major Crime Scenes**

- A. After an emergency operation involving a major crime scene has been resolved and the Incident Commander decides that the Patrol Division has fulfilled its primary responsibilities, on-scene command of the incident shall pass to the Investigations Division for further investigation or follow-up.
- B. A supervisory deputy from the Investigations Division shall therefore assume Incident Command of the scene at this point and follow the procedure.
- C. All personnel from other Divisions will continue to assist as needed, obeying orders and directives given by the Investigations Division supervisor (Incident Commander), and remain on their assignments until properly relieved by that Incident Commander.

## **22.10 MASS ARREST INCIDENTS**

The Mass Arrest Policy applies to any situation where a large number of individuals will be arrested due to a significant event or unusual occurrence. These arrests can be during, but not limited to the following types of events:

- 1. Unlawful assembly
- 2. Disruption of vehicle, rail, air, marine, or pedestrian traffic
- 3. Rioting
- 4. Looting
- 5. Destruction of private or public traffic
- 6. Any other event or incident deemed necessary by the Sheriff or his/her designee

In all situations, it will be the determination of the on-scene incident commander if and when to activate the mass arrest directive.

### **22.10.1    Location Criteria**

- A. The facility should be located out of sight of the scene of the mass arrest, by the concurrence of both Corrections and Patrol supervisions.
- B. The facility should be large enough accommodate the anticipated number of prisoners, all processing procedures, and the storage of necessary supplies. Planned locations will likely change due to availability, but will be at least an annual decision by executive management.
- C. Accommodations will be made to keep arrested persons of different genders separate from one another.
- D. When feasible, possible arrangements will be made to keep persons arrested with different points of view separated from one another. This may not be possible due to space and time constraints.
- E. If transportation to jail is not immediately available, shelter, warmth, toilet facilities, food, water and security of the prisoners will be required. Those facilities may be rented or purchased from private vendors when no other option is possible, and triggered through chain of command.

### **22.10.2 Staffing of Field Booking Facilities**

The on-duty supervisor will be in command until relieved by the on-call Incident Commander. Refer to the Mass Arrest Operational Directive for procedural guidance.

## **22.11 ANNUAL REVIEW**

This manual and the unusual occurrence plans contained within this manual will be reviewed annually by the Administrative staff members of the Thurston County Sheriff's Office. An ongoing process of review and update revisions to the plans or manual will be conducted by the policy manager, who will be responsible for making recommendations for changes to the appropriate Captain or affected Bureau Chief(s).



Office of the Sheriff

THURSTON COUNTY

## 23.1 TRAFFIC FUNCTION

The Patrol Division of the Thurston County Sheriff's Office is responsible for the enforcement of traffic laws, the investigation of traffic accidents, and the direction of traffic when there is congestion or safety concern. Patrol Deputies will exercise enforcement actions through their discretionary powers with common sense judgment and fairness.

### 23.1.1 Objectives

- A. The reduction of traffic collisions and injuries.
- B. The safe and expeditious flow of vehicular and pedestrian traffic.
- C. The public's voluntary compliance with traffic regulations.

### 23.1.2 Methods

- A. To accomplish these objectives, the Thurston County Sheriff's Office may:
  - 1. Attempt to educate the public of traffic regulations through programs intended to identify specific problems; i.e., the Citizen Speed Watch Program.
  - 2. Compile and make public traffic accident and injury statistics.
  - 3. Take enforcement action as needed, to include issuance of verbal and/or written warning notice, notice of infractions, and/or citation(s) and/or physical arrest.
  - 4. Engage in special enforcement programs and/or emphasis patrols singularly or with other law enforcement agencies DUI emphasis program.
  - 5. Give notices and warnings of changes in traffic regulations prior to taking enforcement action.

## 23.2 TRAFFIC RECORD SYSTEM

The Sheriff's Office system of recording traffic accident and enforcement data is two-fold.

- A. Enforcement data will be channeled by the Records Division to the Chief of Operations.
- B. Reportable data will be reported to the Washington State Patrol, who yearly shares with us a copy of the Abstract of Motor Vehicle Traffic Collisions.

## **23.3 CONTENTS OF TRAFFIC RECORDS SYSTEM**

The Sheriff's Office Records Section will maintain a traffic records system that includes the retention, processing, maintenance, release and distribution of records.

### **23.3.1 Maintenance of Traffic Information**

The Records Section shall maintain complete information of all traffic accidents and traffic citations, whether criminal or infraction in nature.

It will be the responsibility of the Records Section to process all incoming traffic information in a timely manner. Traffic violation information will be logged as directed by the State Auditor.

All traffic information will be maintained in the records management system and be available for review by all divisions in the Office for their use, as needed.

### **23.3.2 Retention and Distribution**

Retention and distribution of traffic records will be in compliance with Washington State law.

### **23.3.3 Release of Information**

Release of traffic information will be in compliance with public disclosure laws.

## **23.4 TRAFFIC REPORT REVIEW**

The Sheriff's Office will utilize a process of interaction between our Patrol Traffic Supervisor (or designee), the County Traffic Engineer, and the County Road Division Risk Management Officer in order to attempt to determine the causes or contributions of traffic accidents. The Patrol Supervisor will review and ensure that all traffic reports are forwarded to the Records Division. Data to be collected should include location, time, date and any violation type.



**Office of the Sheriff**

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## **24.1 TRAFFIC LAW ENFORCEMENT**

Deputy Sheriffs will take enforcement action when traffic violations of a possible or actual accident causing nature occur in their presence, or when probable cause exists upon investigation of an accident or criminal traffic matter.

Deputies will use the following enforcement methods; a written notice of infraction/citation, written or verbal warning, or a custodial arrest for those traffic violations enumerated in R.C.W. 46.63.020. Enforcement of other traffic laws such as parking, equipment violations, and other non-hazardous violations is encouraged as assignment and/or workload permits. A N.O.I., written or verbal warning may be issued at the deputy's discretion

## **24.2 SPECIAL GROUP VIOLATORS**

Traffic violators should be handled fairly and in accordance with the laws of the land.

### **24.2.1 *Non-Residents***

Unless a traffic law is unique to our area, no immunity should be granted to any person because that person is not a resident of this community.

### **24.2.2 *Juveniles***

Juveniles sixteen and seventeen years of age can be cited and handled as adult violators. Juveniles under the age of sixteen cannot be issued traffic citations or notices of infractions. Information regarding the violation will be forwarded to the Prosecutor's Office in the form of a field investigation report. The deputy should make an attempt to contact the violator's parent or guardian and inform them of the violation.

### **24.2.3 *Legislators***

During the legislative session, legislators are, "privileged from arrest in all cases except treason, felony and breach of the peace." (Article II, Section 16, Washington State Constitution). Legislators may be issued traffic citations and notices of infraction. They may also be taken into custody for the purpose of obtaining a breath test. Legislators should not be incarcerated for infraction or misdemeanor violations during the legislative session.

### **24.2.4 *Foreign Diplomats and Consulate Officers***

Foreign diplomats and consulate officers may be issued traffic citations and notices of infraction. They may also be taken into custody for the purpose of obtaining a breath test. Should a question of proper protocol arise, we will contact the U.S. Department of State Operations Center at (206) 647-2412 (24hrs).



#### **24.2.5    Military Personnel**

Military personnel may be issued traffic citations and notices of infraction. When a custodial arrest is made of military personnel, the arresting deputy should notify the individual's home base. If this is not possible, the deputy should contact the nearest base of the same branch of service and notify them of the detention.

#### **24.2.6    Training**

Members will receive entry-level and subsequent periodic training on the handling of special group violators, and the training will be done by the supervisors.

#### **24.2.7    Arrest and Detention of Other Foreign Nationals**

Members will confer with supervision to assure that dealing with arrests and detention of Foreign Nationals follows the current U.S. Department of State Consular notification protocols.

### **24.3 INFORMATION PROVIDED TO VIOLATORS**

Upon issuance of a notice of infraction or citation, the deputy will inform the violator of the following:

- A. The location of the court;
- B. Whether or not the violation requires a mandatory court appearance;
- C. The date of the court appearance, if applicable;
- D. Whether the motorist may be allowed to enter a plea and/or pay a fine by mail or otherwise; and
- E. The location of the instructions on the front and back of the infraction or citation.

### **24.4 UNIFORM ENFORCEMENT**

The following uniform enforcement policies regarding the below enumerated traffic violations are necessary in order to provide a fair and reasonable approach to traffic enforcement, and to promote the public acceptance of traffic enforcement.

#### **24.4.1    Driving Under the Influence of Alcohol/Drugs**

Because of the negative impact on society by the impaired driver, it is the Office's policy to vigorously seek out and arrest the impaired driver.

#### **24.4.2    Speed Violations**

A Notice of Infraction or a written or verbal warning may be issued at the deputy's discretion.

#### **24.4.3    Other Hazardous Violations**

Deputies will take enforcement action upon witnessing traffic violations of a possible or actual accident-causing nature.

#### **24.4.4    Equipment Violations**

Normally, warning citations will be issued for first offense equipment violations, unless the violations create a likely hazard to the public, then a notice of infraction may be appropriate.

#### **24.4.5    Non-Hazardous Violations**

Deputies are encouraged to work non-hazardous violations as assignment and work load permits.

#### **24.4.6    Multiple Violations**

No more than three (3) violations will be written on one citation form. Infractions and misdemeanors will not be cited on the same form. All traffic violations arising from the same incident should be cited into the same court.

#### **24.4.7    Newly Enacted Laws and/or Regulations**

Normally a period of public information and/or warnings will take place before written citations are issued regarding newly enacted laws and/or regulations.

### **24.5 EMERGENCY EQUIPMENT**

The use of emergency equipment by employees of the Thurston County Sheriff's Office shall be in compliance with RCW 46.61.035.

#### **24.5.1    Emergency or Hazard Lights**

Emergency lights and/or hazard lights will normally be left on during traffic stops or where any part of traveled portion of the roadway is obstructed. Spotlights may be used to illuminate a stopped vehicle.

#### **24.5.2    Units Authorized to Use Emergency Responses**

Only the primary responding unit and their initial back-up unit will use emergency responses, unless otherwise directed by their supervisor.

#### **24.5.3    Notification of Response Options**

Employees using response options will advise CAPCOM of their response, from where, and what type of response. Supervisors will monitor emergency responses and may modify or cancel units, as necessary.

#### **24.5.4    Training**

Entry-level FTO training and periodic EVOC Refresher update training will occur to remind deputies assigned with vehicles of their civil responsibilities and lawful use of Thurston County Sheriff's Office emergency equipment.

### **24.6 REPORTS**

Traffic citations; arrest, accident, and all other supplemental reports, will be completed and turned in before deputies go off shift unless given specific approval by their supervisor. Reports in which a

suspect is booked into the jail or juvenile facility must be completed before the employee goes off shift. Following approval by the shift supervisor, the above paperwork is routed through the Detective Supervisor for proper dissemination.

## **24.7 CONTACT WITH TRAFFIC VIOLATORS**

Deputies should maintain a positive and courteous demeanor when contacting traffic law violators, and shall present a professional image to the public during traffic stops by their dress, grooming, language, bearing and emotional control.

## **24.8 SPEED MEASURING DEVICES**

Speed measuring devices, referred to as radars may be used by Deputies for traffic enforcement when in compliance with this policy.

### **24.8.1 Radar Operation Training**

Deputies will not operate traffic radar devices until they have satisfactorily completed the Criminal Justice Training Commission Radar Operator course, or its equivalent, and have had practical experience supervised by a qualified radar operator. Upon notification of completion, the training deputy will enter the training in the deputy's training file.

### **24.8.2 Use of Devices**

Traffic radar devices will be used in accordance with the manufacturer's recommendations and instruction by State certified instructors.

### **24.8.3 Calibration Check**

Radar operators will check the calibration of the radar units in the course of their use. Radar units that do not calibrate correctly, or have any other malfunction, will be immediately taken out of service and the Patrol Captain notified.

### **24.8.4 Routine Maintenance**

Routine maintenance and certification of radar units will be done before a new unit is placed into service, and at least every two years for existing units.

### **24.8.5 Maintenance and Certification Records**

The traffic unit supervisor will maintain all radar maintenance logs and certification records and will ensure that all radar devices are properly maintained and certified, as well as maintain a manual for each different type of radar the Office uses.

## **24.9 TRAFFIC CITATIONS**

Deputies shall utilize the standard uniform citation issued by the office when taking enforcement action on infractions and misdemeanor criminal violations, unless a SECTOR unit is installed in the patrol vehicle. Properly completed citations must be submitted by the end of each shift.

1. All citations for criminal violations must be accompanied by a written report regarding this incident.
2. Records personnel will issue citation books to deputies who shall sign for them and accept responsibility for their safekeeping. Copies of all issued citations shall be maintained by records personnel. All citation books will be sequentially numbered, and a record shall be kept of which citations are issued to which deputies. Each citation is accountable by the deputy. Discrepancies will be explained to the traffic clerk so a proper notation can be logged.

#### **24.9.1    Lost or Stolen Citations**

If a citation or citation book is lost or stolen, the deputy to whom it was issued will immediately notify his supervisor and submit a memo explaining the circumstances. The supervisor will forward the memo through the chain of command to the Chief Civil Deputy.

#### **24.9.2    Spoiled Citations**

In accordance with RCW 46.64.010, citations not used or citations which have been changed for any reason will be notated "spoiled." They must be complete with all four copies present and they must contain a brief statement as to why they are spoiled citations. They shall also bear the signature of a supervisor and be witnessed by another person. It should be noted that at no time will a traffic citation be written to an individual and then canceled by the member without reason. Once the citation is "issued" it can only be disposed of by the court into which the citation where the defendant has either signed or has been booked for an offense and has been given their copy.



**Office of the Sheriff**

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## **25.1 REPORTING AND INVESTIGATING COLLISIONS**

All accidents that are investigated by a Deputy will be documented on either a Traffic Collision Report or other approved form.

The responsibility for investigating all traffic accidents occurring on state highways, interstates and freeways will belong to the Washington State Patrol.

Minor or non-injury collisions occurring on county roads will be investigated by the Sheriff's Office. The Washington State Patrol may be requested whenever a supervisor approves, depending on expertise required.

Traffic Fatalities/Vehicle Homicide – Whenever a traffic collision results in death or there is reasonable cause to believe that injuries sustained are likely to cause death, the collision will be investigated by the Washington State Patrol, whenever possible; otherwise, the Sheriff's Office Traffic Specialist will be requested by the on-duty supervisor to investigate, due to their expertise.

In the event of serious injury and/or fatality, it is the Shift Supervisor's responsibility to see that County Risk Management is notified.

Blood and urine tests will be requested and/or taken per current procedures and requirements, as defined by the RCW.

### **25.1.1 *Hazardous Materials***

The Patrol Supervisor will notify the chain of command and the Washington State Patrol, who will be the lead agency in hazardous materials spills on county roadways or rights of way. The Patrol Supervisor will also notify the Thurston County Public Works Risk Management Investigator for assessment of county liability and responsibility.

### **25.1.2 *Hit and Run & Driving Under the Influence Collision Scenes***

Completed police reports will be submitted to the Patrol Supervisor prior to the end of shift on all matters involving DUI or hit and run.

### **25.1.3 *High Visibility Vests***

Anyone who is assigned to a traffic control function will wear a reflective vest after dark while directing traffic, investigating traffic collisions, or any other circumstances requiring a person's presence on the street for an extended period.

## **25.2 DEPUTY RESPONSE**

Deputies Responding to Serious Traffic Collisions – This policy applies to all deputies assigned to patrol duties, recognizing that the WSP will be handling most of the serious collisions in Thurston County. Refer to Operational Directive “Accidents” for procedural guidance.

Deputies responding to collisions should consider public safety as their primary goal. Rendering first aid, providing traffic control, and detaining suspected violators are a priority at vehicle collision scenes.

## **25.3 ENFORCEMENT ACTIONS**

If a collision reveals probable cause to believe a traffic infraction or criminal violation occurred, the investigating deputy may issue a citation or notice of infraction to the violator(s).

### **25.3.1 Other Public Agencies Involved**

If an emergency vehicle belonging to a public agency is involved, the driver will not be cited for an infraction. Information regarding the accident will be forwarded to the driver’s agency for an internal review. Any disciplinary action will be the responsibility of the driver’s agency. Any enforcement action will be coordinated between the Thurston County Sheriff’s Office staff and the driver’s agency.

## **25.4 PRIVATE PROPERTY**

Deputies will not respond to accidents on private property except under the following circumstances:

1. The collision results in an Injury to person(s), or
2. The collision is a Hit and Run, or
3. There is a crime involved.

In the event of serious injuries resulting from the collision, the Washington State Patrol will be notified and requested to conduct the investigation.

## **25.5 EMERGENCY ASSISTANCE**

It shall be the policy of this office to offer reasonable assistance at all times to the stranded motorist.

## **25.6 CIVILIAN ESCORTS**

Employees are not to use county vehicles in lieu of an ambulance except under the most extreme emergency conditions and when no other reasonable alternative exists.

## **25.7 HAZARDOUS ROAD CONDITIONS**

Hazardous road conditions, such as holes in the road and missing road signs, will be reported to the appropriate agency responsible for road maintenance, either Thurston County or Washington State. When the conditions warrant traffic control, the responding deputy shall remain at the scene until relieved by the appropriate road department or the patrol shift supervisor.

## **25.8 HAZARDOUS MATERIAL CONTROL OR REMOVAL AND EMPLOYEE HEALTH, WELFARE, AND SAFETY**

The Sheriff's Office supervisory ranks will assure reasonable protection of the health, welfare, and safety of the general public and employees.

### **25.8.1 Deputy Responsibilities**

The primary Deputy on the scene will insure that innocent bystanders and motorists stay clear of potential danger, will secure the scene until fire personnel arrive, control traffic until relieved or the situation is resolved, and will report their actions to their supervisor.

### **25.8.2 Hazardous Material Control and Removal**

Deputies will continue to respond to hazmat situations as required by law and office policy. Nothing in this policy is intended to prevent a deputy from assisting in public safety or emergency medical situations when that deputy is in close proximity to same and is not en route to a priority call. The deputy shall inform their supervisor of this response, and the supervisor will monitor the level and length of this involvement.

## **25.9 ABANDONED VEHICLES – IMPOUND OF UNAUTHORIZED VEHICLES**

It is the policy of this office to insure the legal formalities governing the impound of vehicles are complied with, to protect the public from unwarranted interference in their activities and to insure that the public streets are not used to store unauthorized vehicles. This applies generally to all unauthorized vehicles, other than those acquired by or sold to a hulk hauler or registered disposer for resale as junk or scrap.

### **25.9.1 Unauthorized Vehicle**

"Unauthorized Vehicle" means a vehicle that is subject to impoundment after being left unattended on a highway for over twenty-four hours or is posing a hazard to public safety by blocking the lane of travel, and tagged as described in RCW 46.55.085.

