

# Meridian Police Department

## Meridian PD Policy Manual

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### **LAW ENFORCEMENT CODE OF ETHICS**

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

I will keep my private life unsullied as an example to all; and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of law enforcement service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

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

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

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### **MERIDIAN POLICE DEPARTMENT MISSION STATEMENT AND MERIDIAN CORE VALUES**

#### **Meridian Police Department Mission:**

To provide the highest quality service, in partnership with our community, to preserve and protect life and property through education, prevention and enforcement.

#### **Meridian Core Values = CARE:**

**Customer service:** We will respond to customers in a genuine, positive, and timely manner. Interactions will be solution oriented, where staff meets and exceeds expectations by listening to customers and following through on their concerns.

**Accountability:** We understand our role in the organizational team, know our jobs, and accept that each of us is responsible for our own work, choices, and actions.

**Respect:** We will be trustworthy and courteous. We honor and accept people with diverse opinions and backgrounds.

**Excellence:** We will be professional beyond the parameters of our job while being creative, innovative, flexible and adaptable to community needs.

Through CARE, we provide our best for the community we serve. We will provide quality service to our customers and positive development of our staff that promotes and expects accountability, respect and excellence.

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### **CHIEF'S MESSAGE**

You are a member of the Meridian Police Department because we believe in you, we believe you contribute to our successes and share our commitment to the community. The success of this department is determined by our ability to work as a unified team. Together, we must earn the trust and respect of the public we serve. It is our desire to see each member of this organization succeed in their job and help in achieving our goals.

The members of the Meridian Police Department constantly strive to provide the best professional police service to the citizens of Meridian. This manual is designed to provide a working guide for the department. The very nature and environment of policing requires that all personnel of the department be given specific and consistent instruction in fulfilling their various duties and responsibilities. While both sworn and professional staff personnel are responsible for making many discretionary decisions we are bound by the same laws and currently accepted professional standards. The policies, rules and procedures contained in this document are a guide to the exercise of discretion and execution of duty for all members of the agency.

Our philosophy is one of mutual respect and shared responsibility. This can only happen through effective and ongoing communication. With that in mind, it is important that expectations for both this office and each member are clear in order to establish a positive and productive working relationship. This manual reflects basic departmental policy and procedures in dealing with operational and administrative functions and it establishes a format for a methodical and continuous approach to the attainment of the department Strategic Goals. It is designed to provide a clear understanding of the constraints under which we all work and the general expectations the department has of its members. The manual is a tool to supplement individual training and experience; it is not intended to discourage employee initiative or is it able to address all situations. The department continues to encourage the judicious exercise of discretion where it may be required.

To achieve and maintain our status the Meridian Police Department must focus on our mission and make decisions that promote our values and principles. This policy manual defines the key policies, goals, benefits and expectations of this office. You should use it as a ready reference as you pursue your career with the Meridian Police Department. Of course, a written manual cannot be all-encompassing. As you find yourself faced with situations not explicitly addressed in these pages, we trust you will use sound judgment to make ethical decisions. Your moral compass should, at all times, be the true guide of your actions. All personnel are encouraged to submit recommendations for constructive change through the appropriate chain of command.

Our hope is that you will find your work challenging and rewarding. We also hope you will experience both professional and personal growth as a member of the Meridian Police Department.

Tracy Basterrechea

Chief of Police

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## **Chapter 1 - Law Enforcement Authority**

## Law Enforcement Authority

### 100.1 PURPOSE AND SCOPE

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

### 100.2 POLICY

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

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

### 100.3 PEACE OFFICER AUTHORITY

The authority of certified full-time peace officers of the Meridian Police Department whose duties include and primarily consist of the prevention, investigation and detection of crime have the same authority when performing their assigned functions and duties outside the City when any of the following exist (Idaho Code 67-2337):

- (a) When a request for law enforcement assistance is made by another law enforcement agency.
- (b) When the officer has probable cause to believe a crime is occurring involving a felony or an immediate threat of serious bodily injury or death to any person.
- (c) When the officer is in fresh pursuit as defined in and pursuant to Chapter 7, Title 19, Idaho Code.
- (d) As authorized by this department pursuant to an existing mutual assistance compact with an outside jurisdiction.

Officers of this department will not routinely perform law enforcement duties outside of the city limits except as approved by the Division Commander.

#### 100.3.0 OTHER AUTHORITY

Sworn members of this department who enter the state of Oregon in order to provide or attempt to provide law enforcement assistance have Oregon peace officer authority within 50 miles of the Idaho-Oregon border (ORS 133.405). Such authority shall only apply when officers are acting:

- (a) In response to a request for law enforcement assistance initiated by an Oregon sheriff, constable, marshal, municipal police officer or member of the Oregon State Police.
- (b) In response to a reasonable belief that emergency law enforcement assistance is necessary to preserve life and circumstances make it impractical for Oregon law enforcement officials to formally request assistance.
- (c) For the purpose of assisting Oregon law enforcement officials with emergency assistance in response to criminal activity, traffic accidents, emergency incidents

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#### *Law Enforcement Authority*

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or other similar public safety situations, regardless of whether an Oregon law enforcement official is present at the scene of the incident.

Meridian Police Department officers have no authority to enforce Oregon traffic or motor vehicle laws.

Whenever practicable, officers should seek permission from a department supervisor before entering Oregon to provide law enforcement services. As soon as practicable, officers exercising law enforcement authority in Oregon shall submit any appropriate written reports concerning the incident to the Oregon agency having primary jurisdiction over the area in which the incident occurred.

#### **100.4 CONSTITUTIONAL REQUIREMENTS**

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

#### **100.5 CHAIN OF COMMAND**

In order to become aware of what is expected of them and to promote efficiency and responsibility, employees should be accountable to only one supervisor. There are times when a supervisor has to give a command to an employee who is outside the chain of command. In ordinary circumstances, however, each employee should be able to identify one, and only one, supervisor to whom that employee is accountable. Therefore, the chain of command should be followed whenever possible.

##### **100.5.1 ORDER OF RANK**

The following shall be a guideline for the order of rank for both sworn officers and professional staff positions:

- (a) Chief of Police
- (b) Captain
- (c) Lieutenant
- (d) Sergeant/Professional Staff Supervisor(s)
- (e) Corporal
- (f) Officer/Detective
- (g) Professional Staff
- (h) Volunteer

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## Cannon of Police Ethics

### **101.1 ARTICLE 1. PRIMARY RESPONSIBILITY OF JOB**

The primary responsibility of the police service, and of the individual officer, is the protection of the people of the United States through the upholding of their law; chief among these is the Constitution of the United States and its amendments. The law enforcement officer always represents the whole of the community and its legally expressed will and is never the arm of any political party or clique.

### **101.2 ARTICLE 2. LIMITATIONS OF AUTHORITY**

The first duty of law enforcement officers, as upholders of the law, is to know its bounds upon them in enforcing it. Because they represent the legal will of the community, be it local, state or federal, they must recognize the genius of the American system of government which gives nobody, groups of people, or institution, absolute power, and they must insure that they as a prime defender of that system, do not pervert its character.

### **101.3 ARTICLE 3. DUTY TO BE FAMILIAR WITH THE LAW AND WITH RESPONSIBILITIES OF SELF AND OTHER PUBLIC OFFICIALS**

The law enforcement officers shall assiduously apply themselves to the study of the principles of the laws, which they are sworn to uphold. They will make certain of their responsibilities in the particulars of their enforcement, seeking aid from their supervisors in matters of technicality or principle when these are not clear to them; they will make special effort to fully understand their relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

### **101.4 ARTICLE 4. UTILIZATION OF PROPER MEANS TO GAIN PROPER ENDS**

The law enforcement officer shall be mindful of their responsibility to pay strict heed to the selection of means in discharging the duties of office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.

