

Police Athletic League:

The police athletic league (PAL) promotes positive relationships between police officers and at-risk, inner-city youth through community-based educational and recreational opportunities. PAL will help to guide our youth away from negative behavior such as gangs, violence and drugs, by providing alternative activities for our youth, while establishing a rapport with police officers serving as mentors and role models. Officers will have the opportunity to have a positive impact on the lives of inner-city youth and guide them to become productive and contributing members of our community.

PAL will be staffed by a coordinator who will be responsible for all administrative duties to include overseeing grants, budgets, reporting and other administrative duties listed below. The PAL coordinator will organize and coordinate the PAL summer field trips and summer youth employment.

Functions:

- Supervise PAL officers and civilian staff who work as coaches, mentors, chaperones, and volunteers.
- Coordinate and schedule PAL games, practices, and field trips.
- Order and maintain equipment for PAL activities.
- Seek out grants, donations and make regular reports.
- Oversee the PAL budget.
- Complete PAL quarterly and annual reports for national PAL grants and juvenile reports.
- Coordinate transportation between Saint Paul Public Schools, transportation, parks and recreation, and municipal athletics to schedule PAL teams into the park leagues.
- Facilitate acceptance of Saint Paul's local PAL program into the National PAL Chapter's Organization.
- Perform public speaking on youth programs.
- Organizing PAL banquet activities.
- Coordinate the distribution of mailings, summer programming sign-ups.
- Approve staff uniform / equipment purchases.
- Maintain the PAL website.

PAL staff requirements:

PAL staff will be responsible for coordinating year-round seasonal athletic teams. Additional duties will include programming and maintaining youth rosters and ordering uniforms, equipment, and inventory. This will allow time to coordinate and prep during the offseason.

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369.00 Missing Persons Unit

Also see General Order 435.00: Missing Persons

The Saint Paul Police Department Missing Persons Unit shall be directly responsible to the commander of the youth services section.

Duties and Responsibilities:

- Responsible for the location of persons reported to be missing, except where kidnapping or abduction is involved.
- Conduct investigations of circumstances surrounding the mysterious disappearance of persons to assist in the proper direction of efforts to locate them.
- Responsible for initiating and coordinating teletype and radio messages pertaining to missing persons, whether the original case investigation is assigned to this unit or not.

- Notify the appropriate investigative element if foul play is suspected in the disappearance of a person and provide that element with all information available at that time or later.
- Coordinate the Project Life Saver Program and maintain equipment.
- Update cases 30, 60 and one year anniversary date of missing, document updates on a supplemental report.

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370.00 School Police Patrol Coordinator

Purpose

The school police patrol coordinator is staffed by a police officer, who is under the authority of the youth services section commander. The school police patrol coordinator is responsible for school patrol operations for the Saint Paul Public School district personnel; transportation department, principals, school staff, and school patrol members to provide safe and efficient service to students of the City of Saint Paul.

Functions

- Coordinate the city's school police program in cooperation with Saint Paul schools.
- Provide training of school patrol officers in general traffic safety and school crossing techniques.
- Assist assigned school staff in supervising school police operations by periodic inspection of crossing and bus operations.
- Assist school staff in determining safe routes.
- Investigation and charging of reported school crossing and school bus violations.
- Periodic inspection of school buses for proper equipment, operations, and loading in accordance with state statute and school district regulations.
- Provide information and referral to school staff on police services regarding general health and welfare issues involving school children.
- Coordinate with civic groups to secure ongoing support of the school police program.
- Coordinate with school transportation department personnel to determine and assess bus safety needs and/or all other related problems or requests.

General:

- Provide annual reports on school police patrol program activities
- Maintain records of requests and services provided.
- Perform other duties as assigned.

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372.00 Gang and Gun Unit

The Saint Paul Police Department Gang and Gun Unit commander reports to the assistant chief of the major crimes and investigations division. Unit personnel are accountable to the unit commander for the performance of their duties. Gang and gun unit duty assignments are citywide as determined by the unit commander or duty supervisor.

Rationale:

The Saint Paul Police Department recognizes the negative and pervasive influence that violent street gangs and guns have on the quality of life in our community. The department also recognizes that violent gang crimes and gun-related violent activities are a social phenomenon that requires a coordinated response between our police officers, our citizens, and the combined resources of the

City of Saint Paul. The gang and gun unit is designed to combine resources in an effort to prevent and respond to illegal gang and gun activities in the City of Saint Paul.

Goals:

1. **Prevention:** Prevent young men and women of Saint Paul from entering into a violent, street gang lifestyle.
2. **Intervention:** Locate confirmed gang members and provide them with alternatives to the gang lifestyle.
3. **Apprehension:** Locate and apprehend confirmed gang members who have committed a crime or are in the act of committing a crime.
4. **Charge:** Charge suspects for illegally possessing firearms and/or committing gang-related criminal acts of violence.

Functions:

- Locate, arrest, and charge violent offenders of gang and gun crimes.
- Identify and monitor activities of confirmed gang members. Enter and update their information.
- Educate young men and women about the consequences of the gang lifestyle.
- Disseminate updated gang and gun information to the operations division.
- Provide activities that will lead to producing productive members of local communities.

It shall be the responsibility of the gang and gun unit to coordinate their strategies with whatever city, county, or private agencies that are appropriate in furtherance of their mission.

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374.00 Narcotics Unit

Narcotics Function:

The Saint Paul Police Department Narcotics Unit will enforce all existing laws pertaining to the abuse, possession or sale of controlled substances by offenders and to assist all other agencies, state, federal, and municipal, whose similar investigations bring them into the City of Saint Paul.

- Investigate any cases involving drugs.
- Obtain, execute and return search warrants.
- Interrogate suspects and prisoners.
- Assist the districts on squad calls that involve drugs.
- Develop and utilize informants.
- Assist other agencies on investigations within the city.

Investigative Fund - Narcotics:

[REDACTED] Funds are to be managed by the commander (fund custodian) and are to be used judiciously for solving/preventing crimes.

All funds are subject to audit by the police or city accountant and state auditor. The funds will be reimbursed at least quarterly and at year's end.

[REDACTED]

[REDACTED]

[REDACTED]

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375.00 Vice Unit

The Saint Paul Police Department Vice Unit commander is responsible for the administration and coordination of the unit. S/he is accountable to the assistant chief of the major crimes and investigations division and is subject to the general duties of unit heads. Unit personnel are accountable to the unit head for the performance of their duties consistent with the general duties of investigators.

Vice Enforcement:

In order to effectively accomplish the goals and objectives of the department in vice-related investigations, sworn members of the vice unit [REDACTED]

[REDACTED]

The unusual nature of vice-related investigations dictates that special investigative methods may be required to accomplish the goals and objectives established by the unit. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

General Investigative Procedures:

Information related to organized criminal activity and vice activity is received proactively and reactively. [REDACTED]

[REDACTED]

- Consult and communicate with other law enforcement officers, both within and outside the Saint Paul Police Department.

[REDACTED]

- Prepare and execute search warrants based upon probable cause and belief of criminal activity gleaned from the sources identified above.
- Render assistance to other law enforcement officers and agencies seeking to reduce and suppress criminal activity.

[REDACTED]

- Utilize publicity via the media and public meetings to gain support and encourage reporting of illegal activities.
- Investigate liquor licensing infractions, prepare cases of violations and make appropriate recommendations to the City of Saint Paul Department of Safety and Inspections (DSI).
- Conduct investigations related to legal and illegal gambling activities as governed by state law and city ordinance.
- Vice unit staff conduct investigations related to domestic and international human trafficking in conjunction with the United States Immigration and Customs Enforcement and the Ramsey County Attorney's Office. Human trafficking includes sex trafficking and forced labor investigations.

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376.00 Automated Pawn System

[REDACTED]

Under the supervision of the crime against property unit commander, the APS manager:

- Overseeing the day-to-day operations of the city's pawnshops.
- Initiating and assisting with investigations involving pawnshops and their clients.

- Working with out-of-city agencies on investigations involving the city's pawnshops and their clientele.
- Conducting on premise compliance checks to verify the accuracy of information provided to APS, as well as enforcing city ordinances pertaining to pawnshops.
- Monthly billing for APS fees collected by the pawnshops and the accounts payable related to participation in the APS.
- Supervising the APS jurisdiction administrator in the daily operations pertaining to the APS. Collecting and reporting data pertaining to the APS as needed.

District investigators should work with the Automated Pawn System when stolen property is located in a pawn shop.

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400.00 Social Service Agencies

Resources:

To ensure effective response to the vast array of social needs which confront the community, this department utilizes the "East Metro Community Resource Directory," published by First Call for Help.

Copies of this book are kept in the emergency communication center, each district office, watch commander's office and the youth services section. Officers shall familiarize themselves with the community resources available as listed in the directory.

Police officers are often required to respond to situations where all or a portion of the services required are best provided by a social service agency. Some instances will be complex and require both a police and social service response. In cases of a violent domestic dispute, the abuser may be arrested while the victim(s) would best be served by referral to a crises shelter or counseling service. There is often a need for officers of this department to refer citizens to the many agencies available to provide such aid.

Referrals are Appropriate:

- In all instances where health needs are necessary, such as the need for food, clothing, shelter or medical attention.
- Where the health or welfare of individuals is at risk because of their inability to care for themselves and/or failure of those responsible to adequately do so.
- When individuals are the subject of abuse, whether sexual, physical or mental and are in need of advocates and protection.
- In cases of substance abuse, especially in situations where children or family members suffer as a result -- rehabilitative and counseling services may be in order.
- Whenever a need for educational or employment assistance is necessary.
- When civil rights are abused (e.g., by landlords).
- In situations of great stress, emergency, or crises where a supportive network is needed to maintain stability. Examples of such instances include: deaths, suicide attempts, divorce, sexual assault or any extremely traumatic experience.
- For family or juvenile problems including domestics, runaways, or where family counseling and/or youth advocacy needs are apparent.
- For victims of crime who seek reparation or assistance.
- For youth recreational alternatives.
- Where there is need for financial assistance, such as energy assistance, housing supplement, etc.
- Where interpretive, signing, protective or similar services are needed.

While the above criteria, does not address every situation, they do represent some of the most common and also serve as a guide to officers in applying good judgment and resourcefulness to others.