### **25.9.2 Highway**

"Highway" means the entire right of way of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel; RCW 46.04.431.

## **25.10 TOWING**

Towing of vehicles by Office employees will follow applicable state law, county ordinance, and policy, where specified. An impound form will be completed and distributed as a record of the tow.

- The reasons to tow a vehicle include hazard, when evidence or for safe keeping.
- When to tow includes when owner of the hazard either refuses or is unable to remove the vehicle within 24 hours.

- County Sheriff's Office tow companies are those registered with CAPCOM, and are contacted in next order on the list, or contract tow companies for evidence vehicles to go to our evidence vehicle storage area.
- Records of the vehicles towed are initially stored at CAPCOM. Older tow records are to be channeled to the Records Division.





## Office of the Sheriff

### THURSTON COUNTY

## 26.1 MARINE VESSEL COLLISION INVESTIGATIONS

The office's Marine Services Unit (MSU) has the primary responsibility of ensuring safety and security on the public waterways of the county. This includes investigating boating accidents. If the MSU is unavailable, patrol deputies will investigate boating accidents.

### 26.1.1 *Definitions*

1. **Boat:** Any vessel or watercraft used or capable of being used as a means of transportation on the water. (Does not include inner tubes, air mattresses, small flimsy rafts, or flotation devices used as toys by swimmers.
2. **Operator:** An individual who steers, directs, or otherwise has physical control of a vessel that is underway or exercises actual authority to control the person at the helm.
3. **Owner:** A person who has a legal right to possession of a vessel by purchase, exchange, gift, lease, inheritance or legal action whether or not the vessel is subject to a security interest.

### 26.1.2 *Washington Boat Accident Investigation Report (BAIR)*

Deputies shall complete a BAIR for any boat accident involving the following:

1. Death,
2. Injury requiring treatment beyond first aid (i.e., hospitalization),
3. Missing person under circumstances that indicate death or injury,
4. Damage greater than \$2000 to any one boat or other property,
5. Hit and Run or
6. County boat or property is involved.

### 26.1.3 *Boating Accident Report – Operator*

The Washington Boating Accident Report must be completed by each vessel operator when the incident involves any of the following circumstances:

1. Death,
2. injury requiring treatment beyond first aid,
3. Damage greater than \$2000 to any one boat or other property,
4. Missing person under circumstances that indicate death or injury.

The investigating deputy shall instruct the vessel operators on how to complete the Boating Accident Report, and the time requirements for its submission to the Washington State Parks and Recreation Commission

### 26.1.4 *Impound of Vessels*

A deputy may impound a vessel under any of the following circumstances:

1. Probable cause exists to believe that the boat constitutes evidence of a crime or contains evidence of a crime,
2. The operator appears incapable of safely operating the boat,

3. The operator refuses or neglects to obey an order to proceed from or to an area following a citation or in an emergency,
4. The operator operates the boat in a negligent or reckless manner so as to endanger the safety of others or to interfere with the navigation of other watercraft; and the deputy believes that impoundment is necessary to cease such operation,
5. The vessel, watercraft, or obstruction appears unsafe for water transportation,
6. The vessel, watercraft or obstruction is obstructing a public launch ramp or dock.

The deputy will notify their immediate supervisor of the impending impound, and request the assistance of a Marine Services Unit Deputy to complete the impound process.



## Office of the Sheriff

## THURSTON COUNTY

### 27.1 INVESTIGATIONS

Investigations into allegations involving vice and organized crime will be conducted by the Detective Division. All information will be monitored by the Detective Division supervisor. These types of investigations will be conducted consistent with investigative methods utilized in other criminal investigations, remembering that confidentiality is of utmost importance.

#### **27.1.1 Case Assignments**

The Detective Division supervisor will assign cases to unit personnel. Cases requiring specialized skill, knowledge, and ability should be assigned to personnel having those credentials.

All cases assigned shall be logged in the case assignment book.

#### **27.1.2 Primary Investigator**

The detective assigned a case for follow-up will become the primary detective and is responsible for the conduct and results of the investigation.

#### **27.1.3 Major Cases**

In major cases, all supplementary reports, including records of statements, results of examinations of physical evidence, case report status, and all other reports shall be forwarded to the supervisor for review and approval.

In all major cases, i.e., murder, major sex offenses, arson, major burglary, drug cases, etc., or any case where there are extensive files involved, a major case folder will be constructed and maintained by the assigned detective.

#### **27.1.4 Suspension of Cases**

The Detective Division supervisor can authorize the suspension of an assigned case. The determination to suspend shall be based upon the following:

1. All leads have been exhausted;
2. Unavailability of Department resources;
3. Solvability factors;
4. Seriousness of the crime;
5. Impact on the community.

## **27.2 VICE CONTROL FUNCTION**

The responsibility for vice control and investigations involving vice complaints will be assigned to the Detective Division. The Detective assigned to gambling enforcement will also be assigned to vice control and investigations.

## **27.3 ORGANIZED CRIME CONTROL**

The responsibility for organized crime control and investigation is assigned to the Detective Division. The Detective Lieutenant is responsible for assigning investigations involving organized crime.

## **27.4 MAINTENANCE OF INTELLIGENCE INFORMATION**

Information on organized crime, narcotics, terrorism and other sensitive areas that is not part of the normal records management system should be forwarded to the appropriate intelligence agency for analysis, storage and dissemination. The Sheriff's Office will forward narcotics data to the Western States Information Network. Terrorism information will be forwarded to the Washington State Patrol Intelligence Section.

The Sheriff's Office will not maintain any intelligence database or files that are not part of the normal records management system and its various parts. Investigative information or data that involves the above sensitive areas that are part of active investigations can be maintained for the duration of the investigation, including adjudication, as necessary, but then should be included in the case file and forwarded to the appropriate agency, or eliminated.

## **27.5 CONFIDENTIAL FILES**

The Detective Division Lieutenant will maintain a confidential file on each confidential informant. This file will include:

- A. Biographical and background information
- B. Criminal history records, if applicable
- C. Payments made to the informant and information received
- D. The nature of the informant's operational involvement with the Sheriff's Office
- E. Code name or CI number of the informant
- F. File security classification

### **27.5.1    Informant Identity**

Members of the Sheriff's Office will not divulge the identity of persons giving confidential information, except as authorized by proper authority.

## **27.6 INTELLIGENCE FILES**

The Sheriff's Office will not maintain any intelligence database or files that are not part of the normal records management system and its various modules. Information on organized crime, narcotics, terrorism, and other sensitive areas shall be forwarded to the appropriate intelligence agency for analysis, storage and dissemination.

### **27.6.1    Dissemination**

- All narcotics data will be forwarded to the Western States Information Network. (WSIN)
- All Terrorism data will be forwarded to the Washington Joint Analytical Center. (WAJAC)
- All Organized Crime data will be forwarded to the Washington State Patrol Intelligence Section.

### **27.6.2    Collection of Information**

Intelligence information collected by the Thurston County Sheriff's Office shall be restricted to documents of criminal intelligence and related information from public record and media sources.

Information may be collected by any member of the Thurston County Sheriff's Office. Collection involves initial gathering of intelligence and collection of raw information. Initial collection of information is not considered intelligence. The data produced as a result of collation, evaluation, comparison and analysis is considered intelligence.

### **27.6.3    Illegal Activity**

No employee of the Thurston County Sheriff's Office will engage in any illegal activity while collecting intelligence information; nor will any member employ or direct another person to engage in the collection of intelligence information through illegal means.

### **27.6.4    Duration of Possession**

Investigative information or data that involves the above sensitive areas that are part of an active investigation can be maintained for the duration of the investigation including adjudication as necessary, but then should be included in the case file and forwarded to the appropriate agency or eliminated.

## **27.7    ONE PARTY CONSENT AUTHORIZATION**

The Omnibus Bill of 1989 (SHB 1793) has a provision allowing for the tape recording of certain conversations involving the sale and distribution of narcotics and for officer safety. The ability to conduct these types of recordings is very important in the investigation of illegal narcotics trafficking. The purpose of this policy is to insure that the recordings are made in accordance with the provisions of state law and to set forth a mechanism to obtain authorization.

### **27.7.1    Use of One-Party-Consent Recordings**

One-party, consent recordings should be used in every case where an authorization is possible. The records of conversations with those dealing in narcotics provide the best evidence, and recordings should be obtained, whenever possible.

### **27.7.2    Reasonable Suspicion of Risk**

In every case where there is a reasonable suspicion that the deputy or agent involved may be placed at risk, a one-party consent authorization will be

obtained, and the conversation will be monitored to ensure the safety of the deputy and/or agent.

**27.7.3**     **Requests for Authorization**

All requests for authorization to obtain a one-party consent recording will be made to the unit supervisor. The supervisor will review the request for legal sufficiency.

**27.7.4**     **Review of Probable Cause**

If there are not exigent circumstances, the supervisor and the requesting deputy will contact a deputy prosecuting attorney for review of the probable cause. If the deputy prosecuting attorney concurs that probable cause exists, a notation will be made in the case file that the consultation was made and the results of the consultation.

**27.7.5**     **Authorization for One-Party-Consent Transmission**

The supervisor and the requesting deputy will contact the Sheriff or his/her designee, to obtain an authorization for a one-party consent recording and transmission.

**27.7.6**     **Insufficient Time for Consultation**

If there is not sufficient time available, the supervisor may contact an Operations Captain for authorization without consultation with the deputy prosecuting attorney. The supervisor will advise the authorizing Captain or above that the consultation was not made and the reason for the exigent circumstances.

**27.7.7**     **Authorization for Signature to Staff Deputy**

The requesting deputy and supervisor will provide the authorizing Captain or above with the completed authorization for signature or will provide the staff deputy with the information necessary to complete the authorization.

**27.7.8**     **Filing of Necessary Reports**

All authorizations for one-party consent recordings and transmissions will be filed with the case report. A copy of the authorization will be forwarded to the Commander of Investigations, who is responsible for filing all the necessary reports with the Superior Court and the Administrator for the Courts. These reports will be completed at the direction of the Commander of Investigations, reviewed, and forwarded to the Sheriff for signature.

**27.7.9**     **Voice Recordings**

If a voice recording detailing the probable cause is made, the voice recording will be placed into the Records Division. A copy of the transcript will be kept with the authorization.

## **27.8 CRIMES AGAINST VULNERABLE ADULTS / DEPENDANT PERSONS**

Vulnerable adults who have been victimized need and deserve the protection of law enforcement and the criminal justice system. Unless exigent circumstances or possibility of further harm to the victim exist, the investigation will be assigned to a detective for follow-up. However initial investigations from patrol should be thorough and contain all information pertinent to any investigation. In order to investigate these cases officers should be able to identify a vulnerable adult and/or dependant person, be familiar with the criminal statutes designed to protect them, and how to conduct a basic investigation into violation of those statutes.

These types of investigations will be conducted in accordance with the *Vulnerable Adult Investigation Manual for Law Enforcement* and *The Thurston County Vulnerable Adult Task Force Protocol*, both of which are located in the Operations Bureau Procedures Folder on the "common drive" of the network.

### **27.8.1      Definitions**

A. "Vulnerable adult" includes a person:

- (a) Sixty years of age or older who has the functional, mental, or physical inability to care for himself or herself; or
- (b) Found incapacitated under chapter [11.88](#) RCW; or
- (c) Who has a developmental disability as defined under RCW [71A.10.020](#); or
- (d) Admitted to any facility; or
- (e) Receiving services from home health, hospice, or home care agencies licensed or required to be licensed under chapter [70.127](#) RCW; or
- (f) Receiving services from an individual provider.

B. "Dependent person" means a person who, because of physical or mental disability, or because of extreme advanced age:

- (a) dependent upon another person to provide the basic necessities of life.
- (b) A resident of a nursing home or a resident of an adult family home;
- (c) A frail elder or vulnerable adult, as defined in RCW [74.34.020](#)(13),

### **27.8.2      Crimes Relating To Vulnerable Adults / Dependant Persons**

- A. Criminal Mistreatment RCW 9A.42
- B. Abandonment of a Dependant Person RCW 9A.42
- C. Endangerment with a Controlled Substance RCW 9A.42
- D. Sexual Offenses – Rape 2<sup>nd</sup> and Indecent Liberties RCW 9A.44

## **27.9 CHILD ABUSE, NEGLECT, AND SEXUAL ASSAULT**

This policy does not supersede any statutory requirement in RCW 26.44.030 that directs a law enforcement officer's response to child abuse. Deputies should familiarize themselves with their statutory role as outlined in the above noted chapter.

### **27.9.1      Initial Reports**

Officers will respond to reported child abuse complaints as any other call for service.

Because these cases differ dramatically in severity and circumstances, officers must use their best judgment as to how they should proceed with an investigation. Nothing in this policy precludes an officer from going forward with an investigation, especially when a child is at risk of further harm. However, if an officer believes that an investigator with specialized training is needed, they may request one respond by notifying the duty supervisor.

All calls of child abuse, neglect, and sexual assault, regardless of the disposition are to be documented in a case report and by statute should be forwarded to CPS within 72 hours or 24 hours in emergencies. Reports should include the following information:

1. Name, age (DOB), address of child;
2. Name, DOB, address of parent or guardian;
3. Nature and extent of any evidence of injuries;
4. Nature and extent of any evidence of neglect;
5. Nature and extent of any signs of sexual abuse;
6. Evidence of any previous allegations or injuries;
7. Suspect information if applicable.

### **27.9.2      Referrals To and From Child Protective Services (CPS)**

CPS is mandated to forward all reports they receive of crimes against children to the proper law enforcement agency within 24 hours of receiving the complaint.

Reports from CPS indicating that a child is in imminent danger require immediate action by the officer(s) receiving the information.

Reports from CPS that are not immediate in nature are forwarded to the Detective Sergeant for assignment within the Investigations Division.

### **27.9.3      Investigative Referrals**

All felony child abuse, neglect, and sexual assault cases will be referred to the Detective division after the initial investigation or upon referral from CPS.

Detectives will follow the protocols developed by the Thurston County Prosecutors Office and *The Thurston County Child Abuse Protocol* in conducting their investigations.

### **27.9.4      Only Trained Interviewers To Conduct Interviews**

Victim interviews should be conducted by officers specifically trained by the criminal justice training commission in child abuse interviews or by a qualified professional designated by the Thurston County Prosecutor.

### **27.9.5      Placing Juveniles in Protective Custody**

The Sheriff's Office will take juveniles into custody whenever the juvenile has been harmed or is in danger of being harmed, and under circumstances authorized by state law. It is the policy of the Sheriff that all Thurston County Sheriff's Office law enforcement deputies will follow any current juvenile custody laws of the State of Washington.

Thurston County Sheriff's Office policy is that a deputy will take a juvenile into custody as a Youth at Risk if the juvenile is absent from parental custody



without consent (which is required by RCW 13.32A.050); or the deputy reasonably believes, considering the juvenile's age, location and time of day, that the juvenile is in circumstances which constitute a danger to the juvenile's safety; or the agency legally required to supervise the juvenile has reported the juvenile runaway from placement; or the court has issued an order to take the juvenile into custody for violation of a placement order.

The juvenile taken into custody by Thurston County Sheriff's Office shall be informed of the reason for such custody and transported home, to a designated crisis residential center or the home of a responsible adult. The name, address and telephone number of the parent, adult or agency accepting responsibility for the release shall be documented in the custody report, as well as verification that notice of appropriate services in the community has been completed. [Refer to RCW 13.32A.060(1)].

If a deputy places the juvenile with a responsible adult, other than the parent, the Department of Social and Health Services shall be immediately notified of the placement and the reason for taking the juvenile into custody. [Refer to RCW 13.32.070(1)].

- Dependent Children – A deputy may take a juvenile into custody, without a court order, if there is probable cause to believe that the juvenile is abused or neglected and the juvenile would be injured or could not be taken into custody if it were necessary to first obtain a court order pursuant to RCW 13.34.050. (Refer to RCW 26.44.050)
- Whenever a hospital administrator or physician, licensed pursuant to RCW 18.71 or 18.57, has reasonable cause to believe that a juvenile would be in imminent danger if released or left in the custody of a parent, guardian or custodian or other person, the administrator or physician may notify law enforcement, who shall take the juvenile into custody and release the juvenile to Child Protective Services. [Refer to RCW 26.44.056(2)].
- Requirement For Written Notice By a Deputy – The TCSO deputy is required by RCW 26.44.110 to provide written notice to a parent, or in the residence of the parent if no parent is present, the reasons for the removal of the juvenile from the home and the telephone number of the local Child Protective Services office.
- Authority for Emergency and Routine Medical Consent – RCW 13.34.060 authorizes the supervising agency (generally DSHS) authority to consent for all necessary emergent and routine medical, dental and psychological evaluations and care. Thus, the supervising agency is also responsible for the costs.
- Truants – A deputy taking a truant into custody, without a warrant, shall transport the juvenile to a person of parental relation to the juvenile or the school for which they are truant. (Refer to RCW 28A.225.060)

### **27.9.6 Protective Custody Definitions**

Youth At Risk – (RCW 13.32A.030) means an individual under the chronological age of eighteen years who:

- (a) Is absent from home for more than 72 consecutive hours without consent of the parent;

- (b) Is beyond the control of the parent such that the child's behavior substantially endangers the health, safety, or welfare of the child or any other persons; or
- (c) Has a serious substance abuse problem for which there are no pending criminal charges related to the substance abuse.

Also note the following:

Dependent Child – (RCW 13.34.030)

- (a) Who has been abandoned; that is, where the child's parent, guardian or other custodian has evidence either by statement or conduct, a settled intent to forego, for an extended period, all parental rights or all parental responsibilities despite an ability to do so;
- (b) Who is abused or neglected as defined in chapter 26.44 RCW by a person legally responsible for the care of the child;
- (c) Who has no parent, guardian, or custodian capable of adequately caring for the child, such that the child is in circumstances which constitute a danger of substantial damage to the child's psychological or physical development; or
- (d) Who has a developmental disability, as defined in RCW 71A.10.020 and whose parent, guardian, or legal custodian together with the department determines that services appropriate to the child's needs cannot be provided in the home. However, (a), (b), and (c) of this subsection may still be applied if other reasons for removal of the child from the home exist.

Child Abuse or Neglect – (RCW 26.44.020) "Child abuse or neglect" shall mean the injury, sexual abuse, sexual exploitation, or negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed thereby. An abused child is a child who has been subjected to child abuse or neglect as defined herein; PROVIDED, That this subsection shall not be construed to authorize interference with child-raising practices, including reasonable parental discipline, which are not proved to be injurious to the child's health, welfare, and safety; AND PROVIDED FURTHER, That nothing in this section shall be used to prohibit the reasonable use of corporal punishment as a means of discipline. No parent or guardian shall be deemed abusive or neglectful solely by reason of the parent's or child's blindness, deafness, developmental disability, or other handicap.