### **101.5 ARTICLE 5. COOPERATION WITH PUBLIC OFFICIALS IN THE DISCHARGE OF THEIR AUTHORIZED DUTIES**

The law enforcement officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. They shall be meticulous, however, in assuring themselves of the propriety, under the law of such actions and shall guard against the use of their office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to question, they shall seek authority from superiors, giving them a full report of the proposed service or action.

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##### **101.6 ARTICLE 6. PRIVATE CONDUCT**

The law enforcement officer shall be mindful of his special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, cannot but reflect upon the police officer and the police service. The community and the service require that the law enforcement officer lead the life of a decent and honorable person. Following the career of a police officer gives nobody special perquisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. The officer who reflects upon this tradition will not degrade it. Rather, they will so conduct their private life that the public will regard them as an example of stability, fidelity and morality.

##### **101.7 ARTICLE 7. CONDUCT TOWARD THE PUBLIC**

The law enforcement officer, mindful of their responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. The law enforcement officer shall conduct their official life in a manner such as will inspire confidence and trust. Thus, they will be neither over bearing nor subservient, as no individual citizen has an obligation to stand in awe of them nor a right to command them. The officer will give service where they can, and require compliance with the law. He will do neither from personal preference or prejudice but rather as a duly appointed officer of the law discharging their sworn obligation.

##### **101.8 ARTICLE 8. CONDUCT IN ARRESTING AND DEALING WITH LAW VIOLATORS**

The law enforcement officer shall use powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. Their office gives them no right to prosecute the violator nor to mete out punishment for the offense. They shall, at all times, have a clear appreciation of their responsibilities and limitations regarding detention of the violator; they shall conduct themselves in such a manner as will minimize the possibility of having to use force. To this end they shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law abiding.

##### **101.9 ARTICLE 9. GIFTS AND FAVORS**

The law enforcement officer, representing government, bears the heavy responsibility of maintaining, in their own conduct, the honor and integrity of all government institutions. He shall, therefore, guard against placing himself in a position in which any person can expect special consideration or in which the public can reasonably assume that special consideration is being given. Thus, they should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing their judgment in the discharge of their duties.

##### **101.10 ARTICLE 10. PRESENTATION OF EVIDENCE**

The law enforcement officer shall be concerned equally in the prosecution of the wrong doers and the defense of the innocent. He shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, they will ignore social, political and all other

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distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word. The law enforcement officer shall take special pains to increase their perception and skill of observation, mindful that in many situations they are the sole impartial testimony to the facts of a case.

#### **101.11 ARTICLE 11. ATTITUDE TOWARD PROFESSION**

The law enforcement officer shall regard the discharge of their duties as a public trust and recognize their responsibility as a public servant. By diligent study and sincere attention to self-improvement they shall strive to make the best possible application of science to the solution of crime, and in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. They shall appreciate the importance and responsibility of their office, and hold police work to be an honorable profession rendering valuable service to their community and country.

## Chief Executive Officer

### **102.1 PURPOSE AND SCOPE**

This policy provides guidelines for the appointment of the Chief Executive Officer of the Meridian Police Department, who is required to exercise the powers and duties of the office as prescribed by state law.

### **102.2 POLICY**

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

### **102.3 CHIEF OF POLICE**

All law enforcement Chief Executive Officers employed within the State of Idaho are required to meet Idaho Peace Officer Standards and Training Council (POST) certification requirements within the prescribed time periods (Idaho Code 19-5109; Idaho Code 20-603).

## Oath of Office

### 103.1 PURPOSE AND SCOPE

Commissioned officers of this agency are sworn to enforce the law and uphold the Federal and Idaho State Constitutions, Idaho Code and Meridian City Ordinances.

#### 103.1.1 OATH OF OFFICE

Upon employment, all employees shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of an employee and officer of the Meridian Police Department.

#### 103.1.2 OATH TAKEN AS

I, (state name), do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution and laws of the State of Idaho, and the laws and ordinances of the City of Meridian; that I will abide by the Law Enforcement Code of Ethics and the Policies and Procedures of the Meridian Police Department; that I will obey the lawful orders and directives of those appointed over me; and that I will, to the best of my of my ability, faithfully discharge the duties of the office of (employee title) in and for the City of Meridian, Idaho, so help me God."



# Policy Manual

## 106.1 PURPOSE AND SCOPE

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

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

## 106.2 POLICY

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

### 106.2.1 DISCLAIMER

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

## 106.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Special Orders, which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

## 106.4 DEFINITIONS

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

1. Acting Chief - The individual designated to carry out duties in the Chief's absence. The Acting Chief will have full authority to carry out the duties of the Chief of Police.
2. Adult - Any person 18 years of age or older.

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3. CFR - Code of Federal Regulations
4. Chief of Police - The Chief Executive and Administrative Head of the Police Department.
5. City of Meridian Commanding Officer - A ranking officer designated by the Chief of Police to supervise and command a particular unit, department or division.
6. Department/MPD - The Meridian Police Department Employee/Personnel/Member - Any person who is employed or appointed by the Meridian Police Department, including sworn officers, reserve officers, professional staff employees and volunteers.
7. Gender of Words - Every attempt has been made to use the appropriate gender in reference to both male and female employees.
8. Good Standing - Every member who is not on disciplinary probation, PIP or who has not had a disciplinary action above a verbal Counseling-Coaching Statement in the last 12 months is considered in good standing.
9. Immediate Supervisor - An employee whose responsibilities include the direct supervision direction or control of another employee.
10. ISP - The Idaho State Police.
11. ITD - The Idaho Transportation Department.
12. Juvenile - Any person under the age of 18 years.
13. Line Function- Functions within the department accomplishing the work for which the department exists and which make operational decisions to get the work done.
14. May - Indicates a permissive, discretionary or conditional action.
15. Professional Staff - Employees and volunteers who are not sworn peace officers.
16. Off-Duty - Employee status during the period when he/she is not engaged in the performance of his/her assigned duties.
17. Officer/Sworn/Peace Officer - Those employees, regardless of rank, who are sworn employees of the Meridian Police Department.
18. On-Duty - Employee status during the period when he/she is actually engaged in the performance of his/her assigned duties.
19. Order - A written or verbal instruction issued by a superior.
20. Plurality of Words - The singular includes the plural and the plural includes the singular.
21. Policy - A guide for making decisions that appear in written form.
22. Policy Manual I- The Meridian Police Department Policy Manual.
23. POST - The Idaho Peace Officer Standards and Training Council.
24. Practice - The usual mode of handling a given problem.
25. Procedure - A system that describes, in detail, the steps to be taken in order to accomplish a job.

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26. Principle - A universal statement that remains true even when conflicting statements may be claimed to be valid.
27. Rank - The job classification title held by an officer.
28. Ranking Officer - Officers having the authority to carry out departmental policies and supervise the work of other members.
29. Rule - A statement of precisely what is to be done (or not done) in the same way every time with no permitted deviation.
30. Seniority - When a question of seniority may arise regarding who shall be in command, such seniority shall be determined by:
  - Rank
  - If members are of equal rank, by continuous length of service in that rank.
  - By position of the certified eligibility list when two or more members have been appointed to that rank on the same day.
  - When two or more officers are working together on the same assignment or detail and are of equal rank, seniority shall not be exercised except in an emergency necessitating it. All members should strive to work together in harmony and in a spirit of cooperation rather than by authority or seniority.
31. Shall or Will - Indicates a mandatory action.
32. Shift Supervisor - Officer in charge of a shift or team within a section, usually a ranking officer such as a sergeant or a corporal.
33. Should - Indicates advisory
34. Staff Functions - Personnel performing functions within the department that assists, supports, and/or plans for, and facilitates the operation of the line functions.
35. Subordinate Officer - An officer of lesser rank.
36. Such As - Indicates examples of representatives types, classes or conditions.
37. Superior Officer - An officer of higher rank. The ranks in the Meridian Police Department in descending order are:
  - Chief of Police
  - Captain
  - Lieutenant
  - Sergeant/Professional Supervisor(s)
  - Corporal
  - Officer/Detective
  - Professional Staff
  - Volunteer

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38. Sworn Officer - Shall mean all "Peace Officers" regardless of rank or sex whether permanently or temporarily employed or serving an introductory period.
39. Tense of Words - Words in the present tense include the future.
40. USC - United States Code.
41. Watch Commander - Shall mean the highest ranking supervisor on duty.