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401.00 Medical Emergency

Medical emergency is an unforeseen event affecting an individual in such a manner that a need for immediate medical care (physiological or psychological) is created. The Saint Paul Fire Department

Ambulance / Paramedic Unit is designated as the primary transporting agency for emergency sick and injured persons to a hospital.

Therefore, if while on tour or upon receipt of a call and subsequent arrival at the scene, police officer(s) determine a medical emergency exists a fire department ambulance/ paramedic unit will be requested. Police officers will render first-aid at the scene of any crash or other incident where there are injured persons when they arrive before the ambulance.

Exceptions:

- There will be instances when officers come upon an injured or sick person while on tour in which the circumstances and good judgment dictate that the police unit will handle the situation summarily. The prime consideration in these instances will be the victim's welfare.
- In situations where an officer comes in contact with an injured party being transported to a medical facility in a civilian vehicle, the officer should provide first-aid to the injured party. If treatment required is beyond the capabilities of the officers, paramedics or ambulance service should be requested. Because a civilian vehicle would not meet the statutory definition of an emergency vehicle, escorting of such vehicles is prohibited. This does not prohibit officers from transporting the injured party if, in the officer's opinion, such action is warranted.
- A relative or friend may accompany the victim in a police vehicle en route to the hospital. This party can be of assistance in registering the victim, providing victim's medical history and to take charge of the victim's belongings. This would be especially true where the victim is a juvenile and parental consent is necessary before the hospital can begin treatment.

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401.01 Hospital Procedures

1. All persons under arrest requiring medical care [REDACTED]

4. Prepare a police report.

General:

Be alert for a possible criminal situation, i.e., battered children, pill bottles, alcohol containers, etc.

If you are suspicious of the cause of injury, detail the circumstances in a report and call it to the attention of your supervisor. A report is required if the situation is an incident that requires police action.

Officers who come in contact with contagious diseases will prepare a report stating the circumstances.

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401.02 Illness, Injury or Death Notification

Police officers are regularly called upon to investigate incidents involving serious injuries, illnesses and death. During the course of these investigations it often becomes necessary to notify the next of kin.

Whenever such notifications are required, the officer shall obtain complete and accurate information concerning the person's name, address, nature and extent of injuries or illness, circumstances of death, hospital, funeral home or other pertinent location involved.

The officers will contact a police chaplain, brief the chaplain of the circumstances surrounding the incident at a place away from the next of kin before the notification is made, and together they will make every effort to contact the next of kin in person or, if in another city, to have a police representative from that city notify the next of kin in person. If at all possible, death notification by phone is to be avoided. Notifications concerning serious injuries or illness may be made by telephone when time is of the essence and expeditious notification is necessary.

If an officer is detailed to make notifications of a similar nature as a result of a request from other jurisdictions, the officer will contact a police chaplain, and together they will make every effort to promptly notify the next of kin in person. If the notification cannot be made, the requesting agency will be notified of that fact and the reason the notification could not be made.

If a chaplain cannot be located, the officer will make the notification in a considerate manner and assist the family in anyway he or she can.

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401.03 Notifications

Notifications of Medical Examiner and Watch Commander:

Officers who arrive at a scene where a death has occurred under circumstances which appear suspicious shall notify their supervisor who will take charge of the scene. The supervisor will notify the medical examiner of the death. The on-scene supervisor will notify the watch commander or homicide and robbery unit of the nature and circumstances of the death.

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402.00 Animal Bites -- Injured Animals

Injured or Dead Animals:

Owner present:

- It is the owner's responsibility to have animal cared for or removed.

Owner is undetermined:



- For severely injured deer that are down, Animal Control can respond to dispatch and remove the animal. If the animal is dispatched by the police officer, or already dead, public works will be the contact for removal. If the police officer dispatches an animal, the incident must be documented

in a police report. If a party would like to take possession of a dead deer and no Department of Natural Resources conservation officer is available, a police officer may issue a Road Kill Deer Possession Permit.

- Raptors (birds of prey) hold special status alive or dead. Contact animal control or deliver these animals to the shelter.

Animal Bites:

1. Prepare an animal bite report according to instructions in the report writing manual.
2. If you have an animal to be impounded [REDACTED]
[REDACTED] The officer shall leave a note or message providing information as to where the animal came from and why it was impounded when the animal is dropped off.
3. Saint Paul Animal Control personnel will answer all calls on vicious animals [REDACTED]
[REDACTED] There are occasions when it may be necessary for them to call the police for assistance. Once the animal is subdued, the animal control officers will assume the responsibility of the animal. Injured animals, not involved in a human bite, should be referred to animal control.
4. Dogs and cats which have been involved in a human bite incident must be quarantined for ten days. If the animal is apprehended and it is possible to hold the dog and the owner is unknown, call animal control. If the animal is destroyed in the field (General Order 246.06: Use of Firearms/Deadly Force) call the animal shelter [REDACTED]. When it is necessary to destroy an animal do not damage the head in the process. If it is necessary to deliver a dead animal [REDACTED], suspected rabies only, the animal is to be placed at the [REDACTED] and information left on an available form (clipboard [REDACTED]). Wild animals involved in a human bite (skunk, civet cat, raccoon, fox, and bat) should be destroyed immediately. If this situation occurs when the animal shelter is closed, deliver the carcass to the [REDACTED]. Be sure to supply all pertinent information on the form supplied. Small animals (birds, snakes, and mice etc) which are alive should be placed in a cage or aquarium located in the garage area of the animal shelter. It is important to remember that most injured animals will bite when attempts are made to help them. Caution should be exercised in handling and transporting an injured animal.
5. Saint Paul is liable for all known dangerous dogs. A dangerous dog is an animal with two or more reported bite incidents, or one serious bite incident. An accurate description of the animal is very important. Every effort should be made to determine the owner of the animal and inform them of the immediate quarantine, and/or have the owner sign the quarantine agreement if available.
6. Animal control will follow up on assurance of quarantine, enforcement if necessary, and dangerous animal proceedings.

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403.00 Emotionally Disturbed Persons

Purpose:

To outline the general procedures to follow when responding to calls involving emotionally disturbed persons, it is important that we capture relevant data of these incidents by preparing the police report. The information will be channeled, via the review desk, to the appropriate unit(s) within our department. Notifications will also be sent by the records unit to the appropriate service provider i.e. health and human services, adult protection, child protection, etc.

When transporting a person, whether emotionally disturbed or not, to a medical facility, detox, shelter, group home or elsewhere - a police report shall be written.

Response:

1. Respond promptly and safely.
2. Avoid using red lights and siren, unless it appears that a hazard exists or that some dangerous act is being or has been committed. (sirens, etc., may further agitate the patient.)

Arrival:

1. Evaluate the situation and reduce any negative influences.
2. Take action to protect yourself and others present, including the patient.
3. If possible, get all information available through witnesses, family and others.
4. Establish communication with the person.
5. Consider the legal situation.
 - A. Is the person a danger to him/herself or others?
 - B. Is there probable cause, based on demonstrable fact or testimony that would support a criminal charge?

Report:

1. If the individual is transported in connection with the commission of a crime (whether the individual is the suspect or victim), normal procedure will be followed.
2. If transported for medical assessment by the officer or paramedics, regardless of method, the officer will write an incident report titled, "Assist Medical-Adult" or "Assist Medical-Juvenile".

The Violent Patient:

To prevent injuries to responders, the patient and bystanders:

1. Restrain patient if situation dictates.
2. If necessary, summon assistance.
3. Take appropriate action per department procedures.
4. Assist patient in obtaining professional assistance.
5. Though behavioral patients are a medical situation, the violent nature of the patient may dictate the police will need to transport the patient. If transported by ambulance, an officer may be required to follow for the EMT/paramedics safety.

Situations where a patient is apparently agitated but not violent require thoughtful actions:

1. Ascertain that the patient is unarmed and not in proximity to weapons.
2. Reduce fear, anxiety and tension in the patient.
 - A. Avoid any show of force.
 - B. Try to establish a friendly or understanding relationship with patient.
 - C. If possible, determine whom s/he trusts or has faith in and summon to the scene.
 1. Clergy
 2. Physician
 3. Relative or friend
3. Practice restraint and patience.
4. Do not make statements as to your opinions regarding the person's sanity.
5. Consider calling supervisor.

Barricaded patients present particularly dangerous situations:



Non-violent patient cases:

1. Recognize that families or friends will sometimes try to have people committed because they are senile, mentally impaired, or abnormal.
2. If no emergency appears to exist, suggest other remedies available.
3. Probate court.
 - A. Psychiatric physicians and clinics.
 - B. Other social services, community, family or church groups.

Transportation:

The officer can use discretion when determining the best medical facility for the patient after considering other factors such as attending physician, previous hospital stays, etc.

Upon arrival to the medical facility, the officer will turn the patient over to medical staff. In cases where the patient is uncooperative the officer will be expected to place a transport hold on the patient. The hospital will supply the 72 hour hold form (In either case a police report shall be written).

A reasonable amount of time for the intake process is approximately 20 minutes. Federal law states that any person in need of care on the hospital campus is the responsibility of the hospital. You are not obligated to assist in securing, guarding or moving the patient. The officer may return to service as the hospital has sole authority to admit the individual. No arrest has been made under the terms of this law.

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405.00 Special Weapons and Tactics (S.W.A.T.) Team

(See General Order 331.00: Special Weapons and Tactics (S.W.A.T.) Team)

The Saint Paul Police Department Special Weapons and Tactics (S.W.A.T.) Team is a disciplined team of officers specifically trained in the use of specialized equipment and tactics and capable of responding to occurrences that require the necessary skills and technical expertise to abate a critical incident with a minimal use of personnel and force.

Scope:

Respond to incidents where the personal safety, property or welfare of citizens is deemed critical in nature as a result of threatening or aggressive action by an individual or group.

Organization:

The responsibility for maintenance of the S.W.A.T. function rests with the assistant chief of the operations division who may delegate the operational authority to a ranking officer in charge, hereinafter referred to as the S.W.A.T. commander. In the absence of the appointed S.W.A.T. commander, an acting commander may be designated by either the assistant chief or the S.W.A.T. commander.