Sexual Exploitation – (RCW 26.44.020) "Sexual Exploitation" includes: (a) Allowing, permitting, or encouraging a child to engage in prostitution by any person; or (b) allowing, permitting, encouraging, or engaging in the obscene or pornographic photographing, filming, or depicting of a child for commercial purposes as those acts are defined by state law by any persons.

Negligent Treatment or Maltreatment – (RCW 26.44.020) "Negligent treatment or maltreatment" means an act or omission which evidences a serious disregard of consequences of such magnitude as to constitute a clear and present danger to the child's health, welfare, and safety.

## **27.10 IDENTITY THEFT INVESTIGATIONS**

RCW 9.35.020 allows law enforcement officials to aggressively investigate and prosecute identity thieves. It establishes jurisdiction for Identity Theft to either where the victim lives in or in the country where any part of the offense takes place. It provides avenues for a victim to correct public records and block adverse credit reports. It requires businesses to provide victims with information about fraudulent transactions made in their name. It is the policy of the Thurston County Sheriff's Office to actively pursue the perpetrators of these crimes, prosecute them, and minimize or prevent victimization.

### **27.10.1 Investigation Protocol**

An offense report will be taken on all cases of reported identity theft regardless of where the offense originated. This should be taken in person so as to attempt to verify the victim's identity through other available means of documentation e.g., drivers license, passport, work identification, etc.

Document as best as possible how the victim's personal information was stolen, how it has been used, if known, and the extent of the financial impact to the victim.

Provide the victim the case report number, as they will need it as they work through the civil impacts of this crime.

If necessary, arrangements will be made with the victim to have their fingerprints taken by Services Bureau staff.

Services Bureau Staff will fingerprint any identity fraud victim at no cost to the victim. The cards will be forwarded to WSP by the victim and they will receive a State Identification Number for identification purposes. Further information is available at the Washington State Patrol WATCH website.

Officers will provide victims with Identity Theft Victim Information resources so as to best minimize further victimization. Resources are available through the Thurston County ID Theft Task Force, WSP WATCH Website, and [www.ICP.gov](http://www.ICP.gov) website.



## Office of the Sheriff

### THURSTON COUNTY

## 28.1 EVIDENTIARY ITEMS

When evidence or property comes into the possession of a member of this office, a **held-in-trust** relationship is created, which carries an obligation for accountability and trust. Among the duties of members of this office is the collection of evidence, recovery of stolen property, seizure of hazardous materials and the safeguarding of private property.

It is the responsibility of each Deputy to make every reasonable effort to recover lost or stolen property, to identify its owner, and to ensure **its prompt return**. The Prosecutor's Office has requested that prior to returning recovered property to the owner, their office be contacted to discuss whether the property has any independent evidentiary value. They have further requested that if the property can be released, it should be photographed and otherwise described with sufficient detail to individually identify separate items. Also, the owner must sign for the property on a form indicating they agree not to dispose of the property until the court proceedings are completed.

### **28.1.1 Evidence**

Evidence is property which may be related to a crime or which may implicate or clear a person of a criminal charge.

### **28.1.2 Found Property**

Found property is that non-evidentiary which, after coming into the custody of this agency, has been determined to be lost or abandoned. This property is not known or suspected to be connected with any criminal offense.

### **28.1.3 Property Held for Safekeeping**

Property held for safekeeping is that non-evidentiary property which is the custody of this agency for temporary protection on behalf of the owner.

### **28.1.4 Care, Control, and Processing of Evidence and Property**

It is the duty of all members to care for, control and correctly process all evidence or property which may come into their possession in the course of their official duties. Members shall, in every instance, place all property obtained in the course of their official duties in the agency's property system before going off-duty.

### **28.1.5 Storing of Property**

In no instance, shall member store property in a personal locker or other unauthorized location.

### **28.1.6 Property Report**

Members shall prepare a report describing how, when, where and what they came into possession of with regards to property. The member will also complete an evidence form.

### **28.1.7    Marking/Tagging of Evidence**

Upon completion of the evidence form, the member will properly mark and/or seal the evidence, or tag the evidence, as appropriate. The evidence form, original and one copy, will be placed with the evidence in the evidence locker. The evidence locker will be secured with a combination lock. An additional copy of the evidence form will be submitted with the report to the supervisor.

### **28.1.8    Explosives**

**NO EXPLOSIVES** of any type, with the exception of ammunition, will be impounded into the evidence lockers.

### **28.1.9    Toxic/Dangerous Materials**

**NO TOXIC OR DANGEROUS** materials will be seized or stored in the evidence vault or elsewhere in the Office.

### **28.1.10    County Shop Storage Area**

Wheeled items, such as bicycles and motorcycles, are taken to the caged storage area located at the county shop. Other large objects, such as beer kegs, outboard motors, etc., will also be stored at the county shop storage area. The Deputy will be responsible for securing the evidence in the storage area.

### **28.1.11    Evidence Integrity**

Each person handling or processing evidence is responsible for preserving the integrity of the evidence, while it is under their control, and for maintaining the chain of custody. Procedures on the methods and manner of collecting specific items of evidence are contained in the Washington State Patrol Crime Laboratory Handbook for Law Enforcement Officers. These procedures should be followed and are on file with the Evidence Deputy and/or Technician.

- A. Deputies shall mark evidence as soon as possible, after it has been discovered, in order to help assure its identity at a later date. The evidence mark should be small and legible, while being distinctive, and not easily duplicated. The recommended procedure is for a Deputy to use their own initials for marking evidence.
  - 1. Evidence marks should be placed on an item in such a manner so as to prevent their being altered, destroyed or contributing to the destruction of defacing of the item itself.
  - 2. Items of evidence shall not be marked if such marking would alter or change the evidence in any manner. If in doubt, **do not mark**. Such items of evidence can be placed in separate containers and the containers themselves marked.
  - 3. Deputies must be careful not to mark items in such a way as to destroy the value of the article.
- B. Evidence should be turned in at the **end of the shift**. On occasion, an investigator will retain several items for a period of time while attempting to identify owners. This should be a brief period, **no longer than two or**

**three days**, during which period the investigator is **responsible** for safeguarding the property.

### **28.1.12    Conversion Destruction of Evidence/Property**

Employees will not, under any circumstances, convert to their own use, loan or give away any item of property or evidence coming into their possession in the course of their official duties. Nor will they destroy any such property or evidence without proper authority. Any instance of conversion or destruction will be grounds for disciplinary action.

In all cases, the seizure of evidence or property shall be made within legal constraints and out of necessity for the proper performance of a police task. All items seized will be properly documented. Deputies will not dispose of contraband items in the field, but will turn them in with appropriate documentation for proper destruction by the evidence deputy/technician.

### **28.1.13    Evidence to Other Agencies**

Evidence received from Deputies/Detectives relating to cases from other agencies is processed in the same manner as all other evidentiary items. The Evidence Deputy/Technician will make contact with the agency in question as to their desires of the evidence held by this office. If the evidence is to be returned to the department/agency, it will be sent by a certified mail service (i.e., UPS, Fed Ex, etc.) In any case, a return receipt will be requested for our records.

### **28.1.14    Evidence for Lab Testing**

Deputies/Detectives requesting testing of evidentiary items will so indicate on the Thurston County Sheriff's Office Evidence Form. The items to be tested will be hand carried or mailed to the appropriate agency for testing. Each item(s) will have the appropriate request forms filled out and a copy of the form will remain with the evidence form for accountability until the evidence is returned to this office. Once the evidence is returned, the original paperwork will remain with the evidence form until the evidence is released, then it will be placed in records with the other related paperwork.

## **28.2        EVIDENCE CONTROLS**

The Thurston County Sheriff's Office will keep pace with the most efficient methods possible in order to properly control evidence in safekeeping.

### **28.2.1        Securing Evidence**

During business hours, all evidentiary items will be submitted directly to an evidence deputy/technician, when available. The items, together with the required documentation, will be handed to the evidence deputy/technician. If no evidence deputies or technicians are available, there are several evidence lockers and security locks available for the deposit of items of evidence and documentation. The items, along with documentation, will be placed into the locker and security lock affixed to the hasp, securing the evidence. A refrigerator and freezer are available for the temporary storage of sexual assault examination kits, and other items containing body fluids or items requiring refrigeration. Normally, all body fluids in liquid state require refrigeration and dried specimens require freezing.

### **A. Cash Receipt Form**

This form is simply a form which shows the breakdown of the denomination(s) that are being submitted into evidence. Only the total amount of the monies by item needs to be annotated on the evidence form. Only the original form needs to accompany the currency.

Currency between the amounts of \$0.01 to \$500.00 can be counted and submitted by a single deputy. Any amount in excess of \$500.00 will require two deputies to physically count the currency. Upon completion of counting, both deputies will sign the "Cash Receipt" form and initial the seal of the evidence bag.

### **B. Submission of US Currency**

When submitting currency into evidence, the total amount of the item will be annotated on the evidence form. In addition, a "Cash Receipt" form will be completed by the investigating deputy, showing the breakdown of the denominations. All currency – regardless of amount – will be sealed in an evidence bag prior to its submission.

Currency in excess of \$10,000 (ten thousand dollars) will be submitted directly to an evidence deputy/technician. When items, which include monies equaling in excess of \$10,000, need to be submitted into evidence and it is after hours, an evidence deputy/technician will be called out to accept the items.

### **C. Submission of Counterfeit US Currency**

Counterfeit US Currency will be photocopied front and back (black & white only) for the investigating detective's use. The counterfeit US currency will be sealed in an evidence bag with the deputy's initials on the seal.

Counterfeit US currency in excess of \$10,000 does not require an after-hour call-out by evidence office personnel.

### **D. Submission of Foreign Currency**

When dealing with foreign currency, the currency will be sealed in an evidence bag.

## **28.2.2 Perishable Items**

If members do not have the expertise to handle perishable items, a member of this Office with the expertise (Shift Supervisor, Evidence Deputy/Technician, or Detective) will be consulted as to the proper handling techniques.

## **28.2.3 Firearms**

As the general rule, firearms must be unloaded prior to being placed in the evidence locker. However, there are exceptions to this rule. Weapons used in death investigation, serious assaults, or other types of violent crimes often times require extensive examination and testing for latent fingerprints, blow back and diagramming of the cylinder, etc. In these types of cases the weapon may remain loaded; however, AMPLE WARNING must be provided to the Evidence Deputy or Evidence Technician. This warning must consist of a VISUAL note indicating that the weapon is loaded. This note may be affixed to the outside of the evidence locker or in some other conspicuous location.

#### **28.2.4     Destruction of Marijuana Plants**

Marijuana, due to its sheer bulk, may be stored in an alarmed, locked facility with controlled access.

The Prosecutor's Office has given approval for the destruction of marijuana plants by the Evidence Office in marijuana-growing, large-volume cases. The destruction of the marijuana will take place after the appropriate samples have been taken for testing and court purposes. A 3.0 gram sample of each item will be retained for testing, and a 200 gram composite sample will be retained for court purposes. The remaining plants and green vegetable matter will be incinerated. Documentation, in letter form, will be provided to the Prosecutor's Office, which will include the total weight of the marijuana, when received.

#### **28.2.5     Other Controlled Substances**

Other controlled substances taken as evidence are to be placed in a plastic self-sealing evidence bag, and then initialed/marked by the Deputy placing it in the container. The item will not be opened by the Evidence Detective/Technician but will be sent intact to the Washington State Patrol Crime Laboratory for analysis. Upon return, the evidence will have been sealed by the Crime Laboratory with their distinctive tape and a written report will accompany the evidence providing their analysis. This sealed package will not be opened. For purposes of inventorying, depositing with the court as an exhibit, or disposing of evidence, the seal intact will authenticate that the evidence is as it left the crime laboratory.

Controlled substances shall be weighed each time the article/item(s) is removed from the evidence vault. The weight will be the total weight of the substance and the container. An annotation of the weight will be made by the Evidence Detective /Technician on the existing evidence form.

#### **28.2.6     Hazardous Materials**

**Hazardous materials** and items should not be brought to the courthouse where it might cause a safety or health problem for the office staff or other courthouse employees. **Explosive substances, such as dynamite, nitro, artillery shells, bombs, large quantities of powder, etc., should not be handled by the Deputy at all.** The Deputy should notify the Watch Commander or shift supervisor, who will notify or direct the Deputy to the proper agency for disposal or other appropriate disposition of the material.

#### **28.2.7     Storage of High-Risk Items**

A combination safe and other secure, locked containers for overflow will be part of the security system of the Sheriff's Office to secure and store high-risk items such as jewelry, cash and controlled substances as evidence.

#### **28.2.8     Documentation**

The person who initially seizes an item of evidence or property is responsible for initiating the Sheriff's Office Evidence/Property form. The original and one copy will accompany the item, and one copy will be submitted with the report. Upon receipt of the property by the Evidence Detective /Technician, both copies of the evidence form will be signed and the date and time indicated. The duplicate copy of the evidence/property form will be forwarded to records and the original will be retained in the evidence file until the property is



returned or disposed of. At the time the property is returned or disposed of, the original document will be forwarded to records.

The Evidence Detective will maintain a log to record when anyone other than currently assigned Evidence personnel enters or leaves the evidence vault. The log will be kept for a minimum period of 6 years and then destroyed, in accordance with the existing county regulations.

Items placed into evidence by the Deputy/Detective, will be marked with the case number. The Evidence Detective /Technician will assign a sequential number and/or letter to each item, as appropriate, after the case number. Evidence sheets, the computer entry log and evidentiary items will all show the same case number and be stored in the evidence vault, in sequence, by case number. This system allows a "paper trail" which helps retrieve the item(s), audit the records and provides a check and balance on the system.

### **28.2.9 Evidence/Property Form**

Only one case number will be assigned to an item. Other numbers may be reflected on the top right margin, and will be noted as a reference case number only.

The complete name of the owner, or other responsible person, their address and telephone number will be listed in the spaces provided. The person will be listed as the owner or suspect by selecting the appropriate box. All items of evidence will use the **owner's name**, if known. In cases of found property, the owner may be listed as unknown, unless the finder intends to file a claim for the property, then their name will be listed as the owner with an annotation in the remarks section that the owner listed intends to file a claim for the property.

Information from the Evidence/Property Form is entered into the evidence computer. This requires that all data be entered uniformly so that it may be easily retrieved. An example is in the case of firearms. There are four basic categories of firearms defined for computer data entry; Rifles, Shotguns, Revolvers and Pistols (semiautomatics). Therefore, all firearms will be identified in the computer under one of these four noun nomenclatures. The Evidence/Property Form contains these instructions. After entering the noun name of the item, the manufacturer is listed, then the caliber, model number, and the serial number, and finally the quantity. The same analogy may be applied to any other types of items listed on the Evidence/Property Form.

Special instructions may be indicated on the Evidence/Property Form for testing, fingerprinting, photography, special handling, disposal, etc.

Annually, when possible, the Evidence Detective or Technician will furnish each Deputy/Detective with a list of all items held in evidence by the Deputy/Detective. These items are stored in the evidence vault/storage area, and that Deputy/Detective is responsible for the disposition of their evidence when the item is no longer required. If required, the Deputy/Detective will complete an Evidence Disposition Form, authorizing disposition of the item(s). If the item is to be returned to the owner, the Deputy will furnish the evidence office with the name, address and phone number. In the event the evidence is the responsibility of another Deputy or Detective, that person will notify the evidence office.

### **28.2.10   Disposition**

Items of property will be returned to the rightful owner as expeditiously as possible. When an item is no longer required as evidence, the owner will be notified by mail that they have sixty days to claim the property or it will be disposed of. Property unclaimed after the notification period has passed may be destroyed, sold, or donated to charity.

### **28.2.11   Disposal**

An item of unclaimed property must be evaluated to determine how it will be disposed of. All property of value will be disposed of through an on-line auction website such as, "propertyroom.com". This does not include the following:

- A. Automotive vehicles which are covered by RCW Title 46.
- B. Firearms which are covered by RCW Title 9.41.098 and RCW 63.40.010

### **28.2.12   Unclaimed Monies**

Unclaimed monies will be transmitted to the County Treasurer, with a Treasurer Cash Receipt form. The Treasurer will provide a cash register receipt, which will show the date, the Sheriff's case number and the amount received. This receipt will be affixed to the Evidence/Property Form and notation will be made for the item in the evidence computer, then forwarded to records for inclusion in the case file.

### **28.2.13   Evidence Submitted as Court Exhibits**

Items of evidence submitted to the court will have the cause number and date placed on the Evidence/Property Form. The clerk receiving the evidence will sign for the evidence. The appropriate annotation will be made in the evidence computer for the evidence. Upon completion of the case, the Evidence/Property Form will be submitted to the Records Section and will be included in the case file.

## **28.3   INVENTORIES AND AUDITS**

Whenever a new Evidence Sergeant, Evidence Detective, or Evidence Technician is designated, an inventory of property will be completed within 120 days, depending upon the workload. The inventory will ensure that the written property forms and the electronic inventory match the items in the evidence vault. This will also ensure that evidentiary items are accounted for; and audits of found property and other property that is owned, borrowed or rented by the agency are randomly conducted.

### **28.3.1   Auditing the Evidence and Property Function**

The Chief of Services will audit the evidence and property function each quarter. The audit will be random, and consist of both the evidence and its associated paperwork. The Chief of Services may use assistance from an outside agency, when necessary, to ensure the objectivity of the audit.

### **28.3.2   Inspection by State Auditor**

Unannounced audit inspection of the evidence and property room areas are conducted by the Washington State Auditor's Office.

### **28.3.3     Controlled Substances in Evidence**

A random and unannounced field test will be conducted on controlled substances held in evidence. This test will be at the Chief of Services' discretion. Specific items to be tested will include marijuana, cocaine, and methamphetamines. These items can be tested with field test packets and require no special training by the personnel assigned. Other controlled substances that require specific skills and certification will not be tested unless the person is certified by the Washington State Patrol Crime Laboratory to conduct these tests. The person(s) conducting the field test will submit a letter to include the case number, time, date, item number and results of the test to the Evidence Detective for inclusion with the quarterly report within three (3) working days. Random testing of drugs held in evidence will be limited to those cases that have been adjudicated or the person conducting the test will obtain a court order to test a specific case or item number from the Prosecutor who has jurisdiction of the case. In all cases, the drugs that are tested will also be weighed before and after the test and the weights indicated on the report.

### **28.3.4     Copy of Master Evidence List**

A copy of the Master Evidence List will be prepared monthly and maintained by the Evidence Sgt., to ensure integrity of the inventory and serve as a back-up the computer system.