#### **106.5 ISSUING THE POLICY MANUAL**

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

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

#### **106.6 PERIODIC REVIEW OF THE POLICY MANUAL**

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

#### **106.7 REVISIONS TO POLICIES**

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

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

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

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

## **Chapter 2 - Organization and Administration**

## Organizational Structure and Responsibility

### 200.1 PURPOSE AND SCOPE

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

### 200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Meridian Police Department. There are five divisions in the Meridian Police Department as follows:

- (a) Administration Division
- (b) Operations Division
- (c) Criminal Investigations Division
- (d) Community Services Division
- (e) Professional Standards and Training Division

#### 200.2.1 ADMINISTRATION DIVISION

The Administration Division is commanded by the Chief of Police whose primary responsibility is to provide general management direction and control for the Administration Division. The Administration Division consists of the Chief of Police, Public Information Officer and Executive Assistant.

#### 200.2.2 PROFESSIONAL STANDARDS AND TRAINING

The Professional Standards and Training Division is commanded by a Lieutenant whose primary responsibility is to provide general management direction and control for the Division. The Professional Standards and Training Division consists of Internal Investigations, Hiring, Back Ground Investigations, Training, and an Administrative Assistant.

#### 200.2.3 OPERATIONS DIVISION

The Operations Division is commanded by four (4) Lieutenants whose primary responsibility is to provide general management direction and control for the Division. The Operations Division consists of Uniformed Patrol Teams, which includes DRE/DUI Team, Bike Team, Traffic Team, Patrols, Canine Unit, SWAT/Hostage Negotiations Team, SRO/NCO's Team and Mobile Field Force Team.

#### 200.2.4 CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division is commanded by a Lieutenant whose primary responsibility is to provide general management direction and control for the Criminal Investigations Division. The Criminal Investigations Division consists of the Fraud Investigations, Property Investigations, Special Victims Investigations, Major Crime Investigations, Impact Team Unit, Narcotics & Violent Crime Task Force Members, ICAC Task Force, Victim/Witness Unit, Evidence/Crime Scene Unit and an Administrative Assistant.

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##### **200.2.5 COMMUNITY SERVICES DIVISION**

The Community Services Division is commanded by a Lieutenant whose primary responsibility is to provide general management direction and control for the Community Services Division. The Community Services Division consists of Crime Prevention, Records Unit, Crime Analysis Unit, Drug Prevention, Code Enforcement and Substance Abuse Prevention Coordinator.

#### **200.3 COMMAND PROTOCOL**

##### **200.3.1 SUCCESSION OF COMMAND**

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate a Captain to serve as the acting Chief of Police.

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

- (a) Captain
- (b) Lieutenant
- (c) Sergeant
- (d) Corporal

##### **200.3.2 UNITY OF COMMAND**

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

#### **200.4 POLICY**

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

#### **200.5 AUTHORITY AND RESPONSIBILITIES**

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

## Special Order

### 204.1 PURPOSE AND SCOPE

Special Orders establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding. Special Orders will immediately modify or change and supersede sections of this manual to which they pertain.

#### 204.1.1 SPECIAL ORDER PROTOCOL

Special Orders will be incorporated into the manual as required upon approval of Staff. Special Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Special Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any Special Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year. For example, 12-01 signifies the first Special Order for the year 2012.

### 204.2 RESPONSIBILITIES

It is the responsibility of the Chief of Police and the Staff to ensure that all employees are made aware of Special Orders issued by the Chief of Police as soon as practical after the issuing of an order. The Staff shall see that all Special Orders are incorporated into the Policy Manual a minimum of once per calendar year and that all members are made aware of the changes.

It is the responsibility of the member to research all Special Orders in a timely fashion especially after an absence from the work place. All members are responsible to know the content of the manual and to review changes as they occur. Failure of a member to review Special Orders and changes in Policy shall not be an excuse for violation of policy.

#### 204.2.1 STAFF

The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Special Order.

#### 204.2.2 CHIEF OF POLICE

The Chief of Police shall issue all Special Orders.

### 204.3 ACCEPTANCE OF SPECIAL ORDERS

All employees are required to read and obtain any necessary clarification of all Special Orders.



# Training

## **208.1 PURPOSE AND SCOPE**

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

## **208.2 POLICY**

The Department shall administer a training program that will meet the standards of federal, state, local, and the Idaho Police Officer Standards and Training (POST) Council training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

## **208.3 OBJECTIVES**

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of our personnel.
- (c) Provide for continued professional development of personnel in this department.

## **208.4 TRAINING PLAN**

A training plan will be developed and maintained by the Office of Professional Standards and Training. It is the responsibility of the Office of Professional Standards and Training to maintain, review and update the training plan on an annual basis. The plan will address the following areas:

- (a) Legislative Changes
- (b) State Mandated Training
- (c) Prosecutor Mandated Training
- (d) Critical Issues Training
- (e) Department Mandated

## **208.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 208.1 TRAINING PROCEDURES](#)

## **Administrative Communications**

### **212.1 PURPOSE AND SCOPE**

Administrative communications of this department are governed by the following policies.

### **212.2 PERSONNEL ANNOUNCEMENTS**

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

### **212.3 CORRESPONDENCE**

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

### **212.4 SURVEYS**

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

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## Supervision

### 213.1 PURPOSE AND SCOPE

The foundation of the Meridian Police Department is the first-line supervisor. Supervisors are the medium by which the Police Department can move its mission forward. At the same time, they are at the center of personnel development, motivation, discipline, coaching, counseling and morale. Although supervisors are responsible to meet the needs of the Police Department, proper supervision also includes meeting the needs of the members.

### 213.2 SUPERVISION PHILOSOPHY

In keeping with the principles of unity of command and chain of command, with the exception of the Chief, each member of the Police Department will have a supervisor. It is the duty of every supervisor to know whom he or she is supervising as well as the duty of every member to know who his or her supervisor is. Command Officers have authority to carry out policies and administer and supervise the work of various departments, divisions, teams or units of the Meridian Police Department.

In the Chiefs of Police absence, a Captain will assume command of the Meridian Police Department. Each member who has responsibility also has the commensurate authority needed to carry it out, and when practical, should have a voice in the formulation of procedures and practices surrounding that responsibility.

First line supervisors are responsible to see that their assigned mission is fulfilled. First-line supervisors are also responsible for creating a supportive and cooperative work environment for their subordinates to work in.

- (a) Each supervisor shall, by actions, manner and attitude, promote understanding of all procedures essential to effective organizational control.
- (b) The supervisor is to convey the intent and spirit of orders and directives to subordinates. Each supervisor should have knowledge of a subordinates progress and assist by counseling, mentoring, advice, and direction.
- (c) The supervisor is a resource to assist subordinates with problems that affect the performance of their work as members of the Police Department.
- (d) The supervisor should act in a prompt, timely fashion in response to a subordinates problems.
- (e) A Division Commander assists the Captains in his executive command duties through planning, organization, preparedness, and control of his Division. The allocation of work within the Police Department is the responsibility of the respective Division Commanders.