[REDACTED]

Responsibilities of S.W.A.T. Members:

During their normal tour of duty, officers designated as S.W.A.T. members will be immediately responsible to their unit or district supervisors and will function under their direction and control unless:

[REDACTED]

The follow-up investigative procedures will be performed by the appropriate investigative unit.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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406.00 Barricaded Suspects

Tactical Plan:

A barricaded suspect poses an extreme danger not only to officers who seek to arrest her/him, but to other persons as well. Good judgment demands that a tactical plan be developed rather than immediately rushing a barricaded suspect.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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407.00 Minnesota State Patrol Helicopter

The Minnesota State Patrol Helicopter is available for use 24 hours per day. Saint Paul Police Department officers are encouraged to make use of this valuable asset. The state patrol helicopter can

communicate directly with our squads and dispatchers if the dispatcher patches the appropriate Saint Paul main channel into an available regional talkgroup (i.e. LTAC, STAC, etc.). State patrol helicopter pilots will not become directly involved in a Saint Paul incident unless requested to do so by Saint Paul Police Department personnel.

An official request for assistance should be made by a supervisor monitoring the incident. This request may be made to the dispatcher or the Ramsey County Emergency Communication Center (RCECC) Shift Supervisor. The dispatcher may attempt to contact state patrol dispatch on METCOM, or a phone call may be made to the state patrol dispatch center to ask if the helicopter is available to assist. Provided the helicopter is able to assist, the RCECC Shift Supervisor will assign an available talkgroup for the incident. The dispatcher or RCECC Shift Supervisor will coordinate with the state patrol as to which talkgroup to communicate with Saint Paul officers.

A brief description of the type of incident and the location should be given to the state patrol dispatcher for relay to the pilot. [REDACTED]

If there is no pilot on duty when the state patrol dispatcher is called [REDACTED]

If a request is made for the state patrol helicopter and one is not available, this information should be included in the incident report.

As soon as the supervisor in charge of the incident determines that the helicopter is no longer needed, s/he will notify the RCECC Shift Supervisor or dispatcher and the state patrol helicopter pilot immediately so the helicopter unit can be released from the incident and the talkgroup used can be put back in service.

[REDACTED]

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408.00 Arrest Authority

(See General Orders 408.01 -- 408.07)

<u>408.01</u>	Arrest Defined
<u>408.02</u>	Probable Cause
<u>408.03</u>	Statutory Authority
<u>408.04</u>	Exceptions to In-Presence Requirements
<u>408.05</u>	When Force May Be Used to Make an Arrest
<u>408.06</u>	Search Incident to Arrest
<u>408.07</u>	Recording of Arrest Information

408.01 Arrest Defined

“Arrest means taking a person into custody that the person may be held to answer for a public offense.” Arrest" includes actually restraining a person or taking into custody a person who submits.”
(Minnesota Statute 629.30, subdivision 1)

Revised July 1, 2011

408.02 Probable Cause

All arrests, with or without a warrant, must be based on probable cause.

You must have sufficient knowledge of facts and circumstances that would lead a reasonable police officer to believe that a crime has been committed and that the suspect committed the crime.

Arrests without a warrant may be made under the following conditions:

According to Minnesota Statute 629.34: When arrest may be made without a warrant:

- When a public offense has been committed or attempted in the officer's presence.
- When the person arrested has committed a felony, although not in the officer's presence.
- When a felony has in fact been committed, and the officer has reasonable cause for believing the person arrested to have committed it.
- Upon a charge based upon reasonable cause of the commission of a felony by the person arrested.
- Under the circumstances described in clause (2), (3), or (4), when the offense is a gross misdemeanor violation of Minnesota statutes 609.52: Theft, 609.595: Criminal Damage to Property, 609.631: Check Forgery, 609.749: Harassment, Stalking, or 609.821: Financial Transaction Card Fraud.
- Under circumstances described in clause (2), (3), or (4), when the offense is a non-felony violation of a restraining order or no contact order previously issued by a court.

According to Minnesota Statute 629.341: Allowing probable cause, arrests for domestic violence; immunity from liability,

Subdivision 1. “a peace officer may arrest a person anywhere without a warrant, including at the person's residence, if the peace officer has probable cause to believe that within the preceding 24 hours the person has committed domestic abuse.” “The arrest may be made even though the assault did not take place in the presence of the peace officer.”

According to Minnesota Statute 629.343: Allowing probable cause arrests for offense on school property:

“If the peace officer has probable cause to believe that the person within the preceding four hours has committed a fifth-degree assault, as defined in Minnesota Statute 609.224, on school property, as defined in Minnesota Statute 609.66, subdivision 1d. The arrest may be made even though the crimes were not committed in the presence of the peace officer.”

Probable Cause “Pick-up”:

When an officer has probable cause to make a felony or selected misdemeanors arrest based upon the totality of the circumstances surrounding an incident, the officer is authorized to broadcast a “pick-up” for the person’s arrest. This “pick-up” will be entered into the e-brief system. Instructions are found on the Intranet. Officers will be allowed to issue a pickup for 24 hours. It should be noted, however, this information will not be entered into the ALERT computer and will only be kept for 24 hours. E-brief will send a message to the Ramsey County Emergency Communication Center for airing.

The officer will also record the fact the “pick-up” was entered in their original report. This must be done in order to give the assigned investigator the chance to review the case and follow-up to reissue a formal “pick-up” or cancel the “pick-up” entirely.

If an investigator does, in fact, decide to issue a formal “pick-up,” the investigator will enter it in the e-brief system will then be active until an arrest of an individual is made. The e-brief program will disseminate the pickup to the Ramsey County Communications Center for airing and enter into the ALERT system.

This information will remain in the computer for a period not to exceed 30 days and will be reentered after reviewing the information by the investigator.

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408.03 Statutory Authority

The Saint Paul Police Department is a general police agency and as such has authority to enforce the laws of the State of Minnesota and the ordinances of the City of Saint Paul. Minnesota Statutes, Chapter 629.30 and 629.40 provides authority for your actions.

Minnesota Statute 629.31: When arrest may be made without a warrant:

“An arrest for a felony or gross misdemeanor may be made on any day and at any time of the day or night. A warrant arrest for a misdemeanor may not be made on Sunday or between 10:00 p.m. and 8:00 a.m. on any other day except:

- When the judge orders in the warrant that the arrest may be made between those hours.
- When the person named in the warrant is found on a public highway or street.”

Minnesota Statute 629.35: When arresting at night is permissible:

“A peace officer may arrest a person at night without a warrant if the officer has reasonable cause to believe that person has committed a felony. An arrest under this section is lawful even if it appears after the arrest that no felony has been committed. When arresting a person at night without a warrant, a peace officer shall inform that person of the officer’s authority and the cause of the arrest. This warning need not be given if the person is apprehended while committing a public offense or is pursued immediately after escape.”

Minnesota Statute: 629.40: Allowing arrests anywhere in the state:

“Subdivision 2. Out of jurisdiction arrests:

In any case in which a person licensed under Minnesota Statute 626.84, subdivision 1, may by law, either with or without a warrant, arrest a person for a criminal offense committed within the jurisdiction of the officer, and the person to be arrested escapes from or is out of the county, statutory or home rule charter city, or town, the officer may pursue and apprehend the person to be arrested anywhere in this state.

“Subdivision 3. Authority for out of jurisdiction arrests:

When a person licensed under Minnesota Statute 626.84, subdivision 1, in obedience to the order of a court or in the course and scope of employment or in fresh pursuit as provided in subdivision 2, is outside of the person's jurisdiction, the person is serving in the regular line of duty as fully as though the service was within the person's jurisdiction.

“Subdivision 4. Off-duty arrests outside jurisdiction:

A peace officer, as defined in Minnesota Statute 626.84, subdivision 1, clause (c), who is off-duty and outside of the jurisdiction of the appointing authority but within this state may act pursuant to Minnesota Statute 629.34 when and only when confronted with circumstances that would permit the use of deadly force under Minnesota Statute 609.066. Nothing in this subdivision limits an officer's authority to arrest as a private person. Nothing in this subdivision shall be construed to restrict the authority of a political subdivision to limit the exercise of the power and authority conferred on its peace officers by this subdivision.”

Minnesota Statute 609.06: Authorized Use of Force:

Reasonable force may be used upon or toward the person of another without the other's consent when the following circumstances exist or the actor reasonably believes them to exist:

- When used by a police officer or one assisting a police officer under the public officer's direction:
 - In effecting a lawful arrest.
 - In the execution of legal process.
 - In enforcing an order of the court.
 - In executing any other duty imposed upon the police officer by the law.
- When used by a person not a police officer in arresting another in the cases and in the manner provided by law and delivering the other to an officer competent to receive the other into custody.
- When used by any person in resisting or aiding another to assist an offense against the person.
- When used by any person in lawful possession of real or personal property, or by another assisting the person in lawful possession, in resisting a trespass upon or other unlawful interference with such property.
- When used by any person to prevent the escape, or to retake following escape, of a person lawfully held on a charge or conviction of a crime.
- When used by a parent, guardian, teacher or other lawful custodian of a child or pupil, in the exercise of lawful authority, to restrain or correct such child or pupil.
- When used by a school employee or school bus driver, in the exercise of lawful authority, to restrain a child or pupil, or to prevent bodily harm or death to another.
- When used by a common carrier in expelling a passenger who refuses to obey a lawful requirement for the conduct of passengers and reasonable care is exercised with regard to the passenger's personal safety.
- When used to restrain a mentally ill or mentally defective person from self-injury or injury to another or when used by one with authority to do so to compel compliance with reasonable requirements for the person's control, conduct or treatment.

- When used by a public or private institution providing custody or treatment against one lawfully committed to it to compel compliance with reasonable requirements for the control, conduct or treatment of the committed person.

Revised July 1, 2011

408.04 Exceptions to In-Presence Requirements

(See General Order 438.15: Domesticity)

The Minnesota statutes provide a number of exceptions to the in-presence requirements for arrests by police or private citizens.