## **28.4     EVIDENCE/PROPERTY ROOM SECURITY**

Items received by the Evidence Deputy/Technicians are primarily maintained in the evidence vault, located at the courthouse. A second evidence storage area is located at the Thurston County Vehicle Maintenance Shop. The evidence storage areas are secured with key and combination locks. The types of locks used are security combination locks, a special, jail-door-type lock, and a special, keyed padlock.

### **28.4.1     Vault Alarm Systems**

The interior of the vault/storage areas are also armed with electronic detection alarms. The alarm systems are as follows:

- A. Vault (Courthouse): Infrared monitoring device monitored by the Master Control Operators in the Thurston County Jail control room.
- B. Storage Area (County Shop): VARDA (silent radio alarm), monitored by CAPCOM and Thurston County Deputies.

### **28.4.2     Control of Vault/Storage Area**

The vault/storage area is a controlled area and entry is only gained by being accompanied by the Evidence Deputy/Technicians. Visitors are required to sign in and must remain within visual sight of the Evidence Deputy/Technicians.

### **28.4.3     Access to Vault/Storage Keys**

The Evidence Deputy and Evidence Technicians are the only personnel who have keys on their person and the combinations to the locks. The master keys and combinations to the vault, storage and safes are located in the

Sheriff's safe in a sealed envelope. The Sheriff's safe is accessible to the Sheriff alone.

#### **28.4.4     Inventory of Keys**

A sealed envelope containing the master keys and combinations are inventoried by the Evidence Deputy and Technicians annually and then returned to the Sheriff's safe.

#### **28.4.5     Safe Storage for High-Risk Items**

The evidence vault contains combination safes for storage of controlled substances, monies, jewelry and other high-risk items. Due to the quantity of controlled substances, it may become impossible to store all of the above items in the safes. In this event, the items sent to the Washington State Patrol Laboratory and items tested in-house will be stored on the shelf in the evidence vault/storage area until such time space in the safes becomes available.

#### **28.4.6     Changing of Combinations**

Combinations to the vault and evidence storage area shall be changed whenever the Evidence Detective or Technician is reassigned.

#### **28.4.7     Entry in Absence of Evidence Personnel**

Any entry into the vault or storage areas in the absence of the Evidence Detective /Technician requires an incident report to be filed. This report will include the date, time, circumstances and justification or authorization for entry into the vault or storage area. The report will include the supervisor or the senior Deputy responding who witnessed the entry and a summary of the actions taken while these persons were in the vault or storage area. Each person involved will be indicated in the report.

#### **28.4.8     Alarm Activations**

All alarm activations in the evidence vault and property storage area will require a memo from the responding Deputy to the Evidence Detective. The memo will include the date, time and circumstances, as appropriate. This will ensure that the alarm system is checked by the Evidence Deputy/Technician, to preclude further activations of the alarm system or to detect a possible problem area.

#### **28.4.9     Evidence Lockers**

Evidence lockers provided for the use of Patrol Deputies and Detectives for storage of evidence are located on the lower level, at the Thurston County Sheriff's Office back entrance. These lockers are of metal construction with a hasp for the combination lock.

### **28.5     SEIZURE OF ILLEGAL DRUGS-NOTIFICATION OF LANDLORD (RCW 59-18-075)**

Upon seizure of a legend drug pursuant to a violation of Chapter 69.41 RCW, or an imitation controlled substance pursuant to a violation of Chapter 69.52 RCW, this office shall make a

reasonable attempt to discover the identity of the landlord and notify the landlord in writing, at the last address listed in the property tax records and at any other address known to this office, of the seizure and the location of the seizure of the illegal drugs or substances.

Report copies concerning the drug seizure may be released from this office to the landlord, apartment manager, or legal representative on behalf of the landlord.

## **28.6 ASSET SEIZURES**

It is the policy of the Thurston County Sheriff's Office to utilize the forfeiture provisions available in the Revised Code of Washington and/or Federal Laws. This effort is intended to have a direct impact on those individuals involved with criminal activity.

Asset seizure is the confiscation by the government of tainted property or assets used to commit a crime or gained as a result of criminal activity. Forfeiture is the legal process by which the title or legal ownership to the seized property is turned over to the government.

Asset forfeiture drug cases can be accomplished through either civil or criminal proceedings. Federal criminal forfeiture is pursued under two laws, the Racketeer Influenced and Corrupt Organization (RICO) Act (18 U.S. 1962) or the Federal Drug Abuse Prevention and Control Act (21 U.S.C. 881).

Civil forfeiture proceedings are brought against property, not a person. Possession of the property may not be illegal, but the property may be subject to seizure and forfeiture because of the way it was used.

Criminal forfeiture proceedings do not necessarily depend on the outcome of the criminal case against the owner of the property. The defendant does not have to be convicted of the crime for the department to be successful in the forfeiture proceeding.

### **28.6.1 Supervisory Responsibility**

Each supervisor is responsible for reviewing offense reports and arrests by members of their units to determine whether the possibility exists for the seizure and forfeiture of property.

Items not to be seized include:

- Vehicles with less than \$1,500 (one thousand five hundred dollars) in value;
- Cellular phones and pagers;
- Money in the amount of less than \$50 (fifty dollars).

If a supervisor or Deputy feels that the property seizure and forfeiture is warranted, they will seize the involved property as evidence following TCSO procedures.

The Deputy initiating the seizure will draw a separate case number and prepare a report outlining the probable cause to believe that the property to be seized are fruits of a crime and/or part of and ongoing illegal enterprise or instruments used to facilitate the criminal act.

The seizure report will be forwarded through the chain of command to the Thurston Narcotics Team (TNT) who will review the probable cause and determine the appropriate course of action; seize the property or return it to the owner.

**28.6.2**    **Hearing Determination**

All Seizure/Forfeiture hearings will be conducted in accordance with WA State law, and coordinated by TNT personnel.



Office of the Sheriff

THURSTON COUNTY

## 29.1 COMPENSATION

All Sheriff's Office personnel are provided with complete and updated information on salaries, overtime, and compensation matters.

### 29.1.1 *Bargaining Unit Agreement*

It is the responsibility of the Executive Aide to the Sheriff to provide a copy of the current bargaining unit agreement to each member. It is the responsibility of each member to reference the contract regarding compensation issues.

### 29.1.2 *Non-Bargaining Unit Employees*

Those employees not covered by a bargaining unit agreement will be provided information by the Human Resources Department of Thurston County.

## 29.2 BENEFITS

Complete and updated information is provided to all members regarding the agency's fringe benefits program and county personnel rules by the Human Resources Department for Thurston County.

All other employee benefit information is routed to the Thurston County Sheriff's Office Administrative Services Bureau for distribution to all employees.

### 29.2.1 *Peer Support*

Any agency member involved in any incident which causes suffering of stress beyond normal levels, will be permitted immediate access to agency-approved, trained peer-support personnel. The exact nature of interaction, length of discussion and details surrounding the incident will be considered confidential between the member and peer support personnel. Members will also comply with:

- Thurston County Sheriff's Office Policy - Post-Shooting
- Thurston County Sheriff's Office Policy - Duty to Reply/Cooperated in Disciplinary Matters.
- And any state or federal laws.

Training

Peer support personnel will attend agency-authorized training prior to giving peer support. Proof of training will be documented for the training deputy, who will notify all relevant, first-line supervisors, sheriff's Executive Aide and each division for posting.

## **29.3 LEAVE**

All Sheriff's Office personnel will receive complete and updated information regarding leave matters.

### **29.3.1 Bargaining Unit Agreement**

It is the responsibility of each bargaining unit member to reference the current bargaining unit agreement regarding leave policies and accruals. If an issue is not represented in the bargaining unit agreement then County Personnel Rules shall prevail.

### **29.3.2 Non-Bargaining Unit Employees**

Those employees not covered by a bargaining agreement shall refer to the County Personnel Rules for reference regarding leave issues.

### **29.3.3 Record of Leave**

The Sheriff's Office Administrative Services Bureau shall maintain a record of each employee's leave accruals and time taken. A listing of all employees' leave balances shall be provided on a monthly basis.

### **29.3.4 Request for Leave**

Requests for leave shall generally be made in writing to member's supervisor at least five days in advance.

### **29.3.5 Sick Leave Notification to the Agency**

When requesting to take sick leave time, employees will personally contact the on-duty supervisor or others within their chain of command. Employees will provide an estimate of how long they are expected to be absent from duty. Any member unable to report for duty because of illness or injury must notify the on-duty supervisor. Sudden onset of injury or illness or other emergency circumstances are sufficient cause for departure from this requirement. Any member who fails to report and does not have a bona-fide excuse will be subject to disciplinary action.

Supervisors will require a written doctor's explanation of the illness or injury whenever the employee's absence exceeds three days, consecutively.

## **29.4 INSURANCE RETIREMENT**

All Sheriff's Office personnel are provided with complete and updated information concerning any retirement program(s), health insurance program(s), disability and death benefits, and agency-provided professional liability protection.

### **29.4.1 Benefits Information**

Information regarding insurance and retirement benefits for county employees is provided by the Human Resources Department of Thurston County.



#### **29.4.2    Additional Information**

The dissemination of any additional information regarding the benefits is the responsibility of the Sheriff's Office.

### **29.5    MEDICAL EXAMINATIONS**

Physical, medical, and psychological examinations required by the Thurston County Sheriff's Office are provided at no cost to the employee.

### **29.6    PHYSICAL FITNESS**

Members are required to maintain a level of physical fitness which will allow them to perform their duties effectively. If a question arises as to a member's ability to perform regular duties due to an apparent low level of health or fitness, the member may be required to submit to a physician's examination.

### **29.7    EMPLOYEE TIME RECORDS (Telestaff)**

The proper preparation and processing of employee time records (Telestaff) is vital to the effective administration of payroll and the record keeping of overtime, vacation, and compensatory time, which are required by the County of Thurston and the Washington State Auditors Office.

#### **29.7.1    Pay Periods**

Time periods normally run from the 1<sup>st</sup> day of the month to the last day of the month.

#### **29.7.2    Records Maintenance**

Time records for every non-exempt employee will be maintained in the Thurston County Sheriff's Office Accounting division.

#### **29.7.3    Overtime**

When overtime is worked, the employee shall properly document the time worked in Telestaff. Overtime hours may be submitted as compensatory time.

#### **29.7.4    Supervisory Approval**

A supervisor shall approve all overtime/compensatory time and make sure that the correct category code (i.e.: patrol, K9, Dive, SWAT, etc.) is marked for the overtime hours worked. All overtime and/or compensatory time will be in accordance with the current bargaining agreement of that employee.

The employee's supervisor shall review and approve all aspects of the employee's recordings (hours worked, vacation, sick, overtime, etc.) in Telestaff in an appropriate and timely manner.



## Office of the Sheriff

### THURSTON COUNTY

## **30.1 COLLECTIVE BARGAINING UNIT AND ROLE OF THE SHERIFF'S OFFICE**

Sheriff's Office employees are represented by one of the following except employees holding the rank of Captain or above:

- A. Thurston County Deputy Sheriffs' Association – for Deputy Sheriff personnel and Administrative Support staff.
- B. Local 618CD of the Washington State Council of County and City Employees and the American Federation of State, County and Municipal Employees – for Corrections Deputies and Corrections Technicians.

### **30.1.1 Management Role**

The role of the Sheriff's Office management in the collective bargaining process is carried out by the Undersheriff, at the direction of the Sheriff, concerning issues of work hours and conditions of employment. Final contract approval is by the county commission. Administrative responsibility is by the commission, and includes the employee union. All efforts shall be made to comply with the terms of the union contracts.

## **30.2 DISSEMINATION OF BARGAINING AGREEMENT**

Bargaining agreement copies are the responsibility of the employer, via the Board of County Commissioners. The Sheriff will assure distribution of any recent or newly negotiated agreements to all employees affected by these agreements.

## **30.3 SUPERVISORY PERSONNEL**

The Sheriff, through the Undersheriff, will inform and train supervisory and management personnel, if necessary, of collective bargaining agreements affecting personnel under their supervision.

## **30.4 COLLECTIVE BARGAINING COMPLIANCE**

There are no written directives necessary to ensure compliance with the bargaining agreements. Each agreement stands alone, and includes a process for reaching a determination should the two parties to the agreement be at odds as to any language meaning. Each party to the agreements has the obligation and duty to ensure the other party to the agreement is in compliance.

To the extent that the Collective Bargaining Agreement conflicts with these policies, the Collective Bargaining Agreement will govern.



**Office of the Sheriff**

**THURSTON COUNTY**

## **31.1 GRIEVANCE PROCEDURE**

A resolution of a grievance is a remedy sought concerning only issues covered in the collective bargaining unit contract(s). The procedures and timelines are outlined in the respective collective bargaining unit agreements.

Probationary employee provisions are addressed in the bargaining unit contract and civil service rules.

Captains and above are governed under the Thurston County Sheriff's management pay system, Civil Service Rules and County Personnel Rules.

### ***31.1.1 Grievance Procedure Coordination***

Grievance procedure coordination responsibility is governed by the bargaining unit contracts.

## **31.2 CONTENTS OF GRIEVANCE**

Each member of the Sheriff's Office should consult their respective collective bargaining agreement for procedure and time line for grievance methods. at a minimum, each grievance will include:

- A. A written statement of the grievance and the information upon which it is based;
- B. A written specification of the alleged wrongful act, including any resultant harm; and
- C. A written description of the remedy, adjustment or other corrective action sought.

## **31.3 GRIEVANCE CONTROLS/APPEALS AND RECORDS**

Resolution of staff grievances are outlined in the current Sheriff's Office collective bargaining employee contracts or county Personnel Rules. These rules set the time line and sequence of handling for presenting and responding to grievances.

### ***31.3.1 Informal Resolution of Potential Grievances***

The Sheriff's Office encourages informal resolution of potential grievances. Staff members are encouraged to resolve potential grievances through verbal discussion with their supervisor. Supervisors may arrange meetings with their superiors as they deem necessary.

### ***31.3.2 Appeals of Decisions of Grievance Matters***

Appeals of any decisions of grievance matters are determined by employee contract. Decisions by arbitrators shall be final and binding upon the parties to the grievance, provided the arbitrator shall have no power to add to, subtract from or otherwise modify or amend any terms of the employee contract agreements.

An employee may elect to pursue an appeal to the Civil Service Commission when the employee is not covered by the collective bargaining agreement.

**31.3.3**    **Records of Grievances**

Records of grievances resulting in discipline are maintained in internal affairs or employee personnel files, stored by the Sheriff's Executive Aide.

- A.     Records of grievances involving a pay-related issue or dispute are maintained by the employee Association.
  
- B.     Boards or Arbitrators will maintain their own system of records keeping.



## Office of the Sheriff

### THURSTON COUNTY

## 32.1 PROFESSIONAL STANDARDS

The objective of this policy is to provide citizens with a fair and effective avenue for redress of their legitimate grievances against law enforcement officers and members and, by the same token, to protect members from false charges of misconduct or wrongdoing and provide accused members with due process safeguards. The Thurston County Sheriff's Office seeks to maintain its integrity and that of its members. In so doing, the Sheriff's Office shall not hesitate to impose disciplinary actions on guilty members, to remove from employment those members who prove to be unfit for law enforcement work, and to dismiss unjustified allegations against innocent members. For specific information see the **Professional Standards Investigative Procedure**.

### **32.1.1 Potential Complaints**

Members who have a reason to believe that a complaint may be filed arising from their actions, are encouraged to immediately notify their supervisor and disclose the reason(s) for their belief that a complaint may be filed.

### **32.1.2 Notification of Illegal Activity**

If the complaint is in regards to illegal activity, the relevant Chief Deputy will conduct the investigation or assign it to another member of the Command Staff with approval of the Sheriff. The investigation may be forwarded to another criminal justice agency for investigation.

## 32.2 CATEGORIES OF COMPLAINTS

- A. Crime: Complaint regarding the involvement in illegal behavior, such as bribery, theft, perjury or narcotics violations.
- B. Excessive Force: Complaint regarding the use or threatened use of force against a person.
- C. Arrest: Complaint that the restraint of a person's liberty was improper or unjustified.
- D. Entry: Complaint that entry into a building or onto a property was improper and/or that excessive force was used against property to gain entry.
- E. Search: Complaint that the search of a person or their property was improper, in violation of established procedure or unjustified.
- F. Harassment: Complaint that the taking, failing to take, or method of law enforcement action was predicated upon factors irrelevant, such as race, attire, sex, age, etc.
- G. Demeanor: Complaint regarding an office member's bearing, gestures, language or other action which are offensive or of doubtful social propriety, or gives the appearance of conflict of interest, misuse of influence or lack of jurisdiction or authority.
- H. Serious Rule Infractions: Complaint such as insubordination, drunkenness on duty, sleeping on duty, neglect of duty, false statements.

### **32.3 RESPONSIBLE INDIVIDUAL OR POSITION FOR THE INTERNAL AFFAIRS/PROFESSIONAL STANDARDS UNIT FUNCTION**

The Undersheriff is responsible for all internal affairs functions for the Sheriff's Office. The Undersheriff may delegate to those in authority deemed appropriate.

### **32.4 INTERNAL AFFAIR POLICY DISSEMINATION**

The internal affairs policy will be included in all agency-wide policy manuals, and will be distributed to all personnel.

### **32.5 CRIMINAL VIOLATIONS**

Complaints against members which allege criminal violation may be grounds for commencing a criminal investigation. This action will not serve to prevent the internal disciplinary process from dealing with the same matter. The member will be given every right due any other person who is suspected of a crime. Any internal investigation will cease when a criminal violation is suspected. The member will then be given the advisement of constitutional rights, and afforded immediate opportunity to obtain counsel prior to being asked to give a statement. Invocation of rights shall not be regarded as failure to cooperate in the internal investigation. All aspects of the criminal investigation shall be subject to the rules of discovery in criminal cases.

### **32.6 COMPLAINTS AGAINST THURSTON COUNTY SHERIFF'S OFFICE AND PERSONNEL**

It is the policy of the Sheriff's Office to accept and investigate all complaints of employee misconduct or wrongdoing from any citizen or agency member. It is intended to be fair to all concerned, to assure the public of a thorough inquiry, and protect these same members from false or frivolous complaints.

#### **32.6.1 Duty to Report Misconduct**

Employees will report any major violation of officer orders, neglect of duty, or illegal conduct by any member of the office to their supervisors or division supervisor. Failure to do so will constitute a violation of regulations. Supervisors and division supervisors will take immediate, appropriate action on such reports.

### **32.7 MAINTENANCE OF INTERNAL INVESTIGATIONS FILES**

The Sheriff's Executive Aide will maintain internal investigation files in a secure area. Files are not part of personnel files, but numbered separately by year and sequential number. Internal findings only are entered in the personnel files.

Lawfully required release of files to public view will be:

- A. Only by the Sheriff or designee.
- B. After all officers named in the potentially released documents have been given at least 24 hours notice before the file is released.
- C. After copies of those documents are provided to those same officers within that 24-hour period.