#### 213.2.1 DEFINITIONS

- (a) **CHAIN OF COMMAND** is the ascending or descending order of official communications within each division of the Police Department. The chain of command should adhere to unity of command principles. All official communications of the

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Police Department must adhere to the chain of command. The descending order in the line staff chain of command is as follows: Chief, Captain, Lieutenant, Sergeants/Professional Staff Supervisors, Corporals, Officers/Detectives, Professional Staff and Volunteers.

- (b) **UNITY OF COMMAND-** means that each individual unit and situation is under the immediate control of one and only one person. The principle is that a member should be under the direct control of only one immediate supervisor.
- (c) **DIRECT SUPERVISION-** is the relationship between supervisors and their subordinates. A direct supervisor has the responsibility under normal conditions for such things as making work assignments, monitoring work performance, handling disciplinary matters, resolving questions and problems, forwarding communications up and down the chain of command, and ensuring the completion of routine administrative requirements relating to his or her subordinates.
- (d) **FUNCTIONAL SUPERVISION-** is the authority extended to a member to complete a specific task and to direct the actions of others who are not normally under his or her control to accomplish the task. Common circumstances in which an officer will have the authority and responsibility to exercise functional supervision are: primary officer on a call with assist units, committee chairperson, unit/team commander at the scene of a tactical operation, an officer assigned to investigate a specific scene and providing formal training to other members.
- (e) **GENERAL AUTHORITY-** means the authority to direct the actions of the Police Department is singularly inherent in the Office of Chief. The Chief shall have absolute command over all Meridian Police Department affairs and members. Authority delegated to supervisors is for the purpose of effectively delivering law enforcement services. The authority delegated to ranking members is not confined to their respective division, but includes supervision over all members as may be necessary. However, this authority over other members not assigned to them should be exercised with utmost discretion and only in periods of absolute need. In such event, the matter should be communicated to the immediate supervisor of the members involved without unnecessary delay.
- (f) **GENERAL RESPONSIBILITIES-** to facilitate proper supervision, responsibility that is equal with delegated authority is inherent with supervision. Members in supervisory positions are accountable for the actions of their subordinates. In the absence of the member's supervisor, every ranking member has the responsibility for any subordinate member's conduct.

#### 213.2.2 EXERCISE OF AUTHORITY

A superior shall sustain a subordinate when a subordinate is acting within his or her rights.

The particular authority delegated or granted to ranking members is not confined to their respective Division but includes supervision over all members of this office as is necessary for efficient administration. This authority is to be exercised with utmost discretion. Superiors should avoid giving direct commands to personnel not assigned to their control except during periods of emergency. In such event, the matter is communicated to the immediate supervisor of the member involved without unnecessary delay. Whenever a member is temporarily reassigned from his or her

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normal assignment to another unit, Division, or supervisor, the member is responsible to ascertain who his or her immediate supervisor is and confirm the arrangement with that supervisor.

A ranking member shall exercise his or her authority in the best interest of the Chief's Office. Such ranking members shall not unnecessarily countermand any orders of those below his or her rank or needlessly interfere with the specific duties of lower ranking members. Additionally, ranking members should not deliberately criticize directives, policies, orders, or instructions of superior members in the presence of subordinates. The supervisor should use, in most cases, tact in giving orders and correcting mistakes. A subordinates understanding of instruction should be tested so that the subordinate will know in detail what is to be done, how to do it and, if desirable, the reasons therefore. When a supervisor must reprimand, correct, or counsel a subordinate, it should be done in private when practical. This is not to be construed to restrict normal duty assignments and instructions.

#### **213.3 SENIORITY AND ORDERS**

When a question of seniority arises regarding who is in command in the absence of any established rank or appointed responsibility, such seniority shall be determined by the following:

- (a) If members are of equal rank, by continuous length of service in that rank, and
- (b) By position on the certified eligibility list when two or more members have been appointed to that rank on the same day.

When two or more members are working together on the same assignment and detail and have equal rank, seniority is inapplicable except in an emergency necessitating it. All members should strive to work together in harmony and in a spirit of cooperation rather than by authority and seniority.

##### **213.3.1 RESOLUTION OF PROBLEMS AND QUESTIONS**

Supervisors and members should strive to resolve problems and conflicts at the lowest possible level of the Police Department. Adherence to the principle of chain of command when possible allows optimum use of resources and personnel. All members will contact their supervisor when they have a question(s) about their duties or when they are unable to resolve problems or need advice. Supervisors shall attempt to resolve questions and problems as soon as possible at the level at which they are occurring.

##### **213.3.2 CONFLICTING OR ILLEGAL ORDERS**

Members who are given an otherwise proper order, which is in conflict with a previous order, rule, regulation, or directive, shall inform the ranking member issuing the order of the conflict. If the ranking member, after being informed, does not alter or retract the conflicting order, it shall stand. Under these circumstances, the responsibility for the conflict shall be upon the ranking member. Members shall obey the conflicting order and shall not be held responsible for disobedience of the original order, rule, regulation, or directive. Members shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to legality, members should request the issuing member to clarify the order through the chain of command.

## Staffing Levels

### **215.1 PURPOSE AND SCOPE**

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

### **215.2 MINIMUM STAFFING LEVELS**

Minimum staffing levels shall be determined by the Division Commander(s) and can change depending on factors such as time of year, day of the week, special events, training and holidays.

Division Commander(s) in order to meet operational needs can prohibit time off on particular dates as needed.

#### **215.2.1 ALLOCATION OF PERSONNEL**

The Meridian Police Department shall annually conduct and document an analysis of staffing levels to determine if changes are needed in the number of personnel assigned to the various divisions sufficient to meet the organizational goals and objectives.

## Retiree Concealed Firearms

### 216.1 PURPOSE AND SCOPE

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

### 216.2 POLICY

It is the policy of the Meridian Police Department to provide identification cards to qualified former or retired officers to facilitate the lawful carrying of concealed weapons by those individuals.

### 216.3 LEOSA

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

- (a) Separated from service in good standing from this department as an officer.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

#### 216.3.1 LEOSA IDENTIFICATION CARD FORMAT

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

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

#### 216.3.2 AUTHORIZATION

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

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
  1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

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2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
  - (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
  - (c) Not prohibited by federal law from receiving a firearm.
  - (d) Not in a location prohibited by Idaho law or by a private person or entity on his/her property if such prohibition is permitted by Idaho law.

#### **216.4 IDAHO IDENTIFICATION CARD**

The Chief of Police should issue an identification card to a qualified former officer of this department with 10 years of service if requested and is otherwise a qualified retired law enforcement officer under Idaho Code 18-3302H.

##### 216.4.1 RESPONSIBILITIES UNDER LEOSA

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

- (a) Remain subject to all applicable department policies and federal, state and local laws.
- (b) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

#### **216.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 216.1 RETIREE CONCEALED FIREARMS PROCEDURES](#)



## **Chapter 3 - General Operations**

## Use of Force

### 300.1 PURPOSE AND SCOPE

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

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

#### 300.1.1 DEFINITIONS

Definitions related to this policy include:

1. **Deadly force** - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.
2. **Feasible** - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.
3. **Imminent** - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.
4. **Totality of the circumstances** - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.
5. **Force** - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.
6. **Control** - Techniques including physical force that are used to subdue a subject's resistant actions. These control techniques include:
7. **Hard Empty-Handed Control** - Higher probability of injury.
8. **Intermediate Weapons** - The application/use of any Department-approved weapon/object that is not part of the human body to control resistance or an assault.
9. **Officer Presence** - The identification of police officer's authority, either by the uniformed presence or the verbal identification of being a police officer.
10. **Soft Empty-Handed Control** - Minimal chance of injury.
11. **Verbal Direction** - Commands of direction or arrest.
12. **Resistance** - Actions which seek to evade an officer's attempts of control, directed from a subject towards an officer. Types of resistance include:

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13. **Active Aggression** - Physical actions or assaults against the officer or another person with less than deadly force (e.g., advancing, challenging, punching, kicking, grabbing, fighting stance, wrestling, etc.).
14. **Deadly Force Assaults** - Any force used against an officer and/or another person that may result in great bodily harm or the loss of human life.
15. **Defensive** - Any action by a subject that attempts to prevent an officer from gaining control of the subject. It is not an attack on the officer.
16. **Passive** - Any type of resistance where the subject does not attempt to defeat the officer's attempt to touch or control him/her, but he/she still will not voluntarily comply with verbal and physical attempts of control (dead weight, does not react to verbal commands, etc.).
17. **Psychological Intimidation** - Non-verbal cues indicating subject's attitude, appearance, and physical readiness.
18. **Verbal Non-compliance** - Any verbal response indicating subject unwillingness to obey commands of detainment, arrest, or to stop unlawful or dangerous behavior.
19. **Felony Stop** - A pre-planned "tactical" stop of a vehicle where officers have a strong belief that the vehicle contains a person or persons that are suspected of committing a serious crime and/or may be armed/dangerous

### **300.2 POLICY**

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

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

The Meridian Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

#### **300.2.1 DUTY TO INTERVENE AND REPORT**

Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intervene to prevent the use of unreasonable force.

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

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##### **300.2.2 PERSPECTIVE**

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

##### **300.3 USE OF FORCE**

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

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

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

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

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

##### **300.3.1 USE OF FORCE TO EFFECT AN ARREST**

Officers executing a warrant or who have probable cause to believe that a person has committed an offense may use reasonable force to effect the arrest if the person either attempts to flee or forcibly resists the arrest. The arresting officer should make clear his/her intent to arrest the person before using force (Idaho Code 19-610).

##### **300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE**

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

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- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual's mental state or capacity.
- (f) The individual's ability to understand and comply with officer commands.
- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
- (i) The availability of other reasonable and feasible options and their possible effectiveness.
- (j) Seriousness of the suspected offense or reason for contact with the individual.
- (k) Training and experience of the officer.
- (l) Potential for injury to officers, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) Any other exigent circumstances.

#### 300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the individual can comply with the direction or orders of the officer.
- (c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

#### 300.3.4 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent

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a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Meridian Police Department for this specific purpose.

#### **300.3.5 ALTERNATIVE TACTICS - DE-ESCALATION**

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

#### **300.4 DEADLY FORCE APPLICATIONS**

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

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

- (a) An officer may use deadly force to protect themselves or others from what the officer reasonably believes is an imminent threat of death or serious bodily injury.
- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

However, an officer should not use deadly force against a person whose actions are a threat solely to themselves or property.

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

#### **300.4.1 MOVING VEHICLES**

Shots fired at or from a moving vehicle are rarely effective and involve considerations and risks in addition to the justification for the use of deadly force.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

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

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

#### **300.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 300.1 USE OF FORCE PROCEDURES](#)

# Incident Command System

## 301.1 PURPOSE AND SCOPE

The Incident Command System (ICS) is a standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

The Meridian Police Department follows the National Incident Management System (NIMS) guidelines as defined by federal law and procedure.

It is the responsibility of the member officer to stay current with NIMS and ICS training and requirements.

### 301.1.1 LIST OF ADDITIONAL RESOURCES

- (a) Definition of terms: <http://training.fema.gov/EMIWeb/IS/ICSResource/Glossary.htm>
- (b) Position descriptions and responsibilities: <http://training.fema.gov/EMIWeb/IS/ICSResource/PositionChecklists.htm>
- (c) ICS job aides: <http://training.fema.gov/EMIWeb/IS/ICSResource/JobAids.htm>

## 301.2 EMERGENCY OPERATIONS CENTER (EOC)

An EOC is a pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency. Normally the EOC will be activated in the event of a large scale emergency such as a flood, earthquake, or large fire. The organization and function of an EOC is similar to the Incident Command System and includes management, operations, planning/intelligence, logistics, and finance/administration. The activation, physical size, staffing, and equipping of the EOC will be determined by the Ada County Emergency Operations Plan and the specific emergency situation. The EOC will be capable of serving as the central point for coordination of all the jurisdiction's emergency operations, information gathering and dissemination, and coordination with other local governments and the operational area.

## 301.3 PROCEDURE

The Meridian Police Department will utilize the Incident Command System. For incidents involving police action, we will assume responsibility for the incident and will direct other agencies that may respond to assist. The Meridian Police Department will also utilize specialized law enforcement procedure and terminology called Field Operations and may use Specialty Response Teams.

The following will be the Incident Management Objectives for the Meridian Police Department:

- (a) Reduce/minimize loss of life and property.
- (b) Care for injured and maintain public health.
- (c) Alleviate suffering and hardship.



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- (d) Maintain law and order.
- (e) Restore essential services and provide vital resources to affected area.
- (f) Provide for continuity of Government.
- (g) Provide the basis for subsequent recovery.

#### **301.4 PRIORITIES OF LIFE**

Objectives will dictate the tactics used. The following Priorities of Life will establish a basis for incident objectives:

- (a) Innocents
- (b) Hostages/Victims
- (c) Police Officers
- (d) Suspects
- (e) Property/Evidence

#### **301.5 INCIDENT TYPES**

The Meridian Police Department classifies incidents into five different types. Incidents are classified by level of complexity such as Type 1 Incidents are the most complex with requiring national resources. Type 2 Incidents have multiple operational periods and require out of area and or regional resources. Type 3 Incidents require local resources and generally only have limited operational periods. Type 4 Incidents require limited local resources with a brief operational period. Type 5 incidents are the most basic incidents that can be handled with one or two resources.

Classification. Officer Involved Critical Incidents will have the additional requirement of activating the Critical Incident Task Force protocol and procedures.

#### **301.6 TYPE 1 INCIDENT**

A "Type 1" incident is the most complex, requiring national resources to safely and effectively manage and operate. A "Type 1" incident is a single incident such as a terrorist act, large scale riot, Nuclear/Biological/Chemical (NBC) release, earthquake, flood, or a combination of incidents that is of a magnitude or complexity that a unified or area command structure, and/or Emergency Operations Center (EOC) activation is required.

A "Type 1" incident assumes that "Type 2" incident criteria have been met and surpassed, or that there are multiple lower complexity incidents that require overall coordination. Typical conditions in such cases may include, but are not limited to:

- (a) All Command and General Staff positions are activated.
- (b) Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- (c) Branches need to be established.
- (d) The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.

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- (e) Use of resource advisor's at the incident base is recommended.
- (f) There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

The Incident Commander or Meridian Police Department representative to the Unified Command shall be a Captain or higher in rank. The name and/or unit number of the Incident Command or Meridian Police Department representative will be broadcast to all assigned units.

#### **301.7 TYPE 2 INCIDENT**

A "Type 2" incident extends beyond the capabilities of local control and is expected to go into multiple operational periods. A "Type 2" incident may require the response of resources from out of the area, including regional and/or national resources, to effectively manage the operations, command, and general staffing. A "Type 2" incident assumes that "Type 3" incident criteria have been met, requires that an outer perimeter be established, and may require the activation of assisting agencies, establishment of staging areas, etc. Examples include a hostage situation, barricaded subjects, and deadly force situations. Any critical incident or any tactical situation that requires activation of a Specialty Response Team is automatically a "Type 2" incident. Typical conditions may include, but are not limited to:

- (a) Most or all of the Command and General Staff positions are filled.
- (b) A written Incident Action Plan (IAP) is required for each operational period.
- (c) Many of the functional units are needed and staffed.
- (d) Operations personnel normally do not exceed 200 per operational period, and total incident personnel do not exceed 500 (guidelines only).
- (e) The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.