Theft in Business Establishments:

Merchants and their employees may detain a theft suspect if there is reasonable cause for believing s/he has taken or is in the act of taking an article of value without paying for it from the merchant's place of business or from any vehicle or premises under the merchant's control. The person detained must be promptly informed of the purpose of the detention and may not be subjected to unnecessary or unreasonable force, nor to interrogation against her/his will. The sole purpose of the detention is to deliver the suspect to a police officer without unnecessary delay, and the officer is then authorized to make an arrest for theft on reasonable cause, without a warrant. (Minnesota Statutes 629.365, 629.366)

Domestic Abuse:

A police officer may make a warrantless arrest of a person anywhere, including at the person's place of residence, if the officer has probable cause to believe that the person within the preceding 24 hours has assaulted, threatened with a dangerous weapon, or placed in fear of immediate bodily harm, her/his spouse, former spouse, or other person with whom s/he resides or formerly resided, or other person with whom the person has a child or an unborn child in common, regardless of whether they have been married or have lived together at any time. "Family or household members" means spouses, former spouses, parents and children, persons related by blood, persons who are or have resided together, persons who have a child in common and persons, who have or have had a significant romantic or sexual relationship. The arrest may be made even though the assault did not take place in the presence of the police officer. (Minnesota Statute 629.341)

Violation of an Order for Protection or a Domestic Abuse No Contact Order:

A police officer shall arrest without a warrant and take into custody a person whom the police officer has probable cause to believe has violated an order for protection or a domestic abuse no contact order, even if the violation of the order did not take place in the presence of the police officer, if the existence of the order can be verified by the officer. (Minnesota Statute 518B.01, subdivision 14(e) and subdivision 21(d))

Driving While under the Influence:

As discussed more fully in Rule 4 of Minnesota Rules of Criminal Procedure, Minnesota DUI law provides that a police officer may lawfully arrest a person [for DUI] without a warrant upon probable cause, without regard to whether the violation was committed in the officer's presence. (Minnesota Statute 169A.40)

Revised July 1, 2011

408.05 When Force May Be Used to Make an Arrest

If a police officer has informed a defendant that the officer intends to arrest the defendant, and if the defendant then flees or forcibly resists arrest, the officer may use all necessary and lawful means to make the arrest but may not use deadly force unless authorized to do so under Minnesota Statute 609.066.

After giving notice of the authority and purpose of entry, a police officer may break open an inner or outer door or window of a dwelling house to execute a warrant if:

- The officer is refused admittance.
- Entry is necessary for the officer's own liberation.
- Entry is necessary for liberating another person who is being detained in the dwelling house after entering to make an arrest.

(Minnesota Statute 629.33; and General Order 410.00 Warrant Procedures)

Revised July 1, 2011

408.06 Search Incident to Arrest

After making a valid arrest, the arresting officer(s) may undertake a search of the arrested party without a warrant. This warrantless search allows a full search of the arrestee's person and also may extend into an area under the immediate control of the suspect into which s/he may reach for a possible weapon. It is limited, however to the area in which the suspect may reach or lunge. (See *Chimel v. California* 395 U.S. 752 (1969))

Effective November 9, 1989

408.07 Recording of Arrest Information

(See General Order 409.02: Booking Procedures)

Arresting officers, when booking an adult, will complete the following:

- An offense and/or arrest report.
- Ramsey County Sheriff's Office Authority to Detain Form.
- Victim Notification Form (if applicable).
- Offender tracking form
- A local criminal history record check must be attached to each arrest report. A previous conviction may enhance or aggravate the current offense to a higher level offense. If there is no criminal history, officers should note that at the end of their report.

What the prisoner says and does that may be of evidentiary value while in the officer's presence and/or during transportation should be noted and a report made.

Officers, when processing a juvenile arrest, will (when applicable) complete the following:

- Complete an offense and/or other arrest reports.
- Arrange for fingerprints on all suspects held for a criminal offense.
- Obtain photographs.
- Complete a juvenile detention report when the juvenile is placed in juvenile detention or a shelter facility.

- Juvenile detention alternatives initiative RAI worksheet is to be completed by the watch commander, juvenile investigator, or tour sergeant in the absence of the preceding two. The form will be faxed to the JDC prior to the juvenile being transported.

Revised July 1, 2011

409.00 Arrest Procedures

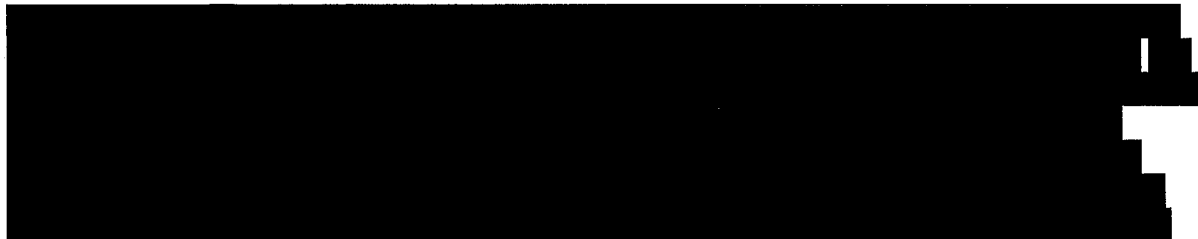
(See General Orders 439.16: Investigations – Constitutional Compliance, 437.02: Use of Detention and Arrest, 630.03 Serious Juvenile Traffic Offenses)

On-Scene Arrests:

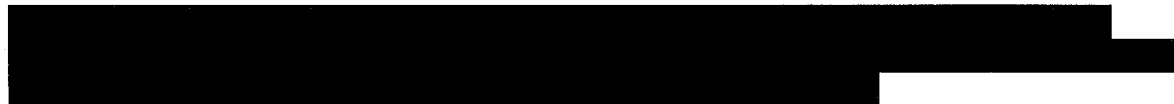
The Miranda warning must be given only in situations of custody and interrogation. Specifically, if a person is under arrest and you, as a police officer intend to question the subject, that person must be warned. Custodial interrogation is defined as, “Questioning initiated by law enforcement officers after a person is taken into custody or otherwise deprived of his or her freedom in any significant way.”

Spontaneous and/or unsolicited statements made by the suspect without the Miranda warning are admissible in court. Should a suspect make such statements, the officer need not interrupt or provide the Miranda warning. When such statements are made, they should be carefully listened to and documented in the respective report.

It should be noted that many situations arise in which the Miranda warning is not required. For further information refer to Training Bulletin 90-2: Interrogation and Miranda Warning Requirements.



The arresting officers should keep in mind that while their primary duty is to get their prisoner to her/his destination, the ultimate goal is still the successful prosecution.



A criminal citation is issued to adult offenders as the initial step in the prosecution process for all misdemeanor and petty misdemeanor cases other than traffic violations, whether or not an arrest is made, (Rule 6 Subdivision 1, Minnesota Rules of Criminal Procedure). Do not give tag for felonies, gross misdemeanors, or to juveniles.

If an officer decides to proceed with prosecution of a misdemeanor or petty misdemeanor, a citation must be issued and the accused no longer detained unless:

- The officer has reason to believe the defendant may not appear as promised because the accused is unable to satisfactorily identify her/him or has a past history of not responding to criminal proceedings.
 - The defendant may cause harm to her/himself or another, may engage in further criminal conduct, exhibits assaultive behavior, verbally threatens others, or is charged with a crime which constitutes a violation of previous conditions of release.
- [REDACTED]
- [REDACTED]
- [REDACTED]

Persons Arrested for Another Jurisdiction:

[REDACTED]

Revised July 1, 2011

409.01 Persons Disabled in Communication

It is the policy of the Saint Paul Police Department to furnish appropriate aids and services whenever necessary to ensure effective communication with individuals who are disabled in communication.

Minnesota Statute 611.31 says, a "'person disabled in communication" means a person who: (1) Because of a hearing, speech or other communication disorder, or (2) Because of difficulty in speaking or comprehending the English language, cannot fully understand the proceedings or any charges made against the person, or the seizure of the person's property, or is incapable of presenting or assisting in the presentation of a defense."

Communicating with a Suspect Prior to Arrest:

If an individual who is not disabled in communication would be arrested on probable cause, then a suspect who is disabled in communication should also be arrested. No interpreter is needed prior to an arrest being made.

Communicating with a Suspect after an Arrest:

Saint Paul Police officers are required to communicate to all suspects who are being arrested. An arresting officer, or any other officer, who is able to communicate with the suspect in a manner that they understand may fulfill this requirement.

Prior to transport or as soon as feasible, the transporting officer shall notify the Ramsey County Adult Detention supervisor that a person disabled in communication will be turned over to their custody.

If property is seized from a person disabled in communications under Minnesota Statute 609.531, subdivision 4: Seizure, the seizing officer will make a qualified interpreter available, if the person whose property was seized requests one.

Prior to interrogating or taking the statement of a suspect disabled in communication, the arresting officer shall make a qualified interpreter available to the suspect to assist them throughout the interrogation or taking of a statement. If the arresting officer is able to communicate with the suspect in a manner in which they understand, no interpreter is needed. However, the arresting officer may not have another officer or investigator interpret for them during an interrogation or taking of a statement. All interrogations will be recorded in order to document the actual words spoken by the suspect, the arresting officer and any interpreter. If an interpreter is used, all identifying information about the interpreter will be included in the officer's report.

If the suspect is hearing impaired and the arresting officer or investigator is able to communicate with her/him in writing, no interpreter is needed. In such cases, all written communications should be retained. The originals should be turned in as evidence, and a copy turned in with the officer's reports.

In all cases the Miranda rules apply.

Communicating with a Non-Criminal Violator:

If a person not disabled in communication would be issued a non-criminal citation, then a person who is disabled in communication can be issued the citation without an interpreter. For example, if a violator is caught speeding and they are disabled in communication the officer does not need to provide an interpreter. The officer should take the violator's ability to understand how to respond to the citation into consideration when deciding whether to issue a tag or a warning, and whether to call a qualified interpreter to assist if a tag is issued.

Interviewing a Victim or Critical Witness:

There is no statutory requirement to provide a qualified interpreter to a victim or witness. Officers who encounter a victim or witness who is disabled in communication should consider the seriousness of the offense, and whether delaying the interview will affect the investigation when determining if a qualified interpreter should be called at the time of the report. If the investigation involves a serious offense, the officer must contact the appropriate investigation unit or the watch commander to determine if an investigator should be called in to wait for a qualified interpreter and conduct the interview.

Obtaining a Qualified Interpreter:

If an officer needs a qualified interpreter, they should contact the unit that will investigate the case or the watch commander for authorization. The investigative units, districts and the watch commander will have a list of qualified court interpreters, the languages they interpret and their phone numbers.