**32.7.1    Internal Investigations Retention Schedule**

Allegations are that:

1. SUSTAINED – may be retained indefinitely, at the discretion of the Sheriff.
2. NOT SUSTAINED – retained for the remainder of the current year.

Findings of disciplinary actions shall be retained in respective personnel files indefinitely at the discretion of the Sheriff, unless otherwise specified by bargaining unit agreement.



Office of the Sheriff

THURSTON COUNTY

### **33.1 ADMINISTRATIVE REPORTING PROGRAM**

The Records Division Supervisor will be responsible to cause preparation of daily, monthly and annual reports, and then prepare statistical and data summaries based on those reports. That information shall be forwarded to the Chief Deputies and Mid-managers for the purpose of planning for the allocation of resources to address responses to identifiable, law enforcement concerns.

An accurate flow of information is essential to the office's operations. Reports are the official memory of the office. For this reason, members must accurately complete all required reports and forms. Because much of the information coming to the attention of the office is of a confidential nature, members will not divulge the content of reports, records, or other Office information except as authorized.

#### **33.1.1 Purpose of Reports**

Generally, if a member takes any action, there should be a written notation of it. This can vary from a brief note in a notebook to writing multiple reports, depending on the specific circumstances.

1. Accurate records protect the office and the member from unwarranted accusations of malfeasance or nonfeasance.
2. Reports ensure that information about investigations is continuously available. Reports are necessary for trying the facts. They also inform personnel of existing crime problems and assist in the identification of suspects, property, etc.
3. Reports provide statistical data useful in determining crime patterns, the deployment of manpower for selective enforcement, personnel needs, the effect of crime prevention, and in preparing budget requests.

#### **33.1.2 Approved Reports/Forms**

Only approved Thurston County Sheriff's Office reports and forms shall be utilized by members.

#### **33.1.3 Individual Responsibilities**

Members, while on duty, shall carry the report forms and related materials to properly perform their assigned duties. Members shall have approval of their submitted reports before going off duty.

#### **33.1.4 Supervisor Responsibilities**

Supervisors are responsible to ensure that the following is adhered to:

1. All reports, including supplemental reports must be completed by the end of shift and include:
  - A. Full heading (dates, time, correct code and case numbers).



- B. Correct Spelling.
- C. Date of birth and appropriate identifiers on all persons involved.
- D. The report text must flow in a logical manner and have enough content to answer the questions – who, what, when, where, why, and how.
- E. The report, if an arrest has been made, must include elements of the crime supporting probable cause.
- F. Approve the report.

The supervisor will ensure that all paperwork is appropriately routed.

### **33.1.5    General Guidelines for Report Writing**

The following guidelines will ensure comprehension, ease in handling, and efficiency in writing most reports.

1. Reports will be accurate and legible. They must present a clear, concise picture of the incident. Reports should be written utilizing the RMS Report Writing Module. In the event of technical difficulties with the RMS, reports should be typed for easy reading and reproduction.



## Office of the Sheriff

### THURSTON COUNTY

#### **34.1 RECORDS INTEGRITY**

The Sheriff's Office Records Section will assure the integrity of records of the agency. Members will regard all information concerning the official business operations and policies of the office as confidential and will not release such information unless its release is specifically permitted. Any person requesting such information should be told to submit the request in writing to the Sheriff's Office. Requests for information by other law enforcement or criminal justice agencies shall be referred to a supervisor.

It is the policy of this office to keep all information contained in the agency's criminal history record files confidential and secure as per the state Privacy and Security Act (RCW 10.97), except in instances where the law requires dissemination, or allows dissemination, which serves a legitimate law enforcement or other public interest function as per the state Public Disclosure Law (RCW 42.17).

Criminal History Record Information (CHRI) consists of any information containing individual identification of a person together with a record of that individual's involvement as an alleged or convicted offender. Criminal Justice agencies are eligible to receive CHRI. Requests for CHRI will be referred to records personnel for processing.

All criminal history records shall be given to and kept by the records section in accordance with WAC 365-50-010 through 365-50-560.

The records vault will be accessible only to authorized personnel. Anyone needing information from the records system shall contact a records employee. Anyone needing information from the records system shall submit a records request form to records personnel. The records request form shall explain what information is being requested. A 24-hour notice will be required when submitting a records request under normal circumstances. Emergency or urgent requests will be handled by records personnel immediately, however these requests will be approved by the Chief of Services.

Requests involving time-consuming projects such as research will be handled as time allows.

Original records may be removed when cleared by Records staff and when clearly necessary by explanation. Records copying will be either by Records staff or under their supervision.

Any and all files removed will be by log entry and return file completion, without exception.

##### **34.1.1 Access to Records**

Access to police records is restricted to sworn personnel and records bureau personnel. The Records Supervisor is responsible for maintaining the integrity of police records. Only detectives and sergeants and higher-rank have access after hours. The security door is keyed to match that entry need.

##### **34.1.2 Records Check Requests**

All records check requests will be done by bureau personnel insofar as practical. Deputies may access records with approval from records personnel.

### **34.1.3    Falsification, Destruction of Records**

Employees will not falsify, destroy, alter, or remove any report or record of this Office. Anyone having knowledge of such behavior is required to report it to his/her supervisor.

### **34.1.4    Dissemination of Records**

Dissemination of records information will be limited to authorized criminal justice user agencies. In the event that doubt exists as to the requesting source, the request must be made in writing on official letterhead, or by teletype.

### **34.1.5    Release of Office Information**

Employees will not communicate, relay, or release any official Office information to any person which would in any way hamper or compromise the agency's operations or investigations.

### **34.1.6    Accessing Information in Computer System**

Accessing information in the computer system will be accomplished by those personnel that have an authorized access code to log into the system.

## **34.2    WASHINGTON CRIME INFORMATION CENTER**

The Thurston County Sheriff's Office maintains full participation in the Washington Crime Information Center and, when applicable, the National Crime Information Center. All employees will strictly adhere to all rules and regulations set forth by WSP ACCESS, regarding system information as it relates to the use, dissemination, and destruction of information obtained.

### **34.2.1    ACCESS System**

The ACCESS computer system is the property of the Washington State Patrol. Operation of the system is to be conducted under the rules of the ACCESS and WACIC procedure manuals. Information obtained through ACCESS is restricted to use by law enforcement only. Dissemination of any information obtained through Sheriff's Office computers shall be strictly controlled following TCSO policy, ACCESS procedures, and public disclosure laws.

### **34.2.2    Certification Required**

All users must have ACCESS certification and have received TCSO training prior to using the Mobile Data Computers or sending inquiries to ACCESS.

## **34.3    WANTED, MISSING AND RUNAWAY PERSONS**

Missing adult persons and wanted persons will be entered into the WACIC computer following issuance or notification. The Sheriff's Office will follow state laws relevant to wanted, missing and runaway people, and will comply with the 1990 Child Assistance Act, Public Law No: 101-647. Juvenile runaway and missing reports will immediately generate WACIC entries, upon complainant notification to the Thurston County Sheriff's Office. We assume children are at risk. The safety of

missing children is paramount. Thus, the response to missing and runaway children is to be without delay.

## **34.4 WASHINGTON UNIFORM CRIME REPORTING**

This agency maintains full participation with the Washington Uniform Crime Reporting System (WIBRS) and the National Incident Based Reporting System (NIBRS).

## **34.5 OFFICER SAFETY WACIC FILE**

The Chief Deputy of Services is responsible for ensuring the entry of assault on officer data into WACIC, based on law enforcement reports.

### **34.5.1 Purpose of the Officer Safety File**

The Officer Safety Data Base is intended to provide protection to the police officer/Deputy Sheriff when they contact an individual who has exhibited assaultive behavior during an arrest situation. This file will be available state-wide and all wanted inquiries will be checked against it.

### **34.5.2 Criteria for Entry Into WACIC**

Entry of records in the Officer Safety Data Base is restricted to law enforcement agencies and correctional agencies. An individual can be entered when they have been placed in physical custody or under arrest by a law enforcement officer for any offense and have exhibited assaultive behavior toward a law enforcement officer.

Records entered must be supported by documented incident and/or arrest reports wherein threats were made and reported, or where actual assaults occurred leading to the reasonable conclusion that the individual poses a threat in encounters with law enforcement officers.

### **34.5.3 First Degree Assault/Officer Killed**

If the incident is First Degree Assault, or Officer Killed, the subject remains in the computer system forever, otherwise the name stays in for three years, per NCIC criteria. NCIC allows re-entry of the subject into WACIC for three additional years, following purging.



**Office of the Sheriff**

**THURSTON COUNTY**

### **35.1 CRIME ANALYSIS FUNCTION**

All Thurston County Sheriff's Office members will document criminal information. Field Incident and follow-up reports of any type will be completed that may suggest criminal activity and a need to be collected, collated, analyzed and disseminated. The DSSI Records Management System will be the storage facility whenever possible, to accommodate information sharing. The crime analysis information will be made available to the Chief Deputy of Operations for development of goals, annual enforcement strategies, objectives, and long-range planning. The Records Custodian, Detective Division supervisors, Patrol Division supervisors and Specialty Unit supervisors will keep the Chief Deputy of Operations informed by monthly, quarterly, bi-yearly or yearly crime reports, as required by the Chief Deputy of Operations.

### **35.2 REGULAR AND SPECIAL BRIEFINGS**

Uniform crime report data is available on the DSSI System, and is able to be compiled on a monthly, quarterly, bi-yearly and yearly basis. Crime trends or patterns discovered by any employee will be shared with the chain of command and between divisions. The Chief Deputy of Operations is responsible for special briefings for the Undersheriff or Sheriff whenever new, unusual, or dangerous trends have developed. These briefings will occur during the Administrative staff meetings or more frequently, as determined by a specific need conveyed by the Sheriff, or as dictated by the onset of a particular crime problem or trend.

The purpose of these briefings to the Sheriff includes:

- Address current or projected crime trends or patterns.
- Assist in the development of budget, strategic planning and personnel development.
- Or for public discussion and media relations, voice and electronic mail, memorandums, telephone contact and in-person communications may be used to brief the Sheriff.



## Office of the Sheriff

### THURSTON COUNTY

## 36.1 PLANNING AND RESEARCH FUNCTION

The planning and research duties are done through the joint cooperation of the Operations and Services Chief Deputies, who are responsible for assuring the preparation of an annual analysis of operational activities by type, location, time, and date. Also the dissemination of analytical reports to affected personnel and organizational components.

### 36.1.1 *Providing Policy/Exercising Discretion*

The Chief Deputy of Operations is responsible to assure the study of significant policing problems and recommends policy changes and additions. All the chiefs will monitor and suggest improvements in the office internal communications and operational effectiveness of the Sheriff's Office.

### 36.1.2 *Single-Use Plans*

Specific needs may require single-use plans with defined needs, objectives, scope, purpose, method for its implementation and means to evaluate effectiveness. Post-plan execution critiquing is for further development of standing procedures, methods or policy, and intended to be a positive effort to improve our systems.

### 36.1.3 *Planning Committee*

A planning committee will be convened by the Undersheriff on at least an annual basis. Administrative staff meetings may also be used as a substitute to this process. The planning purposes include:

- A. The research of the potential of systems and equipment to improve the operation of the agency.
- B. Monitoring efficiency and evaluating performance of existing and newly-acquired systems and equipment.
- C. Conducting and supervising surveys and collection of information to be used in administrative and procedural analysis and program development.
- D. Responding to requests for assistance from other divisions or bureaus.

## 36.2 MULTI-YEAR PLAN

All Sheriff's Office Management Team members (Captains and above) will participate in single and multi-year planning to efficiently enhance the budgeting and managing process. All available sources will be considered in order to anticipate workload trends, personnel staffing needs, equipment, and capital improvement needs. The Sheriff's Office goals and operational objectives are determined by long-range planning, and include but are not limited to community oriented law enforcement as a major goal. Contiguous county data will be compared for known crime rate data, population and housing changes, and any other relevant data, to project future needs and service to the public.



**Office of the Sheriff**

**THURSTON COUNTY**

### **37.1 FISCAL MANAGEMENT**

By authority of RCW 36.28 the duties of the Sheriff include being the Chief Executive Officer and conservator of the peace of the county. The Sheriff is also responsible for the overall fiscal management of the elected office of Sheriff.

### **37.2 OTHER AUTHORIZED PERSONNEL**

The day to day fiscal management of the Sheriff's Office budget is one of the duties of the Undersheriff.

Purchase requisitions are completed for all purchases. Requisitions are routed through the immediate supervisor, Bureau Chief, then fiscal approval by the Fiscal Manager, with final approval by the Undersheriff.

### **37.3 BUDGET PREPARATION**

The Bureau Chiefs are responsible for participating in budget preparation, including the preparation of written recommendations based on operation and activity analysis. The Fiscal Manager is responsible for compiling the budget document for approval by the Sheriff and presentation to the County Commissioners.

### **37.4 ACCOUNTING SYSTEM**

The Sheriff's Office has an accounting system which includes the preparation of monthly expenditure reports showing:

- A. Initial appropriation of each BARS CODE.
- B. Expenditures and encumbrances made during the reporting period.
- C. Expenditures made year-to-date.
- D. Balances remaining.

The Sheriff's Office accounting system includes the preparation of monthly revenue reports indicating:

- A. Initial monthly revenue prediction for each revenue source.
- B. Actual monthly revenue received for each revenue source.
- C. Year-to-date revenue collections.
- D. Revenue variance for the reporting period.

### **37.5 AUDITS**

The Washington State Auditor's Office conducts a yearly audit of all agencies within Thurston County. Federal audits may also be conducted with federal grant recipient agencies.

The Fiscal Manager causes continual cash counts, fixed asset reviews, expenditure monitoring, effectiveness and efficiency review.

## **37.6 CASH**

It is the policy of the Sheriff's Office to centralize agency accounting authority to collect and disperse funds and safeguard those funds under the control of the Fiscal Manager. This Manager shall examine each system to assume compliance with current Thurston County Financial policies and procedures. This shall be in accordance also with the Washington State Budgeting and Accounting Reporting System.

### **37.6.1 Financial Statements**

The Administrative Services Bureau shall prepare monthly revenue and expenditure budget reports. At the minimum, the Undersheriff and each Chief will receive a complete copy of these monthly reports.

### **37.6.2 Internal Audits**

The Fiscal Manager shall conduct audits of the Sheriff's Office accounting functions quarterly. The attached form shall be used in completing these audits, and the form shall be forwarded to the accreditation manager. All documentation for audit compliance shall be attached to the audit form.

|    | Daily Deposits to the County Treasurer  | Date Audit Took Place | Comment: |
|----|---|-----------------------|----------|
| 1. | Daily Deposits to the County Treasurer  |                       |          |
| 2. | Inmate Account balancing                |                       |          |
| 3. | OPTIONS account balancing               |                       |          |
| 4. | Civil Fee daily transaction balancing   |                       |          |
| 5. | Civil Fee monthly transaction balancing |                       |          |
| 6. | Investigative Fund balancing            |                       |          |
| 7. | Petty Cash balancing                    |                       |          |
|    |   |                       |          |

## **37.7 INVENTORY CONTROL**

Under the direction and responsibility of the Fiscal Manager, the Administrative Services Bureau shall maintain an inventory of all fixed assets, which shall be reviewed and updated annually.

## **37.8 PURCHASING**

The Sheriff's Office will require compliance with established procedures for equipment and supply purchasing.

### **37.8.1 Purchase Requisitions**

All purchases (with the exception of petty cash and ongoing services) require a purchase requisition. Requisitions are found in the County's financial system (MUNIS). Requisitions are completed by the individual responsible for ordering of the item or by a divisional designee. Purchase requisitions are then forwarded electronically, as follows:



1. Funding authorization approval by the Fiscal Manager.
2. Appropriate supervisor approval.
3. Bureau Chief approval.
4. Approval for purchase by the Undersheriff.

All purchases shall comply with the purchasing policy, as noted in the Thurston County Administrative Manual.

### **37.8.2    Bidding Procedures**

All personnel shall comply with the bidding requirements, as noted in the Thurston County Administrative Manual. If bid requirements are needed, then all personnel shall inform the Fiscal Manager and receive further instruction.

## **37.9    EMERGENCY PURCHASES**

Emergency purchases exceeding \$50.00 require approval of a Bureau Chief.

## **37.10    SUPPLEMENTAL APPROPRIATIONS**

When approved by the Sheriff, supplemental or emergency appropriations will be sought from the Board of County Commissioners. The Fiscal Manager will complete all the necessary resolutions for approval by the County Commissioners.

Budget line transfers may be made by the accounting section upon approval of the Fiscal Manager.

## **37.11    CONTRACTURAL SERVICES**

The provision or receipt of any contractual services by the agency is effected and governed by an appropriate written agreement.

The Fiscal Manager is responsible for the maintenance and filing of all agreements and contracts.



Office of the Sheriff

THURSTON COUNTY

## **38.1 SHERIFF'S OFFICE COMMUNICATIONS**

The Thurston County Sheriff's Office will maintain dispatching service by contract with CAPCOM. CAPCOM is a county-wide telephone and dispatch operation with a single access public safety telephone answering point and provides all public safety dispatching (with the exception of the Washington State Patrol) through the use of enhanced 9-1-1.

### **38.1.1 *Answering the Telephone***

The telephone is the primary means by which the public request the services of this office.

Employees will conduct telephone conversations in a courteous manner and will attempt to see that the caller receives any and all Sheriff's Office services that are needed.

### **38.1.2 *Personal calls***

No employee will charge personal, long-distance telephone calls to the county. All Sheriff's Office, long-distance calls shall be placed through the SCAN network.

### **38.1.3 *Communications Services***

The Sheriff's Office agreement with Capcom is to serve the public continually, 24-hour-per-day, in communications.

### **38.1.4 *Communications System***

The intergovernmental agreement with CAPCOM is for radio, telephone, teletype and computer-aided dispatch services for all member agencies. Messages sent or received in the teletype will be regarded as the official business of the Thurston County Sheriff's Office and will not be divulged to persons outside the office unless considered necessary for Sheriff's Office operations. All teletype messages sent by deputies will be cleared by the shift supervisor before sending. Teletype will be used whenever possible to replace long distance telephone.

### **38.1.5 *Common Procedures***

Radio communications procedures will be followed by all members of this office as defined in the CAPCOM "Radio Procedures Manuals", which is provided to each agency. Standardized procedures and radio languages are defined in the manual.

### **38.1.6 *Criminal History Information***

Radio broadcast of criminal history information, booking information and citation information is prohibited. All procedures shall be in common language.

### **38.1.7    Call Signs**

Radio calls signs are assigned to each unit according to its designed function. Communications between CAPCOM and field units will be conducted in a businesslike manner, using proper language and radio procedure.