The Incident Commander or Meridian Police Department representative to the Unified Command shall be a Captain or higher in rank. The name and/or unit number of the Incident Command or Meridian Police Department representative will be broadcast to all assigned units.

#### **301.8 TYPE 3 INCIDENT**

A "Type 3" Incident Management Team (IMT) or incident command organization manages initial attack incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a "Type 1 or 2" team is possible. When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.

Examples of a "Type 3" incident include: A situation in which a crime has been committed, a specific crime scene needs to be protected and investigated, and multiple officers are assigned such as a homicide, suicide, armed robbery, or shots fired incident. A "Type 3" incident will be contained and resolved within the inner perimeter and no outer perimeter will be required. A noncriminal public safety situation that requires the assignment and coordination of multiple units. Examples include a major accident or icing on the Interstate which requires stopping and/

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or rerouting traffic over a broad geographical area. Typical conditions may include, but are not limited to:

- (a) Some or all of the Command and General Staff positions may be activated, as well as Section/Group Supervisor and/or Unit Leader level positions.
- (b) The incident may extend into multiple operational periods.
- (c) A written IAP may be required for each operational period.

The Incident Commander shall be a Sergeant or higher in rank. The name and/or unit number of the Incident Commander will be broadcast to all assigned units.

#### **301.9 TYPE 4 INCIDENT**

A "Type 4" incident is a situation that includes an existing or potential threat to life or property which requires a multiple unit response. Examples include a family fight, medical assist, 1050 PI, and loud parties. Typical conditions may include, but are not limited to:

- (a) Command staff and general staff functions are activated only if needed.
- (b) Several resources are required to mitigate the incident.
- (c) The incident is usually limited to one operational period in the control phase.
- (d) The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated.
- (e) No written Incident Action Plan (IAP) is required, but a documented operational briefing will be completed for all incoming resources.
- (f) The role of the agency administrator includes operational plans including objectives and priorities.

The Incident Commander may be an Officer, Corporal or Sergeant. The name and/or unit number of the Incident Commander will be broadcast to all assigned units.

#### **301.10 TYPE 5 INCIDENT**

A "Type 5" incident can be handled with one or two single resources with up to six personnel. Examples include a vehicle fire, an injured person, or a police traffic stop. Typical conditions may include, but are not limited to:

- (a) Command and General Staff positions (other than the Incident Commander) are not activated.
- (b) No written Incident Action Plan (IAP) is required.
- (c) The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.

The Incident Commander will be the primary responding Officer Incident.

## Electronic Mail

### 303.1 PURPOSE

To set forth the City's policy regarding the authorized use of the City's electronic mail (email) systems.

### 303.2 POLICY

Employees are provided access to email for the sole purpose of facilitating City operations and functions. Employees are allowed minimal use of email for personal use within the parameters of this policy and related procedures. Minimal use is defined as occasional or incidental. Employees are expected to exercise reasonable restraint regarding the frequency and duration of their personal use. Personal use shall not interfere with business needs and productivity. Although limited personal use of email on City computer systems may be permissible in accordance with this policy, such use does not give an employee a right or entitlement to such access and use.

This policy shall be implemented pursuant to the Electronic Mail Standard Operating Procedures.

### 303.3 AUTHORITY AND RESPONSIBILITY

Human Resources in conjunction with IT shall be responsible to implement this policy. Human Resources will assist department directors or designees and supervisors to ensure that primary employee use of email is for business purposes. Employee email may be accessed in the performance of the duties of the member of the IT Department in setting up accounts, troubleshooting problems, maintenance of the system, and similar job-related duties.

### 303.4 PROCEDURES AND RELATED INFORMATION

- (a) Email is any electronic communication between two or more individuals and may contain any form of combination of text, audio, video, drawings, or photographic representation.
- (b) Email is a privilege not a right. Email is a tool primarily for work-related communications. Although it is recognized from time to time that it is used for personal correspondence, this purpose should be limited. Any personal email is subject to the same rules and conditions in this policy as work-related email including the ability to be viewed by others to assure compliance with this policy. There is no privacy right of any kind for email. Users have the responsibility to use email in an efficient, effective, ethical, and lawful manner. Email communications shall comply with all applicable federal, state, and local laws and regulations, as well as the City's policies and procedures adopted regarding electronic mail. Email should be courteous and respectful to the recipient(s).
- (c) All email accounts maintained on City systems are the sole property of the City. The City shall have the right to monitor any employee's electronic mail account. All employees are required to report unauthorized or inappropriate use of any electronic mail account. Similarly, any unauthorized or inappropriate use(s) discovered during monitoring activities shall be reported to the appropriate supervisor for determination of appropriate action.

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- (d) Third party email services (gmail, yahoo, etc.) shall be not used for City business.
- (e) Users shall not expect their electronic mail communications, documents, or other information to be private and shall not use the electronic mail system for matters that are not intended for public disclosure. Confidential matters, permitted by law, shall be so marked and shall include a warning regarding accidental transmission to a third-party.
- (f) Electronic mail messages shall be considered City property, constitute official records of the City, and are subject to existing document retention and public records policies. Sending data via electronic mail shall be considered the same as sending correspondence or official memo or letterhead.
- (g) Employees shall not pursue, obtain, exchange, attach or distribute any malicious or non-authorized information that could cause congestion or disruption to electronic mail systems such as screen savers, audio or video clips, or be in violation of any licensing agreement.
- (h) Employees using the City's web account via Microsoft Outlook should use it only to perform work for the City and in connection with the employee's job. However, it is recognized from time to time that email may be used for personal correspondence; this purpose should be limited.
- (i) Any communication related to an employee's personally owned business should not be conducted using City email, or other City resources.
- (j) Designated employees have been assigned a personal password. No employee shall give out this password to anyone other than his/her department head. Passwords may be changed to maintain security.
- (k) Employees shall not access another employee's email without authorization from the employee and employees' supervisors.

#### Prohibited Use of Email:

Use of email as described below is strictly prohibited. This list is not all-inclusive, and employees are expected to use common sense in determining appropriate use of email.

- (a) Knowingly or intentionally creating, publishing, transmitting, and/or exchanging messages that are inappropriate, offensive, harassing, obscene, or threatening;
- (b) Creating or distributing email containing defamatory, false, inaccurate, abusive, threatening, racially offensive, or otherwise biased, discriminatory or illegal material;
- (c) Viewing or distributing obscene, pornographic, profane, or sexually oriented material;
- (d) Violating laws, rules, and regulations prohibiting sexual harassment;
- (e) Encouraging the use of controlled substances for criminal or illegal purposes;
- (f) Engaging in any activities for personal gain;
- (g) Distributing copyrighted information without permission;

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- (h) Distributing advertisements for commercial enterprises, including but not limited to goods, services, or property, unless such advertisements are part of requested vendor information to be used in carrying out City business;
- (i) Violating or infringing upon the rights of others;
- (j) Conducting business unauthorized by the City;
- (k) Transmitting incendiary statements, which might incite violence or describe or promote the use of weapons;
- (l) Conducting any non-City supported fundraising or public relations activities;
- (m) Exchanging proprietary information, trade secrets, or any other privileged, confidential, sensitive information that is not authorized;
- (n) Creating or exchanging solicitations, chain letters, and other unsolicited email;
- (o) Registering to list servers unrelated to City business, without proper authorization;
- (p) Lobbying elected officials or engaging in any other political activity prohibited by law, or using email system for any illegal purpose;
- (q) Using City email designations such as, but not limited to: @meridiancity.org, @ci.meridian.id.us, or @cityofmeridian.org mailing list aliases for the purpose of promoting an election campaign;
- (r) Sending unsolicited external commercial E-mail commonly referred to as spam;
- (s) Subscribing someone other than yourself to a mailing list, except for approved official city business;
- (t) Sending email that is designed to damage the target system when executed or opened; for example, sending malicious programs or viruses attached to an email;
- (u) Sending email that is designed to cause confusion, consternation, fear, uncertainty, or doubt, such as fake virus warnings.