Information for the Report:

As previously mentioned, if communication is accomplished in writing, the originals should be turned in as evidence and a copy turned in with the officer's report. If a qualified interpreter is used, all information about the interpreter (full name, date of birth, full address, contact phone numbers) should be written in the officer's report and the interview should be recorded. If the arresting officer conducts the interview, it should also be recorded. The recording is required to interviews with suspects and recommended for victims and witnesses disabled in communication. This procedure will assure that any dispute regarding proper interpretation of a person's statements can be properly resolved later if necessary.

Revised January 31, 2012

409.02 Booking Procedures

Prisoner Detention:

The Saint Paul Police Department operates and manages a temporary [REDACTED] holding room for housing prisoners and suspects pending the formal booking process.

This regulation governs the operation and maintenance of that holding room complex.

The watch commander will be responsible for the operation and maintenance of the holding room, in accordance with the provisions of this regulation.

Arrest Paperwork Procedures:

1. Officers must complete the Authority to Detain and Offender Tracking Forms for each person arrested.
2. A victim information and notification form must be completed for any crime where there is a victim. (See Minnesota Statute 611A.06)
3. A local criminal history record check must be attached to each adult arrest report. It is not necessary to attach this record if the arrested party is a juvenile. If there is no criminal history, officers should note that at the end of their report.
4. All arrest reports written when there is no watch commander on duty, are sent to the tour supervisor.
5. Any criminal tags issued for misdemeanor arrests must accompany the report, not be placed in the traffic violation bureau tag box.
6. A driver's license check must be attached to any person arrested for a driving offense.
7. The cutoff time for court is [REDACTED] hours. That means that any person arrested before [REDACTED] will go to court that weekday. Officers must complete arrest paperwork in a timely fashion, especially on "late arrests" so that the reports will get to the Saint Paul City Attorney in time for presentation in court.
8. Be sure to note in the report whether the person was booked or tagged and released.
9. Certain charges aggregate with previous convictions, officers are reminded to check the arrested person's criminal history for previous convictions for the same offense. Those might result in an "up charge," i.e., from a misdemeanor to gross misdemeanor for the current charge.

Training:

All employees having the responsibility of detaining arrestee in a holding room will be trained in the policies governing the detention. Follow-up/in-service training will be conducted as needed.

Recorded verification of this training shall be maintained in the training unit files.

Security and Control:

[REDACTED]

Handcuffs:

[REDACTED]

See General Order 246.02: Restraints for further information on handcuffing criteria.

The following will be adhered to by officers upon arriving at the Ramsey County Law Enforcement Center (LEC) with an arrested person:

- [REDACTED]
- [REDACTED]
2. All arrested persons will be searched for weapons, contraband, markers and evidence, before being placed in the holding cells. A search of the cell will be conducted for weapons and contraband by the arresting officer prior to incarcerating and upon removing suspects. Any deficiencies in security and any incidents which threaten the facility or any person therein shall be reported immediately to the watch commander and documented in a written report.
[REDACTED]
 - B. Watch commanders are to make periodic checks of the holding room cells during their tours of duty [REDACTED] These checks will be noted in their daily log report to the chief.
 3. Officers will enter the cells to place arrested persons in or to remove that same person. At no time will officers remove another officer's suspect without the consent of the arresting officer.
 4. Any property confiscated from the arrestee shall be turned in under the manner prescribed in handling evidence or property as set forth in the department manual. Property confiscated from the arrestee shall be returned to that person at the time of release unless it is to be held as evidence or contraband. Return of any confiscated property at a later date will be governed by rules set forth in the department manual relating to property/evidence procedures.
 5. There are [REDACTED] holding cells at the LEC that are designated specifically for placement of juvenile arrestees. Juveniles are not to be placed in the adult holding rooms or vice versa.
 - A. Male and female arrestees shall never be placed in the same holding cell. Where practical, male and female suspects are to be separated by as many cells as possible.
[REDACTED] When juvenile cells are full, the arresting officer(s) [REDACTED]
[REDACTED]
 6. Any arrestees who are obviously under the influence of drugs and/or alcohol while in custody and who begin exhibiting violent or self-destructive behavior shall be kept under constant observation, and shall be moved out of the temporary holding room as quickly as possible to the Ramsey County Law Enforcement Center [REDACTED]. If in need of medical treatment, arrestees should be taken directly to [REDACTED] Hospital and booked at the hospital.
 7. If an arrestee is released from the holding room rather than being booked, it is the responsibility of the arresting officer to confirm positive identification of the party being released and to document in her/his report, the circumstances surrounding the release as well as the name of the person who authorized the release.
[REDACTED] In that there are only [REDACTED] holding cells, they are not to be used in the event [REDACTED]
[REDACTED]
 9. In that the holding rooms are for short-term detention, arrestee's rights for access to attorneys and phone calls will be honored at the law enforcement center after completion of the booking and identification process. Non-essential personnel are prohibited access to the holding room.
 10. The arresting officer(s) will be responsible for observation of arrested persons they place in the room to ensure their safety and welfare while in custody [REDACTED]
[REDACTED] Searches of a person and presence in rest rooms will be handled by an officer of same sex as the prisoner.

11. There are [REDACTED] emergency assistance [REDACTED] who will summon the necessary assistance for the officer calling for help.

In the event a prisoner escapes [REDACTED]

[REDACTED] S/he shall advise these individuals of the circumstances surrounding the escape and provide descriptors of the escapee and possible escape route. The watch commander or representative shall cause measures to be taken to ensure that the escapee has not hidden within the pre-booking area complex which could include a search. The officer shall also advise RCECC personnel of the last time the suspect was seen and the charge for which the suspect was held. [REDACTED]

The RCECC shall be responsible for broadcasting cancellation of pick-ups, once the escapee has been apprehended. The discovering officer, the arresting officer and other personnel with knowledge of the incident shall complete a report regarding the incident.

Management Information Systems:

Notations will be made in the officer's report regarding persons detained in the holding room but who subsequently are released and not booked. The information will contain the individuals name, address, date of birth, reason for detention and name of person authorizing release.

Physical Plant:

1. The holding room cells will meet the following minimum specifications:
 - A. Adequate lighting.
 - B. Circulation of fresh or purified air in accordance with local public health standards.
 - C. Access to a toilet, wash basin with hot and cold running water, and drinking water.
2. The department's evacuation plan [REDACTED]

[REDACTED] Should an arrestee sustain an injury because of a building emergency it shall be the responsibility of the arresting officer to see that the party receives the proper medical attention either from paramedics or at [REDACTED] Hospital.

3. [REDACTED] primary emergency exit and alternate emergency exit to be utilized in the event it is necessary to evacuate the cells. It is the responsibility of all users to familiarize themselves with this floor plan.

Safety and Sanitation:

Fire Safety and Suppression:

All personnel shall familiarize themselves with the department's Emergency Procedures Manual that addresses what to do in case of a fire in the building. A copy of this manual is posted in the report writing room. A copy is also kept in the watch commander's office, as well as one copy in each district office.

- A fire extinguisher is located in the report writing room immediately adjacent to the holding room facility.
- Additionally there are heat and smoke detectors located in the holding room facility. There are also automated sprinkler heads in the hallway of the facility.
- It shall be the duty of the custodians to inspect the following items at the prescribed intervals:
 - Fire extinguisher and sprinkler system -- weekly
 - Auto fire detection devices and alarm system -- daily

The inspection should focus on verifying the presence of equipment and detecting any tampering or damage.

Medical and Health Care Service:

A first-aid kit is located on the wall opposite the holding cell doors for use as the need may arise in the holding room area. This kit shall be inspected weekly by the watch commander personnel, and replenished as necessary.

If the arresting officer feels the arrested party needs medical attention it shall be her/his responsibility to summon paramedics and/or transport the party to [REDACTED] for evaluation. In the arresting officers absence this responsibility lies with the watch commander, should s/he receive a request from the arrested party.

Juvenile Booking:

Juveniles transported to the Griffin Building as a result of an arrest will be taken to the youth services section during the hours they are staffed and at all other times to the watch commander (if on-duty). The arresting officer(s) will advise the watch commander of the name and circumstances of arrest of any juvenile taken directly to the youth services section for disposition.

The pink copy of the Juvenile Detention Report Form will be retained in the youth services section. If the parents of the juvenile are at the Griffin Building, they will be given the blue copy. All other copies go to the detaining authority.

During the time periods that the youth services section is not staffed and the watch commander or patrol supervisor initiates the detention process for juveniles, the pink copy of the Juvenile Detention Report Form will be held for juvenile personnel until picked up by them the following business day. All other copies go to the detaining authority.

Revised July 1, 2011

409.03 Jail

The Ramsey County Jail is located at 425 Grove Street. This facility is under the control and direction of the Ramsey County Sheriff.

Watch Commander: The watch commander has no responsibility for the operation of the jail, except when a request for assistance is forthcoming from the jail supervisor, who is a sheriff's supervisor.



Telephone Inquiries Regarding Prisoners:

- Transfer telephone inquiries concerning prisoners in custody to the jail.
- Refer inquiry about disposition of recent cases to clerk of court.

Telephone Restrictions: Saint Paul officers may restrict a prisoner's telephone privileges by requesting "Attorney Only" status. The deputy will record the officer's name and reason for the restriction, e.g., calls to a coconspirator may jeopardize an ongoing investigation, etc. The restriction may remain in effect only until the prisoner is formally charged or released. Once charged, normal telephone privileges are restored. A number of additional telephone restrictions exist in Ramsey

County Sheriff's Office policy concerning victim contact, no contact orders and emergency situations.

Medical Treatment:

Prisoners in need of medical treatment should be taken [REDACTED]. Notification and papers as described under policy General Order 409.02: Booking Procedures are required for processing.

Revised July 1, 2011

409.04 Decontamination Sites and Procedures

Purpose:

The purpose of this plan is to establish policy and procedure for the maintaining, equipping and use of decontamination sites, located at various Saint Paul Police facilities. This plan refers to and complies with Minnesota Department of Labor and Industry Occupational Safety and Health Division regulations dealing with blood-borne pathogens and hazardous substances.

Site Locations:

[REDACTED]

Identifying and Equipping:

Command staff at each location, are responsible for maintaining the contamination site, including ensuring its functionality and being equipped with proper decontamination materials.