### **38.1.8    Status**

Field units will keep CAPCOM advised of their service status during the shift. Whenever a field unit is out of service for any reason, the unit will notify dispatch, give a location and briefly state the nature of activity.

### **38.1.9    Cooperation**

Full reciprocal cooperation between the radio dispatcher and all units, regardless of rank, shall be exercised by the personnel of this agency. Deployment of field strength and resources must be made with continuity and rapidity. These decisions must be placed with the individual having the most information available. While on-scene supervision is concerned with the single incident at hand, dispatch is concerned with multiple, simultaneous incidents.

Should the Shift Supervisor, or their designee, choose to override the dispatcher's judgment, that Shift Supervisor shall assume full responsibility for the response to all incidents within the affected area until control reverts to the dispatcher. The selection of methods and tactics to be used in the resolution of any single incident remains with the individual field deputies and supervisors.

### **38.1.10    Violations**

Violations of radio procedures or causes for complaint from dispatchers or field units shall be reported to the complainant's supervisor and processed through the proper chain of command. Unit supervisors are responsible for ensuring that all complaints and violations noted are processed.

### **38.1.11    Personnel**

Through the use of primary and secondary tactical frequencies, local law enforcement agencies can communicate within the group (system) or switch channels and communicate with adjacent jurisdictions.

### **38.1.12    Discipline**

Any unauthorized entry into files or computer programs by employees is grounds for immediate discipline action.



Office of the Sheriff

THURSTON COUNTY

## 39.1 CUSTODIAL CARE STANDARDS

The Thurston County Corrections Facility shall operate in compliance with the Thurston County Sheriff's Office policies and internal procedures, as set forth by the Chief Deputy of Corrections.

To ensure guideline compliance with the jail standards and agency policies and procedures, an annual inspection of the facility shall be conducted as directed by the Thurston County Sheriff. A person not in the Corrections Bureau chain of command will conduct the inspections.

## 39.2 LEGAL ADVICE

Legal advice for the Thurston County Sheriff's Office is provided by the Thurston County Prosecuting Attorney. A Deputy Prosecutor is designated by the County Prosecutor to serve as the Sheriff's Office legal advisor.

### 39.1.1 *Civil Litigation*

The Sheriff has an interest in any civil action involving any employee. The following general directive provides means of assuring that the Sheriff will be notified when a civil suit is contemplated or commenced.

#### 1. Initiating Suits

Employees shall not bring a civil action against any person for damages sustained in the line of duty without first reporting the case to the Sheriff.

#### 2. Being Named as a Respondent

Any employee who becomes aware that they will be named as a respondent in a civil action growing out of that employee's acting in an official capacity, whether on or off duty, will immediately notify the Sheriff of such action.

#### 3. Subpoenas Relating to Office Business or Operations

Any employee who is served with a subpoena or other legal process relating to the business, operations, policies, or procedures of the office will inform their division Chief immediately.

## 39.3 LIABILITY INSURANCE

The County of Thurston provides insurance for all its employees, including the Sheriff's employees, through a system of self-insurance. The loss liability fund is managed by the County's Insurance Risk Fund in the Human Resources Department.



Office of the Sheriff

THURSTON COUNTY

## 40.1 BLOOD-BORNE PATHOGEN INFECTIOUS DISEASE EXPOSURE CONTROL PLAN

The Sheriff's Office will adhere to the Thurston County Exposure Control Plan and the related WAC, as well as WISHA guidelines, as they relate to the blood-borne pathogen protections against occupational exposure. The primary work practice control methods of protection are:

- A. The Exposure Control Plan.
- B. Engineering and work practice controls.
- C. Personal protective equipment.
- D. Housekeeping.
- E. Hepatitis B vaccinations for those in job classifications or tasks determined to be reasonably at risk of exposure covered in the control plan.
- F. Post-exposure medical evaluation and follow-up.
- G. Labeling, communication and training.
- H. Decontamination and laundry.
- I. Waste management.
- J. Recordkeeping.

### 40.1.1 *Health Risk Notification*

Employees and volunteers will receive a notification of the known health risks, if any, as they may relate to any assignment to an at-risk classification duty. Training on HIV/Hepatitis B matters is mandatory for all full-time, part-time, and temporary employees in any at-risk classification. Training for volunteers of the Sheriff's Office is voluntary, but recommended. Vaccinations for volunteers are also voluntary and are made available at the county cost rate.

### 40.1.2 *Matters Affecting Inmates*

Inmates found to have clothing contaminated with human blood or other potentially infectious materials will place their clothing in double-plastic bagged containers, which shall be identified with the Bio-Hazard label. Examples are such as:

The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

County clothing will be provided during incarceration. Soiled clothing will be sealed in a Bio-Hazard bag and placed into the inmate's property, until the release of the inmate.

Only trained agency personnel will do work in any hazardous duty. All food service workers shall follow recommended standards and practices of good personal hygiene and food sanitation. They shall exercise care to avoid

injury to the hands when preparing food. Should an injury occur, both aesthetic and sanitary considerations dictate that food contaminated with blood be discarded.

**40.1.3 Personnel Compliance**

All Thurston County Sheriff's Office personnel will be held accountable for utilizing personal protective equipment when in at-risk situations. Violations of this policy or procedures are subject to discipline.

**40.1.4 Annual Policy Review**

The Thurston County Sheriff's Office management will annually review and update, if possible, the agency's Blood-borne Pathogen policy and procedures.

THURSTON COUNTY SHERIFF'S OFFICE  
EXPOSURE CONTROL PLAN

| CLASSIFICATION              | EXP<br>YES | EXP<br>NO | ANTICIPATED METHOD OF EVIDENCE         |
|-----------------------------|------------|-----------|--|
| Deputy Sheriff              | X          |           | First Aid/Arrest/Evidence              |
| Operations Sergeant         | X          |           | First Aid/Arrest/Evidence              |
| Lieutenant                  | X          |           | First Aid/Arrest/Evidence              |
| Captain                     | X          |           | First Aid/Arrest/Evidence              |
| Chief Deputy Operations     | X          |           | First Aid/Arrest/Evidence              |
| Evidence Technician         | X          |           | First Aid/Arrest/Evidence              |
| Sheriff                     | X          |           | First Aid/Arrest/Evidence              |
| Undersheriff                | X          |           | First Aid/Arrest/Evidence              |
| Chief Deputy Service Bureau | X          |           | First Aid/Arrest/Evidence              |
| Services Sergeant           | X          |           | First Aid/Arrest/Evidence              |
| Services Deputy             | X          |           | First Aid/Arrest/Evidence              |
| Chief Deputy Corrections    | X          |           | First Aid/Evidence/Searching/Detention |
| Corrections Lieutenant      | X          |           | First Aid/Evidence/Searching/Detention |
| Corrections Sergeant        | X          |           | First Aid/Evidence/Searching/Detention |
| Corrections Deputy          | X          |           | First Aid/Evidence/Searching/Detention |

THURSTON COUNTY SHERIFF'S OFFICE  
COLLATERAL PLAN

| CLASSIFICATION                 | EXP<br>YES | EXP<br>NO | ANTICIPATED METHOD OF EXPOSURE       |
|--------------------------------|------------|-----------|--------------------------------------|
| Food Services Supervisor       | X          |           | First Aid/Confrontation/Intervention |
| Food Services Asst. Supervisor | X          |           | First Aid/Confrontation/Intervention |
| Food Services Specialist       | X          |           | First Aid/Confrontation/Intervention |

## 40.2 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) OF 1996

County Resolutions #12939 and #12940 are found on the Thurston County Intranet, and see Thurston County Administrative Manual Policy 45.1, also on the intranet.

The Thurston County Sheriff's Office requires initial and annual training on HIPAA, and changes may well be expected. The County recognizes the information technical manager as security officer on HIPAA compliance. The Undersheriff is specifically responsible to assure initial and annual training to Thurston County Sheriff's Office Corrections Bureau, Accounting Office, and other members of the office of the Sheriff who are covered under HIPAA.

The Act affects the daily operation of the Sheriff's Office, involving the sharing of medical and mental health information of inmates, employees and all members of Thurston County Sheriff's Office.

- A. Protected Health Information (PHI) means information in any form – oral, electronic or printed – which identifies an individual and relates to a person's physical or mental health. PHI excludes individually identifiable health information in employment records held by the Sheriff's Office. The Corrections Bureau will protect inmate medical and mental health records and deal with implied consent by individuals.

Records Section will lock up and not release any medical information, other than to a victim, and will protect an individual's right to privacy and will protect from view any computer screen or hard copy of medical or mental health information.

- B. On criminal case investigations, members will acquire a proper release form, when asking for medical information on a victim, from the attending physician, and disclosed only on a need-to-know basis. Investigators should respect limitations placed on emergency response personnel who follow the same requirements.
- C. All members will not divulge medical mental health, or sick information of anyone unless expressed permission is given by the person affected. This includes the involvement of former agency members. Sometimes, their spouse can assist in what that person may want people to know. Supervisors should avoid asking detail when members calling in sick leave requests for leave.
- D. Violation of the HIPAA law, County resolutions and this policy, could result in a criminal penalty. Violation could also result in termination of employment.



**Office of the Sheriff**

**THURSTON COUNTY**

## HIPAA CONFIDENTIALITY STATEMENT

As a Sheriff's employee, or any other agency member of Thurston County, you have the responsibility of maintaining the confidentiality of all records and health care information. By signing this statement, you agree to the following:

- ❖ I understand that all client and Thurston County employee information, records, and health care information compiled, obtained, maintained, reviewed or observed by me in the course of my duties are confidential. I agree not to disclose or otherwise make known to any unauthorized persons any information regarding the same, unless so directed by a Thurston County Supervisor, or if the person(s) affected otherwise authorizes disclosure of medical concerns.
- ❖ No otherwise privileged information, whether written or oral, will be shared with family members and/or friends.
- ❖ I understand that I am not to read information, records and health care information concerning clients and case reports or any other confidential documents for my own personal information, but only to the extent and for the purpose of enabling me to perform my assigned duties.
- ❖ Discussions regarding clients or employees will be held in staff offices/areas or other places where privacy is assured. I will not discuss any identifying information except in the performance of job-related duties, being especially mindful that these discussions do not occur in hallways, elevators, lavatories, lunchrooms or other public areas.
- ❖ All charts, notes and other written material concerning a client or employee, will be filed in a secure place when I am not using the information.
- ❖ When working on network files on a computer, I will log off when I am finished or leave my work station for an extended period of time, to prevent access to confidential files and databases.
- ❖ Violation of this agreement and HIPAA law may result in criminal penalty.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Thurston County Representative Signature

\_\_\_\_\_  
Date





**Appointment/Selection Rate (Ratio):**

The number of candidates who achieve entry-level probationary status divided by the total number seeking employment.

**Appropriation:**

Money that the agency is authorized to spend for a specific purpose, such as for personnel services, operating expenses, supplies, etc.

**Area Patrol:**

Patrol or stationary observation in an area or beat that includes a number of streets, roads or sections of highway.

**Assessment Center:**

Consists of a standardized evaluation of behavior based on multiple inputs. Multiple trained observers and techniques are used. Judgments about behavior are made, in part, from specially developed assessment simulations. These judgments are pooled by the assessors at an evaluation meeting during which assessment data are reported and discussed and the assessors agree on the evaluation of the dimensions and any overall evaluation that is made.

**Authoritative Inspection:**

A term that is sometimes used for "line" inspection. See below.

**Authorized Strength:**

The number of personnel legally or officially sanctioned by the agency's government.

**Auxiliary:**

A civilian affiliated with the law enforcement agency in part-time, unsalaried, non-sworn capacity because of their interest in contributing to the agency's role in a support capacity.

**Available Strength:**

The largest potential group or number of individuals eligible, qualified, and capable of assuming specific activities and responsibilities.

**Bailiff:**

A court officer who guards the jurors, maintains order in the courtroom, announces the opening and closing of court, calls witnesses and other persons to appear in court, attends to other matters under the court's direction, and may maintain secure custody of the defendants while in court. Their duties may include both security and clerical functions.

**Beat:**

A geographic area assigned to a patrol deputy. The term "beat" applies to the area patrolled by a deputy in a vehicle.

**Bi-Monthly:**

Every other month; every second month.

**Bio-Hazard:**

The existence of a condition which may pose a threat of illness to a human from contact with a biological material. Usually need to describe something contaminated.

**Bio-Hazard Label:**

A label affixed to containers of regulated waste, or container of blood or other potentially infectious materials. Universally recognizable and must be used to ship or store containers of contaminated materials.

**Blood:**

Human blood, human blood products, and products made from human blood.

**Blood borne Pathogens:**

Disease causing (pathogenic) microorganisms that are present in blood. Including, but not limited to, Hepatitis B (HBV), human immunodeficiency virus (HIV), malaria, and syphilis.

**Body Fluids:**

Fluids that have been recognized by Centers for Disease Control (CDC) as directly linked to the transmission of HIV and/or HBV to which universal precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, and concentrated HIV or HBV viruses.

**Booking:**

A procedure for admitting to a holding facility a person charged with an offense; includes searching, fingerprinting, photographing, medical screening, collecting personal history data, and inventorying and storing a person's property.

**Budgeted Strength:**

The number of personnel for who funds have been authorized for a given period. This number can, but does not necessarily have to, coincide with authorized strength.

**Bureau:**

A primary subdivision with responsibility of providing a specific specialized function as required by law (Operations).

**Bureau Commander:**

The commanding deputy, or chief, of a bureau.

**Candidates:**

Persons seeking employment who have completed a formal application.

**Career Counseling:**

The relationship (process) between trained counselor and employee that is designed to facilitate an employee's career choices; understanding of career goals; and achievement of career goals through meaningful, well-informed choices.

**Career Development Activities:**

An organized and supervised set of duties or functions designed to stimulate learning (e.g., counseling, training, job rotations).

**Career Development In-Service Training:**

A training process used to provide an advanced level of instruction that enhances an employee's overall potential for upward mobility and/or job satisfaction.

**Career Specialty:**

An area of interest or specialization that enhances the upward mobility and/or job satisfaction of an employee.

**Chain of Command:**

Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

**Chain of Evidence:**

The continuity of custody of material and items collected as physical evidence, whether at the crime scene or not. The connotation, under the law, is that the item or material introduced subsequently into the court at the time of the trial be proven to be the same as that obtained initially by the crime scene specialist, the investigator, or some other person delivered to the laboratory for examination.

**Circle System:**

A series of fixed roadblocks intended to contain a vehicle or suspect in a given area.

**Circulation Patterns:**

Concern the movement of persons from place to place and for purposes of these standards are divided into three distinct routes. The first pattern is for the movement of the general public, who are usually allowed free movement from place to place, excluding restricted areas. The second pattern provides controlled access in areas used by judges, officers of the court, or visitors whose presence is under control; in many instances this pattern is also used to move prisoners under escort from a detention area to court and back. The third pattern is under the control of sworn law enforcement officers or custodial

officers and is used exclusively for the movement of prisoners and may contain holding areas. The secure area is inaccessible by other than authorized personnel.

**Citation:**

Any traffic enforcement action that involves a written notice to the accused to appear and that contemplates trial adjudication or disposition to determine the guilt or innocence of the person charged with a violation.

**Civil Process:**

A civil arrest is made pursuant to a written order by a judge of a competent jurisdiction in a civil action or proceeding. Such written orders may be given by a supreme court, the family court, district court, or the surrogate's court. Depending upon the area of the country.

**Civilian Employee:**

All personnel of the office or such county employees who are assigned to the Agency, who have not taken the oath of office and who are not authorized to make arrests.

**Class:**

A grouping of jobs for which duties, responsibilities, qualifications, and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices. (See "Position" below for a differentiation among class, job, and position.)

**Class Specification:**

An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.

**Code Driving:**

Emergency driving, using lights and/or siren, under circumstances outlined by policy.

**Code Zebra:**

An alert for a multi-jurisdictional response plan to apprehend suspects fleeing from major crimes.

**Collation of Intelligence Information:**

The process of forecasting of a developing modus operandi (MO) through the comparison of raw data.

**Collation of Intelligence Information:**

The process of gathering of raw data from public information or a confidential source from study.

**Collision Diagram:**

A diagram of an intersection or section of roadway on which reported accidents are shown by arrows indicating direction approach and interrelated maneuvers (not necessarily to scale).

**Commissioned Deputy:**

A Thurston County Sheriff's Deputy who meets the same criteria as set out in RCW 10.93.070 for that of a general authority peace officer. In addition to any other powers vested by law, a general authority Washington peace officer who possesses a certificate of basic law enforcement training or a certificate of equivalency or has been exempted from the requirement therefore by the Washington State Criminal Justice Training Commission may enforce the traffic or criminal laws of this state throughout the territorial bounds of this state, under the following enumerated circumstances:

- (1) Upon the prior written consent of the sheriff or chief of police in whose primary territorial jurisdiction the exercise of the powers occurs;
- (2) In response to an emergency involving an immediate threat to human life or property;
- (3) In response to a request for assistance pursuant to a mutual law enforcement assistance agreement with the agency of primary territorial jurisdiction or in response to the request of a peace officer with enforcement authority;
- (4) When the deputy is transporting a prisoner;
- (5) When the deputy is executing an arrest warrant or search warrant; or
- (6) When the deputy is in fresh pursuit, as defined in RCW 10.93.120. [1985 c 89 7.]

NOTE: Commissioned means also the law enforcement field, not the corrections field of service.

**Commissioned Member:**

A member of the Sheriff's Office commissioned depending on need, as needed by the Sheriff.

**Community's Languages:**

Languages used by ethnic or racial groups living within the agency service area.

**Compensation Program:**

A description of the complete salary plan of the agency, including the basic salary levels for all classes of positions and all forms of compensation provided by the agency.

**Concealed Observation:**

Stationary observation in which the observer is not visible to persons, using ordinary powers of observation, from the roadway being observed.

**Concurrent:**

Having equal jurisdiction or authority.

**Condition Diagram:**

A map of an intersection or section of roadway showing all objects and physical conditions having a bearing on traffic movement.

**Consent Letter:**

A letter from Sheriff or Chief of Police granting Peace Officer powers within their jurisdiction to certain specified law enforcement agencies.

**Construct Validity:**

The identification and measurement of the characteristics or traits believed to be important to successful job performance; must be demonstrated by statistical data.

**Contaminated:**

The presence or the reasonably anticipated presence of blood or other potentially infectious materials on a person or on something which could reasonably be anticipated to come in contact with a person. This includes: clothing, personal protective equipment, work equipment and materials.

**Contaminated Laundry:**

Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

**Contaminated Sharps:**

Contaminated objects that can penetrate the skin including, but not limited to needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

**Content Validity:**

The justification of a component of the selection process by showing that it measures a significant part of the job.