Employees/users who receive information of the type described above shall not forward or respond to the material, and shall immediately report receipt of such material to the IT Department for proper disposition.

#### City-wide or Department-wide Emails

- (a) City-wide emails are electronic communication through the City's email system that is directed to all or almost all employees of the City. Department-wide emails are similar except for the direction of the emails to an individual department rather than to the City as a whole.
- (b) Generally, employees are prohibited from sending City-wide or Department-wide emails. This prohibition shall also apply to replying to all recipients of an approved City-wide or Department-wide email.
- (c) Employees may be authorized to send emails of this nature under the following conditions:
- (d) The email is authorized by the employee's department director or the Mayor; and

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- (e) The intent of the email is to inform the greatest number of employees with information that is directly related to City business or the promotion of a City program or event; and
- (f) The email must be sent as a Bcc email.

Any violations of this policy and these procedures may result in disciplinary action up to and including termination.

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## Interview Rooms

### 305.1 PURPOSE AND SCOPE

The hard and soft interview rooms of the Meridian Police Department are considered secure areas and are open to only those personnel who have been granted access.

### 305.2 DEFINITIONS

**Hard Interview Rooms:** These are rooms that are primarily used to interview in-custody suspects. There are two hard interview rooms attached to CID and two hard interview rooms attached to the Patrol Division. These rooms may also be used for interviewing witnesses and victims for investigative purposes as needed.

**Soft Interview Rooms:** These rooms will primarily be used for interviewing victims and witnesses. There are two soft interview rooms attached to the main lobby. The rooms may also be used for interviewing suspects that are not in-custody but the interviewing officer(s) should consider all relevant officer safety and/or flight issues depending on the type of offense and/or the suspects criminal history.

### 305.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 305.1 INTERVIEW ROOMS PROCEDURES](#)



## Handcuffing and Restraints

### 306.1 PURPOSE AND SCOPE

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

### 306.2 POLICY

The Meridian Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

### 306.3 USE OF RESTRAINTS

Only members who have successfully completed department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

#### 306.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

#### 306.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

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No leg or waist restraints may be used. If a person in labor must be restrained, the supervisor shall ensure that a written report is completed within 10 days documenting the extraordinary circumstances that required the use of restraints (Idaho Code 20-902).

#### **306.3.3 RESTRAINT OF JUVENILES**

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer, injure others or damage property.

#### **306.3.4 NOTIFICATIONS**

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

#### **306.4 USE OF RESTRAINT DEVICES**

Leg restraints and the WRAP restraints system may be used to restrain violent or potentially violent persons when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the restraints, officers should consider:

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- (b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

#### **306.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 306.1 HANDCUFFING AND RESTRAINTS PROCEDURES](#)

## Domestic Violence-Sworn Officers

### 307.1 PURPOSE AND SCOPE

To provide guidance and direction in addressing incidents of reported Domestic Violence involving members of the Meridian Police Department or officers of other agencies.

### 307.2 DUTY OF OTHER MEMBERS TO REPORT

Any member of the Meridian Police Department who is charged with a violation of Idaho Code 39-6303 or 18-918 is required to immediately report such charge to his immediate supervisor. The supervisory officer shall make an immediate verbal notice, followed by written notification of such charge to the Chief of Police. Members who disclose to any other member of the department that they have personally engaged in domestic violence are not entitled to confidentiality. The report of such criminal conduct must be treated as an admission of a crime and shall be investigated both criminally and administratively.

### 307.3 DOMESTIC VIOLENCE PROTECTION ORDERS

After a court hearing in which a member receives actual notice, and at which the member had the opportunity to participate, and the court holds that a credible threat exists, the member shall be treated in the same manners as if they had been convicted of Domestic Violence and shall be precluded from continuing in their position as a sworn police officer for the City of Meridian.

### 307.4 CONVICTION OF DOMESTIC VIOLENCE

Conviction for the offense of domestic violence precludes a member from continuing in their position as a sworn police officer for the City of Meridian. Federal law precludes the convicted member from continued possession of, or carrying a firearm. The reporting of the conviction to the Idaho Peace Officers Standards and Training Council will result in the revocation of the members Peace Officer status in Idaho. In either situation the conviction of Domestic Violence shall be considered as an automatic disqualifier for continued employment with the Meridian Police Department.

Upon conviction for Domestic Violence, or the issuance of a prohibitive protection order by a court of competent jurisdiction, the member shall be required to immediately notify their immediate supervisor. The member shall turn in all department equipment, identification, keys, proximity cards and any and all other equipment belonging to the Meridian Police Department.

### 307.5 SERVICE OF WARRANTS

Arrest warrants charging police officers with Domestic Violence or Civil Protection Orders issued at a later time shall be served by no fewer than two officers with at least one being of senior rank to the officer being served.

### 307.6 RELATED PROCEDURES

[Meridian PD Procedures Manual: 307.1 DOMESTIC VIOLENCE-SWORN OFFICERS PROCEDURES](#)

## Control Devices and Techniques

### 308.1 PURPOSE AND SCOPE

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

### 308.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Meridian Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

### 308.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

### 308.4 IMPACT WEAPONS GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

All uniformed personnel shall carry either a PR-24, Straight Stick, Collapsible Baton or a Taser and shall carry the device in its holster on the equipment belt.

Plainclothes and non-field personnel may carry an impact weapon as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

Only those impact weapons approved by an Impact Weapon Instructor are authorized to carry on duty.

### 308.5 OLEORESIN CAPSICUM (OC) AND CHLOROBENZYLIDENE (CS) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray, pepper projectiles and chlorobenzylidene (CS) may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles,

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OC spray and CS gas should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

##### **308.5.1 OC SPRAY AND CS GAS**

All uniformed personnel are required to carry OC spray and shall carry the device in its holster on the equipment belt.

Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

Only SWAT team members and members of the Mobile Field Force who have been properly trained are authorized to deploy CS gas.

##### **308.5.2 PEPPER PROJECTILE SYSTEMS**

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

#### **308.6 KINETIC ENERGY PROJECTILE GUIDELINES**

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

#### **308.7 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 308.1 CONTROL DEVICES AND TECHNIQUES PROCEDURES](#)

## Conducted Energy Device

### 309.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

### 309.2 POLICY

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

### 309.3 ISSUANCE AND CARRYING THE CEDS

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

Officers shall only use the CED and cartridges/magazines that have been issued by the Department. Cartridges/magazines should not be used after the manufacturer's expiration date.

Uniformed officers who have been issued the CED shall wear the device in an approved holster.

Officers who carry the CED while in uniform, shall carry it in a holster on the side opposite the duty weapon.

- (a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.
- (b) For single-shot devices, whenever practicable, officers should carry an additional cartridge on their person when carrying the CED.
- (c) Officers should not hold a firearm and the CED at the same time.

#### 309.3.1 USER RESPONSIBILITIES

Officers shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the officer's shift.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the CED program supervisor for disposition. Officers shall submit documentation stating the reason for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

### 309.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the CED may be deployed.

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If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the CED in the related report.

#### **309.5 USE OF THE CED**

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

If sufficient personnel are available and can be safely assigned, an officer designated as lethal cover for any officer deploying a CED may be considered for officer safety.

##### **309.5.1 DANGEROUS ANIMALS**

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

##### **309.5.2 OFF-DUTY CONSIDERATIONS**

Officers are not authorized to carry department CEDs while off-duty.