Specific areas shall be designated as decontamination sites at each of the above listed facilities. The above [REDACTED] shall designate one specific area for female employees and one specific area for male employees. [REDACTED] shall designate one specific area to serve all employees.

The specific site within the above listed facilities shall be clearly marked as a decontamination site. Information shall be posted at each site to inform users of the proper procedures for decontamination, the location of decontamination equipment or clothing and the proper disposal of all contaminated material, property and clothing.

Each of the above listed sites shall maintain:

- A biohazard container for the disposal of contaminated material and property.
- A supply of biohazard bags for securing and handling contaminated clothing.
- A supply of biohazard tags or labels and tapes that clearly identify containers, materials or clothing as contaminated items and sites.
- A supply of disposable clothing for use after decontamination procedures.

Decontamination Procedures:

[REDACTED]

[REDACTED]

Removal and Disposal of Contaminated Material:

[REDACTED]

Disposal of Contaminated Needles (Sharps):

A needle stick or a cut from a contaminated needle can lead to infection from Hepatitis B Virus (HBV) or Human Immuno-Deficiency Virus (HIV), which causes AIDS. Police department employees are exposed to possibly contaminated sharps in various situations, including searches, recovery and handling of property and evidence, and removal of improperly disposed of needles.

Sharps Containers:

Containers for sharps are labeled with a bio-hazard label and/or color-coded red to ensure that everyone knows the contents are hazardous. Puncture-resistant boxes for disposable sharps have a lid, and must be maintained upright to keep liquids and the sharps inside.

Sharps Turned In As Evidence:

Sharps turned in as evidence [REDACTED] must be inserted into the cylindrical bio-hazard containers with the red end caps in place. The outside of the container must be marked as a bio-hazard. (Other sharps, such as fixed-blade knives should be plainly marked

and packaged so they do not cut through the container to prevent injury to [REDACTED] personnel.)

Proper Disposal:

The best way to prevent cuts and sticks is to minimize contact with sharps. That means disposing of them immediately and promptly after recovery. Contaminated sharps must never be sheared or broken.

1. Sharps shall be secured immediately, or as soon as possible, in the cylindrical containers marked with the appropriate bio-hazard warning label. These containers should be kept in the squad car at all times and are available in the property room at headquarters.
2. The containers should then be placed in the puncture-resistant container. When disposing of contaminated sharps, employees must not reach by hand into the holding container.

Needles must be disposed of in the proper containers only, and must not be placed in any trash receptacle where contact and injury of another employee is possible.

Careful handling of sharps can prevent injury and reduce the risk of infection. By following these work practices, employees can decrease their chances of contracting a blood-borne illness.

Revised July 1, 2011

409.05 Citizen's Arrest (By a Private Person)

(See Minnesota Statute 629.37)

PM 15-93R Citizen's Arrest Form:

Officers taking into custody a person arrested by a private citizen for a misdemeanor committed in that private person's presence, shall have that private person fill out the Citizen's Arrest Form PM 15-93R.

A statement covering the facts of the offense shall be made on the arrest report by the officers.

If arrested by a store detective, they will usually prepare a statement for the officers to include with reports. Officers should collect those reports and turn them in with their reports.

At headquarters, the citizen's arrest form will be turned in with the reports.

Officers who have probable cause to believe that an offense has been committed, will accept the citizen's arrest request and inform the arrested party what s/he is being arrested for.

Officers will instruct the private person making the arrest that they may have to appear in court to testify.

Officers who turn down a citizen's arrest will write a report detailing the circumstances and documenting the facts on which the decision to refuse the arrest was based. This information should be included in any report already required by the situation or as a general report under the CN prompting the call for service.

Revised July 1, 2011

409.06 Transportation of Prisoners and Victims

The following are established rules and procedures for the transportation of prisoners which will provide for the safety and security of the transporting officer(s), prisoner(s) and the public.

Transport Vehicles:

Only those department vehicles which have [REDACTED] may be used for prisoner transportation. [REDACTED]

Transport Vehicle Searches:

- Any vehicle whose use throughout any tour may include prisoner transport must be searched and examined at the beginning of each shift prior to such use. (See General Order 442.10: Inventory and Inspection)
- All vehicles used for prisoner transport must be searched prior to and after transporting prisoners. Most vehicles will not have been under continuous control and this search is conducted to preclude the introduction of weapons, contraband or other items.

Prisoner Searches:

(See General Order 409.08: Physical Searches)

Anytime an officer arrests or otherwise receives someone in custody who is to be transported, it is the responsibility of the transporting officer(s) to field search the subject(s) for weapons or contraband prior to being transported. This search shall include determination of the contents of all pockets and clothing articles as well as purses. Items such as purses and baggage shall not be left in the passenger's compartment with the prisoner during transport but should be kept in the driver's compartment or trunk of the transport vehicle.

When it is necessary to conduct searches of prisoners of the opposite sex, officers may obtain the assistance of an officer of the same sex or perform the search in the company of another officer.

Officer and Prisoner Seating in Transport:

[REDACTED]

En route:

- [REDACTED]
- An officer transporting prisoners has the primary responsibility of the safe delivery of the prisoner(s) [REDACTED]

- Due to concerns for providing security and safety to the public, the prisoner, and the transporting officer, a prisoner is not to be allowed to communicate with anyone while being transported.

Restraint of Prisoners During Transport:

- Except for discretionary situations in the movement of sick, injured, impaired or handicapped, prisoners are to be restrained during transport. [REDACTED]

- [REDACTED]

Special Transport Situations:

1. If transporting a prisoner of the opposite sex, the officer will notify the dispatcher of her/his/their location and mileage at the beginning and end of any transport and also at any stop and resumption in between (for example: for identification purposes by victim at crime scene).
2. On occasion, officers are required to arrest and transport mentally-disturbed prisoners. All mentally-disturbed prisoners will be restrained to insure the safety of the officer and prisoner. The means of restraint to be selected by the officer will be dictated by the conduct of the prisoner and will be commensurate with it. [REDACTED]

[REDACTED] In instances of extremely violent behavior where complete restraint and immobilization are required, officers will summon a paramedic unit who has the means of strapping such parties to their gurney. An officer will accompany the paramedic unit to the place of detention. Transport of mentally disturbed prisoners between facilities (detention, medical, etc.) will be performed by sheriff's personnel.

3. Transport of physically and mentally handicapped prisoners usually dictates the employment of special care and attention. Consideration for the safety of the officer and prisoner remain paramount in these situations but additional factors must be addressed and determinations made to ensure it is maintained. Officers must determine:
 - A. Vehicle to be employed for transport.
 - B. Restraints to be employed, if any.

4. [REDACTED]
5. If the receiving facility needs to make any reasonable accommodations, the transporting officer will provide as much advance notice as possible.

Guidelines:

Handicapped prisoners who require the use of a wheel chair or who wear prosthetic devices may be transported [REDACTED]

[REDACTED]

Officers may call for the patrol wagon to make the transport if in their judgment; it is the appropriate vehicle in a given situation. Where immobility or other serious impediment exists, officers may request a fire department paramedic unit for the transport. In these instances, fire department personnel will determine how the prisoner will be restrained. The paramedic unit will be accompanied by squad to the detention facility.

Upon occasion, a prisoner will be sick or injured incidental to arrest. In these instances the responding officer must render first-aid and evaluate the seriousness of the condition. Her/his assessment will determine whether s/he will transport or request a fire department paramedic unit. If the illness or injury is not of a serious nature and will not be aggravated by transport in the police vehicle, this will be the prescribed action taken. If the sickness or injury appears to be of a serious nature, a paramedic unit will be requested. If the responding officer is unable to evaluate the seriousness of the prisoner's illness or injury and/or is uncertain whether the prisoner's condition would be aggravated by transport in a police vehicle, the officer should request a paramedic unit be dispatched. The fire captain aboard the responding unit will determine the transport vehicle arrangement after examining the prisoner and rendering aid. In either case the restraining of the prisoner will be in a manner consistent with her/his injury and the conditions of the arrest, gravity of the offense, demeanor and history of the prisoner. In some instances and at the discretion of the officer restraint may not be required.

The prisoner will be transported [REDACTED] for medical attention before being taken to the detention facility. [REDACTED]

Escape:

1. If a prisoner should escape [REDACTED]

4. Prepare a report detailing the circumstances of the escape.
5. Notify their immediate supervisor and the watch commander.
6. If an escape occurs in another jurisdiction the above data will be provided to the law enforcement authorities in that jurisdiction in the most expeditious manner.

Guidelines for Other Inter-Facility Transportation of Prisoners and Victims:

- Health facility to health facility: [REDACTED]
- Shelter homes and juvenile detention center: The transportation of juveniles from shelter homes to the juvenile detention center is not our responsibility unless the juvenile is being arrested by [REDACTED]

someone at the shelter home for an offense committed there or upon warrant. In this case appropriate reports and detention forms are completed.

- Conversely, our policy is not to transport juveniles from the juvenile detention center to shelter homes.
- Regions Hospital and shelter homes: [REDACTED]
- Example: [REDACTED]
- Example: [REDACTED]
- In all cases where we transport a juvenile to a shelter home, foster home, or detention facility, a juvenile detention form must be completed and a report written.
- State hospital patients: [REDACTED]
- The Ramsey County Sheriff's Office has the responsibility to transport or arrange for transportation of the patient back to the state hospital facilities.

Patrol Wagon:

- The patrol wagon can be used for transporting individuals to the detox center.
- The patrol wagon is to be used for transporting large numbers of prisoners.
- Only sworn personnel may operate the patrol wagon.

Revised January 31, 2012

409.07 Emergency Assistance at Ramsey County Jail

To standardize procedure and assure effective assistance is provided, the following procedure will be followed when the department is notified of an emergency at the Ramsey County Jail.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Revised July 1, 2011

409.08 Physical Searches

Officers shall advise the persons they are arresting of the fact of the arrest, including the nature of the offense leading to the arrest.

[REDACTED]

All strip searches and body cavity searches shall be conducted at headquarters, a police facility, or a medical facility after arrest, under conditions detailed below under “strip search” and “body cavity search” as applicable.

[REDACTED]

This policy does not affect current procedures for the collection of blood in certain driving under the influence investigations.