**Contraband:**

Items that are not permitted within a holding facility because of their illegality or possible use to disrupt security measures within the facility.

**Corrections Deputy:**

Those individuals who have been statutorily trained and so directed to provide for the supervision, care, custody and control of individuals legally detained through city, county, state and/or federal jurisdiction.

**Counseling:**

The giving of advice, advising. As used: discussions between the rated employee and rater leading to advice to the former concerning performance.

**Course:**

A body of prescribed study about a specific topic.

**Court:**

A judicial officer or the room or space where judicial officers conduct trials, hearings, or other judicial activities.

**Courthouse Security Officer:**

A person who is responsible for the security of the courthouse. In some jurisdictions their responsibility may be limited to the courtrooms and related spaces, such as judge's chambers, jury deliberation rooms, and spaces occupied by officers of the court.

**Crime Scene:**

The location where the crime occurred or where the indication of the crime exists.

**Crime Scene Processing:**

The specific actions taken at the crime or accident scene, consisting of the taking of photographs, preparing the crime accident sketch, and the collecting and preserving of physical evidence.

**Crime Scene Processor:**

The person or persons charged with the responsibility for processing the crime scene, but whose primary duties are different, such as a patrol deputy or investigator.

**Crime Scene Sketch:**

A drawing, usually a planar projection, of the crime scene, to scale and showing all of the significant aspects of the crime scene.

**Crime Scene Specialist:**

A person who processes the crime scene, who may have a higher level of training than the crime scene processor and whose primary duty is crime scene processing.

**Crime/Forensic Laboratory:**

A crime laboratory is defined as a laboratory that employs one or more full-time criminalists whose principal function is the examination of physical evidence for law enforcement agencies in criminal matters and who provide testimony with respect to such physical evidence to the criminal justice system.

**Criminal Process:**

Those writs, summonses, mandates, warrants, or other process issuing from a court of law compelling a person to answer for a felony or misdemeanor. This term also includes process issued to aid in crime detection or suppression, such as search warrants.

**Crisis Intervention:**

Training that is designed to modify or enhance performance in specific crisis situations, such as family conflicts, spousal abuse, disturbances, rape, and homicides.

**Criterion-Related Validity:**

The justification of a component of the selection process by showing that it is predictive or correlated with important elements of the job; must be demonstrated by statistical data.

**Cultural Environment:**

The customary beliefs, social forms, and material traits that influence the life of an individual or community.

**Curriculum:**

A series of courses related to a specific kind of training program.

**Custody:**

Legal or physical control of a person; legal, supervisory or physical responsibility for a person.

**Cut-Off Score/Passing Point:**

The numerical result of a valid and useful test or examination used to determine minimum eligibility.

**Deadly Force:**

The intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury.

**Decentralized Location:**

An extension of a central location to designated sites in outlying areas.

**Decompression Dive:**

Any dive that requires necessary delays in ascents to eliminate excess nitrogen.

**Decompression Meters:**

Electronic instrument which automatically calculates residual nitrogen time in minutes and displays additional time and depth limits.

**Decontamination:**

The clean-up of a contaminated surface by use of a chemical or mechanical means. Decontamination is designed to destroy blood-borne pathogens to a point where they are no longer infectious. The result of decontamination is that the surface is rendered safe for handling by people. The contaminated surface shall be decontaminated as soon as possible.

**Decoy Operation:**

Any one of various techniques for simulating a potential crime victim, with surveillance maintained by deputies (usually in plain clothes) in a position to make arrests.

**Deputy:**

Any person commissioned by the Sheriff to carry out a law enforcement function.

**Detail:**

A subordinate part of a squad or unit, and the assignment may be temporary or permanent.

**Detainee:**

A person who, having been detained, is held in a holding facility for not more than 72 hours. Such persons are held in the holding facility pending arraignment, release, adjudication, or transfer to another facility.

**Direct Order:**

A command, given by a superior deputy and emphasized with these words, so there will be no misunderstanding between the parties.

**Disciplinary Rules:**

Specify an unacceptable level of conduct for all Deputies, regardless of their rank or the nature of their assignment. Any peace officer who violates any agency rule that applies to these Canons and Standards is guilty of unprofessional conduct, and is subject to disciplinary action. Violation of disciplinary rules requires appropriate adjudication and disciplinary action ranging from oral reprimand to termination and/or criminal prosecution or other administrative action sanctioned by law, as dictated by the individual case.

**District:**

Patrol districts are geographic areas manned by patrol deputies, and are supervised by watch commanders.

**Dive Tables:**

Used to gauge excess nitrogen in your body so you can determine your maximum safe time and depth limits.

**Dive Team Leader:**

Person assigned by the Lead Diver to be present and take charge of diving operations.

**Diversions:**

In the broadest sense, any procedure that (1) substitutes monetary for official entry into the justice process, (2) substitutes the suspension of criminal or juvenile proceedings for continuation, (3) substitutes lesser supervision or referral to a non-justice agency or no supervision for conventional supervision, or (4) substitutes any kind of non-confinement status for confinement.

**Division:**

The secondary subdivision and the principal subordinate part of a bureau, assigned to perform part of the responsibility of a bureau, and performing primarily line functions.

**Division Commander:**

The commanding deputy of a division.

**Domestic Violence:**

Physical harm, bodily injury, or assault between household members or the infliction of fear of imminent sexual assault by a family or household member upon another. A family or household member means a spouse or former spouses; adult persons related by blood or marriage, persons who are presently residing together or have resided together in the past, or persons who have a child in common, regardless of whether they have been married or lived together at any time.

**Emergency Medical Care:**

Initial attention (1) life-threatening situations, including airway care, pulmonary and cardiopulmonary resuscitation, control of bleeding, and prevention of shock; (2) injuries, including soft tissue injuries, internal injuries, and fractures; and (3) heart attack stroke, diabetic coma, insulin shock, epileptic attack, emergency childbirth, alcohol and drug abuse, ingested and inhaled poison, bites and stings, and exposure to heat and cold.

**Emergency Medical Care Equipment and Supplies:**

It is assumed that the first responder will have necessary emergency care equipment and supplies. The equipment presumed to be available is as follows: triangular and roller-type bandages, universal dressing/gauze pads and occlusive dressing, adhesive tape, bandage shears, eye protector (paper cup or cone), stick (for impaled object/tourniquet), blanket, pillow, upper and lower extremity split sets, oxygen equipment and masks, \*bag-valve-mask resuscitator, \*and oropharyngeal airways (adult and child).\*

**Emergency Situation:**

An actual or potential condition that poses an immediate threat to life or property. In the context of mutual aid, it means a situation that exceeds the capability of a local agency to counteract successfully.

**Emotional Stability/Psychological Fitness Examination:**

Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either deleterious or advantageous to successful job performance.

**Employee:**

Any permanent, extra-hire or reserve of the Sheriff's Office. For purposes of matters regarding blood-borne pathogens, an employee is someone whose position is in an at-risk job classification.

**Encumbrance:**

A commitment in the form of an order, contract, salary, or similar item that will become payable when goods are delivered or services rendered.

**Enforcement Procedures:**

The fundamental rights of an accused deputy which are applicable to a disciplinary investigation or proceeding against the deputy.

**Engineering Controls:**

The use of mechanical devices to isolate or remove people from coming into contact with blood or other potentially infectious materials, or remove the blood-borne pathogens hazards from the workplace. Some examples are plastic sheet barriers, sharp rigid disposal containers for waste, and tongs.

**Entry Level:**

The state at which a person is first employed in a position.

**Equal Employment Opportunity:**

The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, sex, religion, national origin, or physical impairment.

**Essential Persons:**



Designated staff and detainees are essential persons. All other persons are considered to be nonessential persons.

**Ethical Standards:**

Statements which express in general terms standards of a professional conduct expected of Deputies in their relationship with the public, the criminal justice system, and the peace officer profession. They represent the objectives toward which every peace officer shall strive. They constitute principles that can be relied upon by a peace officer for guidance in specific situations.

**Evaluation Checklist:**

A tool used in evaluating the effectiveness of the career counseling process. Indicated on the checklist are the criteria that determine whether the employee has reached an effective performance level in the area of career development.

**Evaluation of Intelligence Information:**

To determine the worth or significance of raw information by care appraisal or study.

**Execution:**

The performance of an act required by the writ, warrant, or other process commanding the seizure of a person or thing, as opposed to mere delivery of an instrument without any concomitant seizure. For the purpose of this chapter, an attachment is deemed an execution.

**Exposure:**

Reasonably anticipated skin, eye mucous membrane, or parental contact with blood or other potentially infectious materials that may result from performance of employee's duties.

**Exposure Control:**

The use of engineering controls, personal protective equipment, education, and enforcement to control exposures to blood or other potentially infectious materials.

**Exposure Control Plan:**

The written document, which is required by law, identifies regulations to protect employees from exposure to blood and other potentially infectious materials. It is Thurston County Sheriff's Office policy and is required to be read, understood, and followed by all employees, in all operations.

**Exposure Incident:**

A specific eye, mouth, or other bodily contact with blood or other potentially infectious material or with a contaminated surface which results from performance of an employee's duties.

**Exposure Source:**

The person, living or dead, or item which is the cause of the exposure incident. If it is a person, that person is referred to as a Source Individual for documentation.

**External Training:**

Any in-service training available beyond roll call or in-house programs.

**Fairness:**

Resulting in a minimum adverse impact.

**Field Interview:**

The stopping and questioning of a person by a law enforcement officer because the officer (1) has reasonable suspicion that the subject may have committed, may be committing, or maybe about to commit a crime, (2) believes the subject may be a hazard, or (3) believes the interview may have a preventive effect.

**Field Training Deputy (FTO):**

A deputy who has been carefully selected and trained to deliver the field training program to recruit deputies.

**Field Training:**

A structured and closely-supervised program provided to recruit deputies to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.

**Firearm:**

A weapon that expels a projectile by means of exploding or expanding gases.

**Fixed Roadblock:**

A full or partial roadblock established at a fixed point.

**Follow-Up Investigation:**

An extension of the preliminary investigation. The purpose is to provide additional investigation in order to close a case, arrest an offender, and/or recover stolen property. The investigation may include the following ACTIVITIES: (1) identifying and apprehending the offender; (2) collecting, preserving, analyzing, and evaluating evidence; (3) recovering stolen property; (4) interviewing victims and witnesses; (5) interrogating suspects; (6) determining in detail the exact circumstances of offense; (7) determining if other crimes may have been committed by the suspect; (8) reporting information obtained; and (9) preparing case for court presentation.

**Foreign Jurisdiction:**

Another municipality, county, state, or nation. For the purposes of this chapter, a foreign jurisdiction is one in which the agency has no legal authority to serve or execute process by use of its own personnel.

**Foreign Process:**

Any writ, warrant, mandate, order or other process, either civil or criminal, originating in a foreign jurisdiction and intended to be served or executed in the agency's jurisdiction.

**Formal Application:**

A written form used to express interest in employment and to request information on a person's basic occupational qualification, work experience, educational background, training, and specific skills or abilities.

**Formal Discipline:**

The final adjudication of administrative or disciplinary charges.

**Function:**

The general term for the required or expected activity of an organizational component; e.g., the patrol function, the communication function, the planning function.

**General Assistance:**

Services of non-emergency nature provided by agency personnel, such as providing information or directions, assisting stranded or disabled motorists, etc.

**General Order:**

Services of non-emergency nature provided by agency personnel, such as providing information or directions, assisting stranded or disabled motorists, etc.

**Grids:**

A geographical square with sides of one mile. Thurston County is divided into grids beginning at the northwest corner.

**Handicapped Prisoner:**

A prisoner with an anatomical, psychological, or mental impairment that hinders mobility.

**Handwashing Facility:**

A facility providing running potable water, soap, and single use towel or drying machines.

**Hazardous Traffic Law Violation:**

Violation of any law, ordinance, or regulation affecting the use or protection of streets or highways and enacted primarily to regulate the same movement of vehicles and pedestrians. There are two categories of this violation: (1) unsafe behavior – an action or omission in traffic that is hazardous even when vehicles, streets or highways and people involved are in legal condition; (2) unsafe condition – causing

and permitting an illegal and possibly hazardous condition of a driver or pedestrian in traffic, streets or highways used by traffic, and/or vehicle used in traffic.

**HBV:**

The B type virus of Hepatitis. There are also four other types, A, C, D, & E. HBV is the only type with a vaccine. There is a 40 – 180 day incubation period from the time a person contracts the virus. Some of the complications of the virus are: chronic liver disease, cirrhosis, and cancer.

**High-Risk Trial:**

A trial by nature which indicates a serious security threat or can provoke a strong emotional response from the general public or interested groups. That response may threaten the safety of those involved or lessen the integrity of the judicial process.

**Highway:**

The entire width between the boundary lines of every way public maintained when any part thereof is open to the use of the public for purposes of vehicular traffic, a street, or a publicly maintained trafficway.

**HIV:**

Human Immunodeficiency Virus. The precursor to acquired immune deficiency syndrome (AIDS). There is no vaccine for HIV.

**Holding Facility**

A temporary confinement facility for which the custodial authority is usually less than 72 hours and where detainees are held pending release, arraignment, adjudication, or transfer to another facility. Excluded from this definition are rooms, areas, or space provided for processing, questioning, or testing a detainee when the detainee is under continuous supervision and control of agency personnel within the room, area or space and for a period of time not to exceed two hours.

**Hyperbaric:**

Increased atmospheric pressure.

**Identifying Information:**

Any data included in personnel records and selection materials that directly or indirectly make a specific individual recognizable or known.

**Improper Conduct:**

The allegation is true; the action of the agency or the deputy was inconsistent with agency policy.

**In Custody:**

Being under the full control of an escort deputy during transportation.

**In Transit:**

State of being transported, such as when an escort deputy moves a prisoner from point of origin to the destination.

**In-Service Training:**

Training in addition to recruit training, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and roll-call training.

**Inactive Intelligence Information:**

Consists of that information that requires no further follow-up and is closed or pending until further information becomes available.

**Incident:**

An event that requires law enforcement action or the dispatching of deputies in response to citizen requests for law enforcement services. This includes any incident, whether criminal or non-criminal, for which there has been a response to the scene, an investigation, or the preparation of an oral or written report.

**Informed Consent:**

A voluntary agreement to participate in an activity and/or allow an activity or procedure to be performed based upon the availability of all pertinent information and the ability to understand the consequences of the agreement decision.

**Initial Application:**

A written form (referred to as a pre-application contact card) used to express a person's general interest in employment; it provides the prospective employer with such basic information as the person's name, address, age, telephone number, and the position desired.

**Instructional Material:**

Training guides, bulletins, and checklists.

**Instrument for Detection of Deception:**

A mechanical apparatus designed for the detection of deception by measuring and recording changes in a person's voice characteristics or respiration and heart activity.

**Insufficient Evidence:**

There is insufficient proof to confirm or to refute the allegation.

**Intake:**

The point at which a juvenile offender enters the juvenile justice system. "Intake" may be initiated on request of the law enforcement agency, but the intake process is generally supervised by a probation agency, juvenile court, or special intake unit.

**Intelligence:**

The end product of four distinct processes; collection, evaluation, collation, and analysis of raw data on individual organizations suspected of being or known to be criminal in nature. Prior to processing, raw data or information is not intelligence.

**Inventory:**

An itemized list of skills, knowledge, and abilities used to evaluate personal characteristics.

**Job:**

One or more positions with duties and responsibilities that are identical in all significant respects so that a single descriptive title can be used to identify the work done by incumbents. (See "Position" below for the differentiation among class, job, duties of the job.)

**Job Analysis:**

A systematic examination of the functions and objectives of each job to be performed as it related to the skills, knowledge, and abilities required to perform the tasks or duties of the job.

**Job Classification:**

A detailed written statement that (1) identifies the characteristics of various positions (jobs) by assigning job titles and job specifications, (2) arranges positions according to a logical plan that groups those with common characteristics, and (3) establishes minimum qualifications and equitable salaries for each group.

**Job Related:**

A procedure, test, or requirement either predictive or job indicative of the work behavior expected or necessary in the position.

**Job Task:**

A description of what an employee does, for what purpose, on instructions from whom, when and where, and with what materials and equipment.

**Job Task Analysis:**

A systematic examination of the functions and objectives of each job to be performed as it relates to the skills, knowledge, and abilities required to perform the tasks or duties of the job.

**Jurisdiction:**

The extent of authority and control of an official to act over a particular subject or a geographical area.

**Lateral Entry:**

A personnel practice that permits employees from within or outside the agency to be selected for a position and be exempted from all or part of the agency's selection process for that position; if the employees met the minimum qualifications of the employing agency, they are not necessarily subjected to the total selection process.

**Law Enforcement Services Under Contract:**

The provision of paid law enforcement services in accordance with a written contract. This does not encompass a situation in which an individual performs services for an agency under a personal services contract.

**Legal Process:**

Any item of civil or criminal process, whether original, intermediate, or final that is valid on its face and is to be served or executed by the law enforcement agency.

**Length of Service:**

From the date of the oath of office was administered as a regularly employed police officer or the date the civilian employee was regularly placed on the county payroll.

**Lesson Plan:**

A detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.

**License Health Care Professional:**

A person whose legally permitted scope of practice allows them to perform the activities required by subsection (6) of the law.

**Line Inspection:**

Inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

**Line Patrol:**

Moving patrol or stationary observation on a specified route between two points, usually on one street or a section of a highway.

**Line Safety Code:**

The current manual published by the National Fire Protection Association specifying minimum standards for fire safety necessary in the public interest. One chapter is devoted to correctional facilities.

**Made Available To:**

Means that the information cited is made easily accessible to each appropriate person. Posting on Office bulletin boards, publishing in official Office publications or providing copies to each person are all examples which satisfy this definition.

**Magnetometer:**

A device for measuring magnetic fields, used to detect ferrous and nonferrous metal objects in either handheld or walk-through configurations; commonly known as a "metal detector."

**Maintain on File:**

On hand; catalogued or recorded in an official written record (including microfilm, microfiche, or computer printout) that is available for visual inspection in the agency.

**Mandatory Training:**

Obligated in-service training in any subject, deemed necessary and ordered by the Sheriff, which equals or exceeds the State minimum standards.

**Mantoux Test:**

An intra-dermal tuberculin test used to identify persons infected with the tubercle bacillus.

**Manual:**

A collection of policies or procedures, rules and regulations, and/or other written directives.

**Mass Media:**

Printed/electronic means of communication designed to reach the general public.

**Measurable Objectives:**

A one-sentence statement of specific results that can be directly measured or determined; results that determine not only the direction of change that may occur but also the degree or amount of that change.

**Medical Consultation:**

A consultation which takes place between an employee and a licensed medical professional for the purpose of determining the employee's medical condition resulting from exposure to blood or other potentially infectious materials, as well as any further evaluation or treatment that is required.