Consent Search Advisory:

Saint Paul Police Department policy requires officers to give individuals a consent search advisory before asking to conduct a search of their person or vehicle, when this search is based solely on a request for consent. Searches pursuant to reasonable suspicion, probable cause, or incident to arrest will not require this advisory. The advisory will make it clear to the individual that they have the right to refuse to give consent to the officer to search their person or vehicle. It will also inform the individual that when they give permission they can stop the search and withdraw their permission at any time. Finally, it will make it clear to the individual that should they grant permission for the search and the officer finds illegal items, the individual is likely to be arrested and prosecuted. The consent search advisory reads as follows:

1. I would like to search you (or your vehicle).
2. You should know that you have the right to refuse to allow me to search you and your vehicle.
3. If you do grant me permission you may stop the search at any time.
4. If, I find anything illegal you will likely be arrested and prosecuted.
5. Do you understand what I have told you?
6. May I search you?
7. May I search your vehicle?

Types of Searches:

Frisk Search:

This is the “pat down” type of search, generally used for a check for any possible weapons

Custodial Search:

A “custodial search” is a search, after an arrest, for concealed weapons or contraband and evidence of crime and fruits of crime before the officer transports the person to headquarters. It is a more thorough search than the “frisk search,” but it is not a “strip search” or other more intrusive search.

Strip Search:

This search means the removal or rearrangement of some or all of an arrested persons clothing so as to permit a visual inspection of the body which may include the undergarments of such person. Strip searches shall not include searches of any body cavities other than the mouth, nose, or ears.

Any police officers or employees of the police department who wish to conduct a strip search shall:

1. Notify their immediate on duty supervisor who shall request and receive permission from a person of at least one rank higher, and;
2. Write an original offense report and include the following:
 - A. The name of the person subjected to the search.
 - B. The name of the police supervisor authorizing the search.
 - C. The names of persons conducting and/or observing the search.
 - D. The time, date, and place of the search.
 - E. A description of the results of the search.
3. The records unit will forward a copy of the report to the inspections unit and research and development.

Officers conducting the search should request the removal or rearrangement of the arrested person's clothing. Officers shall not touch the body or underclothing of the arrested person. Officers should then request the arrested person to allow for a visual inspection.



All strip searches shall be conducted only by persons of the same sex as the arrested person and shall be conducted at police headquarters, other police facility or medical facility. The search shall be conducted in a place that cannot be observed by persons who are not physically conducting the search and particularly by persons of the opposite sex.

The inspections unit will maintain a file of all strip search reports. Copies of the report(s) documenting the above listed information shall be available to the arrested person as provided in the Minnesota Rules of Criminal Procedure and/or pursuant to the Minnesota Government Data Practices Act. The inspections unit shall keep statistical data pursuant with the 2001 NAACP agreement.

Body Cavity Search:

A "cavity search" is a search by touching or probing a person's body cavities, which include the stomach or rectum of any person, and the vagina of a female. The mouth, nose or ears are not considered body cavities for the purpose of a body cavity search, see "custodial search" and "strip search," above.

No body cavity search, as defined above, shall be conducted without first obtaining a properly issued search warrant. The application for the search warrant shall contain the following affirmations or information, in addition to any affirmation or information required under United States or Minnesota law, including all the requirements of probable cause set forth in Minnesota law:

- The identities of the licensed physician or registered nurse who will conduct the search or, if those identities then are unknown, an affirmation that the search will be conducted by a licensed physician or registered nurse whose identity will be recorded in the papers for the warrant return, and who will be acting under the direction and control of the officer executing the warrant.
- The precise place the search will be conducted or an affirmation that the search will be conducted under sanitary conditions.

- The identities of any persons other than the physician or nurse who will be present at or able to view the search or, if these are then unknown, an affirmation that the search will be conducted under conditions assuring maximum privacy consistent with good medical and police practice.

General:



Revised July 1, 2011

409.12 Legal Process

General:

Minnesota Statute 387.04 assigns the responsibility for civil and criminal process services in the sheriff of Ramsey County. However, inherent in any law enforcement officer's duties, on occasion, is the task of executing criminal process. This may include service and execution of any of the following:

- Arrest warrants
- Search warrants
- Summons
- Subpoenas

Each entity within the Saint Paul Police Department receiving items for legal process shall comply with department procedures appropriate to the service/execution requested. (See General Order 410.00: Warrants Procedures and General Order 447.00: Execution of Search Warrant)

Procedure:

The procedure for service of process shall be as follows:

For each item received for legal process, the records unit shall complete a legal process service form - PM 605-90 noting the following information:

- Date and time received.
- Unit assigned item.
- Type of process requested.
- Source of document.
- Name and address of person concerned.
- Date assigned.
- Court docket/file number.
- Date service due, if applicable.

The records unit shall forward the document to the appropriate unit for service which shall note each attempt at service of process as follows:

1. Officer assigned.
2. Date and time service is affected /attempted.
3. Person served.

4. Method of service.
5. Location.
6. Reason for non-service.
7. Date returned to the records unit.

On return of the document to the records unit, the date which the document is returned to the origination entity shall be noted. The completed legal process service form shall be retained in the records unit for a period of six months.

Revised March 28, 1995

410.00 Warrant Procedures

General:

This section provides an explanation of the different types of arrest warrants likely to be encountered by Saint Paul Police Department officers and the procedures to be followed in executing and processing them. The execution or assistance in execution of all arrest warrants, including civil arrests, shall be performed only by sworn personnel.

The general warrant function is the jurisdiction of the Ramsey County Sheriff's Office. The Ramsey County Sheriff's Warrant Office is located in the Ramsey County Law Enforcement Center at 425 Grove Street. The office is staffed 24-hours a day, seven days a week to facilitate the disposition of warrants and to assist law enforcement officers in the processing of warrants.

Although the general warrant service function is the responsibility of the sheriff's office, all officers are reminded that arrest warrants are court orders directing law enforcement officers to take an individual into custody subject to the directions of the specific warrant being served. Therefore, it is the responsibility of members of this department to be vigilant for persons subject to arrest by virtue of an outstanding arrest warrant and to exercise due diligence in bringing these parties before the court.

Listed below in a general order of descending severity and priority for service are the various types of arrest warrants likely to be encountered by departmental officers. All officers are cautioned that any time a person is taken into custody the situation requires the exercise of extreme caution for the safety of individual officers, citizens and the subject of the warrant.

Criminal Warrants:

1. Felony (adult & juvenile)
2. Gross misdemeanor (adult & juvenile)
3. Misdemeanor (adult & juvenile)
4. Youth conservation commission warrants
5. Bench warrants
6. Writs
7. Family court warrants
8. Probate court warrants

Felony Warrants:

Felony warrants may be served at any time, and officers should exercise as much care as they would on an actual felony arrest. Persons arrested on a felony warrant may be bailable and if so, the officer may inform the person of the amount.

Writs:

Writs of attachment are issued by a court of record pursuant to a violation of a court order or an act of omission wherein the court had set forth certain schedules, sentences or restrictions. They may be served at any time.

Writs are not bailable unless a magistrate has so endorsed them and set a figure of bail.

Probate Court Warrants:

Probate court warrants are commitment warrants. [REDACTED] on duty will be able to obtain a hard copy of the warrant. (See Minnesota Statute 253B: Civil Commitment) May be served at any time.

Family Court Warrants:

Family court warrants are warrants that deal with separations, divorces, etc., and are usually served by the sheriff's office. If officers of this department serve this type of warrant, the subject is to be turned over to the sheriff's office for disposition. Maybe served at any time.

Bench Warrants:

Bench warrants are issued by the court for a person that had been arrested, bailed out, and then failed to show up for the scheduled court appearance. If bail is required, it will be posted on the face of the warrant by the district court issuing same. It may be served at any time.

Youth Conservation Commission (Y.C.C.) Warrants:

Y.C.C. warrants are the order of the director of the Y.C.C. of the Department of Corrections, and are written on state form "Corr. 262". These warrants carry the same authority for execution as other warrants.

These warrants may be served at any time. These warrants are issued for the apprehension of escapees or for persons who have violated probation or parole. Persons up to the age of 25 years could be subject to a warrant of this type.

Juvenile Court Warrant:

Juvenile court warrants are issued from juvenile court, and may be served at any time. The warrant may be for juveniles or an adult.

Misdemeanor Warrant:

Maybe served only from 0800-2200 hours daily, but not on Sundays (unless a warrant is "Night capped" or unless the person named in the warrant is found on a public highway or street). Assume misdemeanors are not night capped unless the actual warrant so states.

Most traffic warrants (meter, equipment violation, speed, etc.) will call for a bail, but if the party can be prevailed upon to pay the listed bail, s/he may do so and no court appearance is necessary. This may be done at the Ramsey County Law Enforcement Center at 425 Grove Street. S/he will be issued a receipt; no further action will be taken on the charge unless the subject wishes to contest the charge which s/he may do by contacting the Traffic Violations Bureau the following day and they will arrange a court date.

If the warrant calls for bail and a court appearance, the party will be booked and then be allowed to bail out, and be issued a court appearance slip by the deputy receiving the bail.

Out-of-State Warrant:

Out-of-state warrants will normally be served by members of this department. [REDACTED]
[REDACTED]

Out-of-County Warrants:

Warrants issued by a court in the State of Minnesota can be served by Saint Paul Police officers in the City of Saint Paul. These warrants will usually be acted on by the Ramsey County Sheriff's Warrant Unit, and if served, the party is held for the proper jurisdiction.

General Warrant Procedures:

If Saint Paul officers arrest a subject in Saint Paul and find there are warrants for the subject issued for another court, the officers will note in their report said information, and place a hold for their jurisdiction on the booking sheet. The corrections officer will notify the proper agency.

If officers on a traffic stop find there is a serviceable warrant for the subject, and the warrant calls for a court appearance, arrest the subject and book on the warrant. The arresting officer may add an additional offense (or offenses) as a result of the traffic stop and document these in the arrest report. At the officer's discretion, a citation may be issued to the subject prior to booking and not placed a hold for the traffic offense.

When booking a prisoner into the Ramsey County Jail on a felony charge, any outstanding misdemeanor warrant(s) should be added to the booking card (the 48-hour or 36-hours rule will apply in these cases). When the suspect appears in court on the felony charge, the outstanding warrant will be addressed.

Warrant Field Arrest Procedures:

1. Make inquiry by name via MTC, radio, phone to Ramsey County Emergency Communication Center data
2. If response is negative, take whatever action justified by reason for original stop of person or vehicle.
3. If an active warrant exists, the emergency communication center will call the Ramsey County Sheriff's Warrant Unit or other agency to validate existence of warrant and determine if it is night capped, and if court appearance is required.
4. After verification of actual existence and validity of warrant service, officers may make an arrest.

Clearing the Warrant:

Once a suspect is booked into the jail, the Ramsey County Sheriff's Office clears the warrants from the computer.

Voluntary Turn-In:

If a party appears at the desk and a warrant is active, the party should be instructed to report to the Ramsey County Sheriff's Office, 425 Grove Street, for service whether the warrant is night capped or not.

Signing of Served Warrants:

A warrant is not officially served until it has been signed and dated on its face which is accomplished when:

- The arresting officer has the warrant in their possession or receives it from the Ramsey County Sheriff's Warrant Office.
- The warrant is officially served at the first court appearance by the court officer.

When officers have the warrant in their possession and it has been signed and served the warrant will then be turned into the records unit.

Out-of-City Service of Criminal Legal Process:

The members of this department will not normally serve criminal process outside of the city limits.

When an officer determines that it is necessary to serve a criminal legal process outside of the city, that officer will first, request permission from their immediate supervisor to leave the city. The officer should contact the proper jurisdiction and inform them of the situation and request assistance.

Absentee Wanted by the Armed Forces:

Military personnel that are absent without leave from their units are of no concern to this department unless:

- They have committed some violation of the law for which they would normally be arrested -- traffic, criminal code, etc.
- The department has received a copy of the Defense Department Form DD-553, Absentee Wanted by the Armed Forces, or U.S. Army Deserter Information Form DA-3835. This is the military version of a warrant.



Military personnel who voluntarily try to turn themselves in should be advised to do so to any recruiter or else the detachment at Fort Snelling, or return to their original unit.

Federal Felony Warrant:

The United States Marshal has furnished this department with federal felony warrants for local persons. This information is in the warrant file in the computer. [REDACTED]

[REDACTED] Book arrested parties "Hold for U.S. Marshal." The watch commander's office has telephone numbers for the marshal's office.

Revised July 1, 2011

416.00 Report Writing

Detailed report writing rules and procedures in effect for the department are set forth in the report writing manual.

Reporting Requirements:

Every incident which occurs or is alleged to have occurred within the jurisdiction of the Saint Paul Police Department shall be reported in one or more of the following categories:

- Citizen reports of crime.
- Citizen complaints.
- Citizen requests for service when:
 - An officer is dispatched;
 - An employee is assigned to investigate;
 - An employee is assigned to take action at a later time.
- Criminal and non-criminal cases initiated by law enforcement officers.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[illegible]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Revised July 1, 2011

420.00 Line-up Procedures

The Ramsey County attorney was asked to provide the department with some guidelines for use in our activities and the reference for statements made in this order are found in that decision. The following points should be noted:

- Field identification that is where a suspect is apprehended fleeing from the scene of a crime and is returned immediately to that scene for identification purposes.
- The United States Supreme Court asserted that the accused may be compelled to submit to non-testimonial tests. These include:
 - Fingerprinting.
 - Photographing.
 - Measuring.
 - Speaking and writing for identification. (Even the very words used by the culprit in committing the crime.)
 - Assuming a stance.
 - Walking.
 - Gesturing.

Sequential Photo Display

By using sequential instead of simultaneous photo displays in combination with using an independent administrator to do the displays (or a functional equivalent or FE) will not reduce the number of correct identifications made but will significantly reduce the likelihood of misidentification.

When an officer desires to show a photo display, the Sequential Photo Display must be used. As investigator, you may continue to be involved, either alone or with other investigators, in assembling the photo display. Use M-RAP descriptors given by the witness to find fillers (unless the witness's description does not match the suspect's: in that event, use descriptors matching the suspect's description). Select at least 5 fillers (you may use a larger number). Before finalizing the photo group, look at them together to make sure the suspect does not stand out. Number the photos. Do not make the suspect number 1.

1. Use an independent administrator; i.e., a person with no knowledge of whom the suspect is. The investigator with knowledge of identity of suspect must be out of witness's view but may be available for consultation by the administrator, if needed, during the display. The investigator may conduct any needed follow-up interview with the witness after the display. If no independent administrator is available, a functional equivalent must be used which assures that the investigator does not know which photo is the suspect's and that the witness knows he does not. The sequential photo display procedure is the same for either method:
 - A. Read the instructions to administrator on the Administrator Side of the Sequential Photo Display Form. Complete the information at the top of both sides of the form.
 - B. Select the applicable IA or FE language on the Witness Side of the form. Read and check off the six instructions to the witness on the Witness Side of the form and have the witness initial in the spot indicated that he/she understands the instructions. (Note: Alternate simplified version may be used for children, mentally impaired adults and persons with limited knowledge of English.)
 - C. Display the photos to the witness in sequential form with only one photo visible at a time. Be careful not to give the witness any feedback during or after the photo display.
 - D. Record any comment the witness makes while examining the photos and any other relevant observations (e.g., physical reactions).
 - E. If the witness makes an identification ask the witness how certain he/she is of the identification and record on the Administrator Side of the form. (If the witness asks

- whether you mean a percentage or on a scale of 1 to 10, tell him or her to use whatever method seems right to him or her.)
- F. Do not show the lineup more than once *unless* the witness requests it. If requested, show the entire lineup, in the same order as originally shown, even if witness requests only one or a few.
 - G. At the conclusion of the photo display, have the witness complete the lower section on the Witness Side of the form.
 - H. Be careful not to give the witness feedback about the photo display as this can artificially inflate witness confidence in his/her selection and skew further investigation.
2. Written and Photo Record of Photo Identification or Non-Identification:
- A. The lower section on the Witness Side of the form is the record, in the witness's own handwriting, of whether any identification made and, if so, how certain the witness is of his/her identification (encourage the witness to put comments in his/her own words). It should be signed and dated by the witness. (If the witness refuses to sign, write "refused" below the space for the witness's signature.) This written record must be maintained whether or not the witness identifies any person.
 - B. Preserve the photo display used, including the order of photos. The six-person template for simultaneous photo displays may be used for this purpose. If identification is made, have the witness sign and date in the space underneath the identified photo.
 - C. Make sure the administrator side of the form is also completed, including the answer (where applicable) to the question, "How certain are you of your identification?" as well as how many times the display was shown, the administrator's summary of witness comments made during photo display and any other relevant observations.
 - D. In addition to this form, the officer who administers the sequential photo display is required to write a supplementary report.
3. Exception for Children 12 and Under:
- The scientific research does not demonstrate the superiority of the sequential method for witnesses 12 and under. Use the simultaneous method in these cases. However, an independent administrator should still be used whenever possible. Rather than using the Sequential Photo Display Form use the alternate simplified instructions, if appropriate. The supplemental report should also include: any comments made by the witness, any physical reactions while examining the photo display, a statement of whether the witness selected any photo, and if a selection was made, the witness's level of certainty. Older children may be asked to sign and date the picture selected.
4. Multiple Perpetrators:
- When there are multiple perpetrators, the same ratio of fillers to suspects should be used (at least 5:1). However, the person preparing the photo display has the option of preparing separate lineups for each suspect or, if all suspects have similar characteristics (such as in gang cases with multiple perpetrators of the same age and ethnicity), one large lineup containing all suspects. If more than one identification is made, use a separate Sequential Photo Display Form for each.
5. Multiple Witnesses:
- If more than one witness views the photo display, consider placing the suspect in different positions in each. Be sure to preserve a photo record of the order of photos shown to each witness and to have each witness sign and date any photo selected on separate photo displays.
6. Follow-up Interview by Investigator:
- After the independent administrator has completed the photo display, the assigned investigator may follow up with any supplemental interviews, as needed. If the witness asks if he picked the right person, that question should not be answered (if at all) until the investigator has already asked all follow-up questions. If the investigation is ongoing--and especially if other potential eyewitnesses are yet to be questioned--the witness may simply be told that the investigation needs to be concluded before that question can be answered. If the person the

witness picked is ultimately charged with a crime, the witness will eventually find this out, but being careful not to reinforce the witness's selection should eliminate any defense claim that the investigator artificially inflated the witness's level of confidence in his or her selection.

If the witness is concerned for his or her safety and wants to know if the suspect is in custody, that question may be answered.

Revised July 1, 2011

421.00 Intelligence Information

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Revised July 1, 2011

423.00 Preliminary Field Investigations

The patrol officer is responsible for the preliminary investigation of all crimes and incidents which are assigned or reported to her/him or which s/he discovers. The scope of the preliminary field

investigation by a patrol officer may constitute the entire investigation. Patrol officers conducting preliminary investigations will follow-up the reported offense as far as possible. The follow-up will include, but is not limited to, canvassing the vicinity of the scene for witnesses and a search for physical evidence.

Nothing in the above is to be construed as prohibiting any sworn officer from initiating a preliminary investigation should circumstances dictate that the action is appropriate.

Preliminary Field Investigation Procedures:

These are general investigative procedures to be followed as they apply.

[REDACTED]

Delineation of Authority:

1. The primary squad dispatched to a crime scene is responsible for that scene. That officer will write the original incident report and process the scene for latent finger prints and physical evidence. If in the opinion of the primary officer a supervisor is required at the scene, the primary officer may request a supervisor.
2. Upon arrival at the scene, a supervisor may assume responsibility of the scene directing the primary officer to continue the processing. The supervisor may also request the assistance of an evidence technician to process the scene.
3. The supervisor may also request an investigator to the scene. Upon her/his arrival, the investigator will be responsible for supervising the processing of the scene.
4. If the crime lab is summoned to the scene by the watch commander or district commander, the responsibility for processing the scene rests with crime lab personnel.
5. In all cases, officers at the scene may be directed to assist with the processing.

Revised July 1, 2011

424.00 Investigations, Follow-Up

Follow-up investigations are a continuation of the preliminary investigation and are usually but not always initiated by the emergence of solvability factors during the preliminary phase. The follow-up investigation is intended to identify suspects and produce evidence relating to the guilt or innocence of any suspect that can be used in a prosecution; and also to facilitate the recovery of property.



When the case is completed it will be submitted to the unit commander for review.

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