**Member:**

Anyone directly connected to the office by employment, contract, volunteer organization, or appointment by the Sheriff.

**Memorandum:**

An informal, written document that may or may not convey an order; it is generally used to clarify, inform, or inquire.

**Minimum Adverse Impact:**

The use of selection components or procedures among all those available to reduce any unfavorable effect to the greatest extent possible consistent with validity.

**MMPI:**

An abbreviation of Minnesota Multiphasic Personality Inventory – a commonly used personality inventory.

**Moving Roadblock:**

Use of one or more moving vehicles to block the roadway and prevent approaching vehicles from continuing.

**Mucous Membrane:**

By way of the eyes, nose, or mouth.

**Mutual Aid:**

An exchange of services, personnel, and/or equipment between law enforcement agencies during times of emergency.

**Neighboring Jurisdiction:**

A law enforcement agency in an adjoining city or other unit of local government; in the case of a county, a city or other unit of local government within the county, or an adjoining county.

**Necessary:**

Includes meaning that no reasonably effective alternative to the use of force appeared to exist and that the amount of force used was reasonable to effect the lawful purpose intended.

**Non-Discriminatory Procedures:**

Components of the selection or appointment process that have no demonstrable adverse impact (or a minimum adverse impact) upon the selection or appointment rate of any race, sex, or ethnic group.

**Non-Essential Persons:**

See "Essential Persons".

**Non-Intact Skin Exposure:**

By contact with an abrasion or open wound.

**Non-Reportable Exposures:**

The following examples are exposures which do not require formal reporting procedures.

1. Exposure to blood on intact skin; however, washing the exposed area is recommended, as soon as possible.
2. Blood on clothing or equipment. It is recommended to change clothing and wash down equipment as soon as possible.
3. Being present in the same room as the infected person.
4. Touching the infected person.
5. Talking to an infected person.

**Occupational Exposure:**

Reasonably anticipated non-intact skin, eye, mucous membrane, or potential contact with blood or other potentially infectious materials that may result from the performance of an employee's duty.

**Office:**

The entire organization known as the Thurston County Sheriff's Office.

**On File:**

On hand; catalogued or recorded in an official written record (including microfilm, microfiche or computer printout) that is available for visual inspection in the agency.

**On-The-Job Training:**

Instruction or training provided to an employee by another employee or employees on a tutorial basis during a tour of duty while the trainee performs normal activities of employment.

**Order:**

An order is an instruction given by a ranking deputy to a subordinate either verbally or in writing.

**Organizational Component:**

A subdivision of the agency, such as a bureau, division, section, or unit.

**OSHA:**

Occupational Safety and Health Administration of the U.S. Department of Labor; the Federal agency with safety and health regulatory and enforcement authorities for most U.S. industry and business.

**Other Potentially Infectious Materials:**

1. All body fluids, except saliva, tears, and sweat. All bodily fluids visibly contaminated with blood, and all bodily fluids which cannot be distinguished.
2. Any unfixed tissue or organ from a living or dead human.
3. HIV or HBV cells or tissue or blood, organs or tissue from experimental animals infected with HIV or HBV.

**Other Traffic Law Violations:**

Violation of law, ordinance, or regulation affecting the use or protection of streets or highways but not enacted primarily to regulate safe movement of vehicles and pedestrians.

**Parental:**

Piercing mucous membranes or skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

**Patrol:**

The deployment of deputies to repress and prevent criminal activities, investigate offenses, apprehend offenders, and furnish day-to-day law enforcement services to the community.

**Peace Officer:**

A fully commissioned regular or reserve deputy, and by extension and where applicable, any other paid or volunteer member of the Sheriff's Office.

**Performance:**

Something done or performed. As used: actions taken or omitted with regard to specific tasks or assignments.

**Performance Objective:**

Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.

**Permanent Shift:**

The assignment of deputies to specific shift hours for an indefinite period of time.

**Permanent Status:**

The period of unconditional employment in a position following the completion of a probationary period.

**Personal Equipment:**

The apparatus or gear required by patrol deputies; includes, at a minimum, badge, baton and holder, belts, cartridge carrier, Office and rank insignia, flashlight, handcuffs and case, notebook, raincoat and cap cover, sidearm and holster.

**Personal Protective Equipment:**

Specialized clothing and equipment designed, issued and to be worn by an individual employee for the protection of a hazardous environment. Regular work clothing not designed to protect against a hazardous environment are not considered personal protective equipment.

**Personnel Order:**

An announcement of changes in the status of personnel, such as a transfer or promotion.

**Physical Agility:**

A candidate's physical strength, endurance, coordination, and ease of movement as measured by a valid and useful test.

**Physical Arrest:**

Any enforcement action that consists of taking persons into custody for the purpose of holding or detaining them to answer a charge of law violation before the court.

**Physical Plant:**

The physical confines of the holding facility. The reception area for the facility, the sallyport, holding cells, and related spaces are included. If used only for booking.

**Physical Qualifications:**

Any quality or ability pertaining to the body (i.e., hearing, height, weight, visual acuteness or sharpness, physical fitness, physical agility) that has a bearing upon a candidate's suitability for employment and ability to perform the essential functions of the position held.

**Physical Security Plan:**

A plan concerning security of the physical aspects of an area, a structure, or areas within a structure.

**Physical Use:**

Any substance or material found or recovered in connection with a criminal investigation.

**Point Traffic Control:**

The control of vehicle and pedestrian movement at a particular place on a roadway, such as an intersection.

**Police Hazard:**

Any situation, person, property, or place that may induce an incident calling for some law enforcement action.

**Policy:**

A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures and rules and regulations. Policy is based upon the intent of the laws, the desires of the community, police ethics and experience.



**Policy Failure:**

The allegation is true; the action of the agency or the deputy was not inconsistent with agency policy.

**Polygraph Examination:**

A mechanical apparatus designed for the detection of deception by measuring and recording changes in a person's respiration and heart activity.

**Position:**

The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant.

**Post:**

A fixed geographic location assigned to an individual deputy.

**Preliminary Investigation:**

Generally, the activity that begins when deputies arrive at the scene of an accident. The activity should continue until such time as a postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation. The investigation usually includes the following tasks: (1) providing aid to the injured; (2) protecting the crime scene to ensure that evidence is not lost or contaminated; (3) determining if an offense has actually been committed, and if so, the exact nature of the offense; (4) determining the identity of the suspect or suspects and effecting an arrest if it can be accomplished either at the scene or through immediate pursuit; (5) furnishing other field units, through the communications system, description, method and direction of flight, and other relevant information concerning wanted persons or vehicles; (6) obtaining complete identification of all witnesses; (7) determining what information is known by the victims and witnesses; (8) arranging for the collection of evidence; (9) determining in detail the exact circumstances of the offense; (10) obtaining written statements from victims and witnesses, and from the suspect if such statements can be obtained legally; and (11) accurately and completely recording all pertinent information on the prescribed report forms.

**Prisoner:**

A person who has been arrested and taken into custody.

**Private Sector Organization/Vendor:**

Any business enterprise not under governmental control or ownership and capable of providing goods and/or services to a law enforcement agency.

**Probationary Period/Status:**

A latter phase of the selection process represented by some form of conditional employment.

**Procedure:**

A written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of "shall" rather than "should" or "must" rather than "may." Procedures sometimes allow some latitude and discretion in carrying out an activity. Procedure tells who does something.

**Processing:**

As used in the third paragraph of the Introduction and in the definition of "Holding Facility" (above), "processing" includes pre-booking activities involving detainees in custody, after which detainees may either be released from custody by one of several means or they may be escorted to a holding facility, at which time they would be booked. The Commission has exempted "rooms, areas, or space used for processing, testing, etc." from compliance with the standards if certain conditions are met, namely, "continuous supervision and control" and "for a period of time not to exceed two hours."

**Proficiency:**

The additional skills, knowledge, and abilities that are needed to remain competent in performing the duties and responsibilities of a job.

**Proper Conduct:**

The allegation is not true; the ACTION of the agency or the deputy was consistent with agency policy.

**Provided To:**

Means a copy is "given to" each appropriate person. This phrase is more restrictive than the phrase "made available to." Posting on bulletin boards, inclusion in bulletins or memorandums which are not physically provided to each person is not sufficient to meet this requirement.

**Provider Agency:**

An agency that provides services, equipment, or supplies from another agency.

**Purged Intelligence Information:**

That which is no longer accurate, relevant, or useful for follow-up activity.

**Purified Protein Derivative (PPD):**

The standard test material used in tuberculin testing.

**Pursuit:**

An active attempt by a law enforcement officer in a motor vehicle to apprehend one or more occupants of another moving motor vehicle, where the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension.

**Quantitative Objection:**

A specific result that can be directly measured or determined.

**Quantitative Terms:**

Expressions of, or relating to, determined or measured amounts.

**Ranking Deputy:**

A deputy having the highest rank or grade. Deputies having the same grade will rank according to the date of their appointment to that grade unless otherwise directed by the Sheriff.

**Rated Employee:**

The employee whose performance is evaluated by the rater.

**Rater:**

The supervisor who evaluates the performance of a subordinate employee.

**Rating:**

The estimate of the value, worth, strength, capacity of, etc.; appraisal. As used: an indication of the quality of performance or attributes.

**Ratio:**

The relationship is quantity, amount, or size between two elements; an indicator of the relative sizes of quantities compared.

**Raw Data:**

The raw data from which intelligence is produced. This may be public information, or it may be information gathered from a confidential source.

**Reasonable Relief:**

The facts or circumstances the deputy knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

**Recompression Chamber:**

A chamber used to treat diving related injuries.

**Recruit/Basic/Entry-Level Training:**

The orientation of new deputies to their jobs and the development of basic law enforcement skills.

**Recruitment Activities:**

A systematic method of seeking potentially qualified job applicants.

**Recruitment Literature:**

A body of writing relating to methods of seeking qualified applicants for jobs.

**Regular Deputy:**

Full-time, commissioned (sworn) personnel placed on the payroll of the Thurston County Sheriff's Office, (meaning the law enforcement field, not the correctional field of public service).

**Regulated Wastes:**

Any blood, liquid or dried or other potentially infectious materials, contaminated items which would release blood or other potentially infectious materials, and any containers identified as containing a biological hazard.

**Remedial Training:**

Personalized training to correct a specific deficiency, which is usually identified by either (1) testing or other evaluation during training, or (2) supervisory evaluation during routine job performance.

**Service:**

The delivery of any item of civil process that is complete with the act of delivery and does not require physical or legal seizure of a person or thing.

**Shift:**

A time division of the day for purposes of assignment, such as an eight-hour period. Shifts may be consecutive eight-hour periods or they may overlap to meet unusual or peak loads.

**Simulation:**

An exercise or technique designed to elicit behaviors related to dimensions and performance on the job; requires the participants to respond behaviorally to situational stimuli that parallel or resemble stimuli in the work situations. Examples of simulations include group exercises, in-basket exercises, interview simulations, fact-finding exercises, etc.

**Skill:**

A present, observable competence acquired or developed through experience and/or training.

**Skills, Knowledge, and Abilities (SKA):**

Skills are the proficiency with which an individual performs. Knowledge is a body of information or the understanding gained through learning education, experience, or associations. Abilities are processes required to perform the various job responsibilities.

**Source Individual:**

Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to an employee.

**Span of Control:**

The number of persons reporting to any one supervisor.

**Special Assignment:**

Police service, the nature of which requires that members be excused from the performance of their regular duties.

**Special Event:**

An activity, such as a parade, athletic contest, or public demonstration, that results in the need for traffic control, crowds, or crimes.

**Special Order:**

A directive affecting only a specific segment of the organization or a statement of policy or procedure regarding a specific circumstance or event that is of a temporary nature.

**Special-Purpose Vehicle**

A vehicle used because of consideration of weather, terrain, the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc. Includes SWAT truck, mobile command posts, motorcycles, all-terrain vehicles (ATVs), boats, aircraft, prisoner transport vehicles, and dive team truck.

**Specialized Assignment:**

An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits.

**Specialized Training:**

Training to enhance skills, knowledge, and abilities beyond the level taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training and may also include technical and job-specific subjects (e.g., homicide, investigation, fingerprint examination, juvenile investigation, etc.)

**Specialty Training:**

That which is non-general, but rather narrow in scope to enhance a needed special area of law enforcement.

**Squad:**

A subordinate part of a unit.

**Staff Inspection:**

Inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. Staff inspectors in larger agencies are generally members of a specialized component responsible for conducting inspections throughout the agency. The results of staff inspections are usually reported to the agency's chief executive officer.

**Statewide Law Enforcement Radio System:**

A radio communications network that permits the law enforcement agencies within the state to communicate with each other directly, through another agency, or by means of a relay system.

**Stationary Observation:**

Traffic observations at a selected place, usually one with an unfavorable accident experience or traffic flow problem, for traffic law enforcement purposes – especially to detect violations and deter possible violators.

**Status Offense:**

An act or conduct declared by statute to be an offense, but only when committed or engaged in by a juvenile, and that can be adjudicated only by a juvenile court.

**Sterilize:**

The method of total destruction of microbial life, including highly resistant bacteria.

**Stress Management:**

The ability to cope with the impact of various types of situations.

**Superior Deputy:**

One having supervisory responsibilities either temporarily or permanently over members of a lower rank.

**Surveillance:**

The identification and reporting of all tuberculosis cases.

**SWAT:**

An acronym for Special Weapons and Tactics. A SWAT team usually refers to a group of about five deputies who have had special marksmanship training and who are equipped with shotguns, sniping rifles, automatic weapons, climbing gear, and other specialized equipment useful in dealing with snipers, barricaded persons, or hostage-takers.

**Sworn Officer:**

A commissioned law enforcement officer, subject to an oath of office and possessing those general peace officer powers prescribed by constitution, statute, or ordinance in the jurisdiction, meaning the law enforcement field, not the corrections field of public service.

**Temporary Assignments:**

Job tasks that are assigned for a limited time.

**Traffic Accident Investigation:**

Collection of factual information identifying and describing people, roads, and vehicles involved in an accident; describing the results of the accident in terms of damage to vehicles and roadside objects, injuries to people, marks and residue on the road, and final positions of vehicles and bodies; interpretation of these facts in terms of behavior of road users involved; and sometimes, an attempt to specify the peculiar combination of factors required to produce that particular accident.

**Traffic Accident Reporting:**

Basic data collection to identify and classify a traffic accident and the persons, vehicles, time/location, planned movements involved, and possible contributing factors, such as traffic law violations.

**Traffic Control Device:**

All signs, signals, markings and devices placed on, over or adjacent to a street or highway by authority of a public body or official having jurisdiction to regulate, warn, or guide traffic.

**Traffic Control Signal:**

Any device, whether manually, electrically, or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed.

**Traffic Engineering Authorities:**

Persons responsible for traffic engineering in various local, regional, and state agencies (e.g., street or highway department, public works department, transportation department).

**Traffic Law Enforcement:**

Law enforcement as it applies to statutes, ordinances, and legally authorized regulations relating to the use of streets and highways and ownership and operation of motor vehicles and other road vehicles.

**Traffic Law Enforcement Action:**

The part of traffic law enforcement involving arrest, citation, or warning of any person alleged to have violated a law, ordinance, or regulation pertaining to the use of traffic ways when the person has knowledge of this action and when it is to (1) prevent such violation from endangering persons or property or inconveniencing other users of the traffic way, (2) prevent continued violation, or (3) discourage recurrences.

**Traffic Law Violation:**

Violation of any statute, ordinance, or legally authorized regulation relating to the use of streets and highways or the operation of motor vehicles and other road vehicles.

**Traffic Patrol:**

The part of law enforcement traffic supervision that consists of driving or walking within an area or a roadway for the purpose of providing protection, security, and service to the public.

**Traffic Survey:**

An examination of traffic characteristics, such as volume, speed, delay, accidents, origin, destination, etc.

**Traffic way:**

The entire width between property lines or other boundary lines of every way or place of which any part is open to the public for purposes of vehicular travel as a matter or right of custom. All highways are traffic ways, but traffic ways include also some areas on private property, such as shopping centers.

**Transport Vehicle:**

The vehicle used for transporting prisoners from one point to another. This term does not refer to commercial vehicles, such as buses, trains, or airplanes, that may be used for prisoner transport.

**Transporting Deputy:**

A sworn law enforcement officer who is responsible for transporting a prisoner from one point to another.

**Tuberculosis:**

A bacterial infection which generally involves the lungs, usually transmitted by the inhalation of droplets in the air which contain tubercle bacillus.

**Undercover Surveillance/Stakeouts:**

Activities that include plain clothes deputies assigned, for example, as clerks in stores targeted for robberies or deputies (armed with shotguns or rifles) stationed on the inside or outside of an unoccupied residence or business premises to apprehend burglars, etc.

**Unencumbered Balance:**

That part of an appropriation or allotment that has not been committed and is thus available for expenditure.

**Unfounded Complaint:**

Either the allegation is demonstrably false or there is no credible evidence to support it.

**Unit:**

A subdivision of a division, usually small in size, with personnel assigned to perform a specialized activity.

**Unit of Command:**

The concept that each individual in the organization has one, and only one, immediate supervisor.

**Universal Precautions:**

An approach to control an exposure incident by considering all bodily fluids as containing HIV or HBV or other potentially infectious materials.

**Unsatisfactory Performance:**

Employee behavior or work performance that is substandard and may lead to disciplinary action.

**Update:**

To revise or modify a plan, procedure, directive, etc. An "updating" can be simply affixing a new date on a document (when no other changes are required) or can be a major revision.

**Utility/Usefulness:**

An assessment of the practical value of a component of the selection process based upon considerations of validity, selection/appointment ration, the number of candidates to be selected, and the nature of the job.

**Validity:**

Proof through statistical data that a given component of the selection process is job related either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

**Verbal Warning:**

A warning given orally without any written record.

**Videographs:**

Images of persons or objects recorded on a videocassette, videodisc, or other recording medium, by means of videocamera, for playing back, as on a television set.

**VIP:**

A "very important person," dignitary, famous personality, notorious person, or any other person in need of special security.

**Visible Observation:**

Stationary observation by an observer in full view but so located, such as on a side street, that effort is required by those in the traffic stream to discover the observer.

**Visiting Diver:**

Non-Thurston County Sheriff's Office employee diving under Thurston County Sheriff's Office auspices.

**Watch Commander:**

The commanding deputy of a watch or shift.

**Work Behavior:**

The manner of performance of one or more tasks (physical and mental) to achieve the objectives of the job.

**Work Practice Controls:**

The control of an exposure incident by altering the method by which a job is performed.

**Workload:**

The sum total of cases and other measurable activities occurring within a given area or time period.

**Written Directive:**

Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.

**Written Warning:**

A warning in which the violator is given a written record of the action at the time of the violation and which the violator may be required to acknowledge by signing.