Officers shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

#### **309.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 309.1 CONDUCTED ELECTRICAL WEAPON PROCEDURES](#)

## Officer-Involved Shootings and Deaths

### 310.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured as the result of an officer-involved shooting or dies as a result of other action of an officer.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

#### 310.1.1 CRIMINAL INVESTIGATION

An investigation of a critical incident to ascertain all the relevant evidence so that a decision can be made as to whether or not anyone committed a crime during the course of the event which led up to and included the critical incident. The criminal investigation is separate and take precedence over the internal and civil investigation.

#### 310.1.2 MEMBER AGENCY OR AGENCIES INVOLVED

The lead agency or agencies that had active participation in the critical incident event itself.

#### 310.1.3 INVOLVED OFFICER

An officer who is directly involved in a use of force in which he/she is a principal, victim, or custodial officer, where death or injury likely to cause death was the result of the "use of force".

#### 310.1.4 WITNESS OFFICER

An officer who witnesses (observes) a use of force in which death or injury likely to cause death was the result of the "use of force".

### 310.2 INVESTIGATION RESPONSIBILITY

This department conforms to the Critical Incident Task Force (CITF) Protocol for investigating officer-involved shootings.

### 310.3 TYPES OF INVESTIGATIONS

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

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

### 310.4 JURISDICTION

Jurisdiction is determined by the location of the shooting and the agency employing the involved officer or deputy. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings:



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##### **310.4.1 MERIDIAN POLICE DEPARTMENT OFFICER WITHIN THIS JURISDICTION**

The CITF is responsible for the criminal investigation of the suspect's actions. The Meridian Police Department or its designated outside agency will be responsible for timely civil and/or administrative investigation(s). The criminal investigation, including actions of the involved officers, will be reviewed by an outside prosecuting attorney's office, or the Office of the Attorney General.

Under the CITF Protocol, the criminal investigation is generally referred to one or more outside agencies with a "lead agency" being ultimately responsible for the investigation.

##### **310.4.2 ALLIED AGENCY'S OFFICER WITHIN THIS JURISDICTION**

The CITF is responsible for the criminal investigation of the suspect's actions. The involved officer's agency will be responsible for any civil and/or administrative investigation(s). The criminal investigation, including actions of the involved officer, will be reviewed by an outside prosecuting attorney's office, or the Office of the Attorney General.

Under the CITF Protocol, the criminal investigation is generally referred to one or more outside agencies with a "lead agency" being ultimately responsible for the investigation.

##### **310.4.3 MERIDIAN POLICE DEPARTMENT OFFICER DEPUTY IN ANOTHER JURISDICTION**

The agency where the incident occurred has criminal jurisdiction; however, the CITF is responsible for the criminal investigation of the incident. The Meridian Police Department or its designated outside agency will be responsible for timely civil and/or administrative investigation(s).

#### **310.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 310.1 OFFICER-INVOLVED SHOOTINGS AND DEATHS PROCEDURES](#)

## Field Sobriety/Breath Testing Room

### 311.1 PURPOSE AND SCOPE

The purpose of the breath testing room within the Meridian Police Department is to provide officers with a close location in the City of Meridian to administer evidentiary testing for the crime of driving under the influence and / or any other alcohol violations committed by adults or juveniles.

It shall be the policy of the Meridian Police Department to ensure the safety and apparent physical well-being of all persons arrested or placed into custody by its officers, as well as providing a safe place for performing the evidentiary testing associated with the crime of driving under the influence of alcohol or drugs. The arresting officer has the primary responsibility for ensuring the safety and physical well-being of any arrestee under their control.

### 311.2 RELATED PROCEDURE

[Meridian PD Procedures Manual: 311.1 FIELD SOBRIETY/BREATH TESTING ROOM PROCEDURES](#)

## Firearms

### 312.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

### 312.2 POLICY

The Meridian Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

#### 312.2.1 DUTY FIREARMS

The issued handguns authorized by this department are the Glock G21 45 ACP, Glock G22 40 Caliber, Glock G47 9mm and the Glock G17 9mm.

The Department issued weapon will be presented to a member who retires in good standing and meets the following requirements:

- (a) Must have a minimum of ten (10) years full time sworn service with the Meridian Police Department
- (b) Must have attained retirement eligibility through PERSI (rule of eighty (80), age fifty (50) or disability).

#### The following additional handguns are approved for on-duty use:

Make	Model	Caliber
Glock	G30	.45 ACP
Glock	G23	.40 Cal
Glock	G27	.40 Cal
Glock	G19	9mm
Glock	G26	9mm
Glock	G43	9mm
Glock	G43X	9mm
Glock	G48	9mm

#### Department approved duty holsters:

Glock	Brand	Model
G21 Standard	Safariland	6390-383
G21 W/WML	Safariland	7390-38327

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G22 Standard	TDL	Professional
G22 W/WML	Safariland	7390-8327
G17 Standard	TDL	Professional
G17 W/WML	Safariland	7390-8327
G17 W/WML + RDS RH	Safariland	73XX or 63XX w/6006 ALS Guard
G17 W/WML + RDS LH	Safariland	73XX or 63XX w/6006 ALS Guard
G43X	Safariland	7376-895
G48	Safariland	7376-896

#### Department approved uniformed duty magazine pouches:

Glock	Brand	Model
G21 W/Flap	Safariland	77-383-4HS
G21 Open Top	Safariland	73-118-4
Slim Line/Triple	Safariland	79-383-4, 775-383-4
G21 Open Top	Bianchi	7922-22696
G21 Open Top	Duty Man	Large Basketweave
G22/17 With Flap	Safariland	77-83-4HS
G22/17 Open Top	Safariland	73-83-4
Slim Line/Triple	Safariland	79-83-4, 775-83-4
G22/17 Open Top	Bianchi	7922-22265
G22/17 Open Top	Duty Man	Medium Basketweave

#### 312.2.2 AUTHORIZED OFF-DUTY FIREARMS/AMMUNITION

Officers who choose to carry concealed firearms and ammunition off duty shall follow Federal, State and Local Laws and Ordinances.

#### 312.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Firearms Lieutenant. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member on duty who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the members Division Commander.

All sworn officers shall be armed with an issued service weapon during on duty hours except:

- (a) When authorized by a supervisor to disarm.
- (b) When wearing a weapon would violate any provision of this policy manual.

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##### **312.3.1 STORAGE OF FIREARMS AT HOME**

Officers shall ensure that all department issued firearms and ammunition are secured while in their homes, vehicles or any other area under their control in a manner that will keep them inaccessible to children and irresponsible adults.

##### **312.4 WARNING AND OTHER SHOTS**

Warning shots or shots fired for the purpose of summoning aid are not allowed.

##### **312.5 REPORT OF FIREARM DISCHARGE**

Except during training or recreational use, any member who discharges a department issued firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shooting Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

##### **312.5.1 DESTRUCTION OF ANIMALS**

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

##### **312.6 DUTY RIFLE**

The Meridian Police Department will make duty rifles available to qualified officers as an additional and more immediate tactical resource.

A duty rifle is an authorized weapon which is owned by this department and which is made available to properly trained and qualified officers as a supplemental resource to their duty handgun. The authorized duty rifle issued by this department is the AR15. No personally owned rifles may be carried for duty unless pre-approved in writing by the Chief of Police and the department's Firearms Lieutenant.

##### **312.7 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 312.1 FIREARMS PROCEDURES](#)

## Crime Prevention

### 313.1 PURPOSE AND SCOPE

The purpose of a crime prevention program is to develop, implement and administer prevention and suppression programs designed to educate and develop partnerships in the community in an effort to deter criminal activity and reduce the likelihood of becoming a victim of crime. The primary function of Crime Prevention is aimed at creating in the minds of Meridian residents and business persons, an awareness of the role they can individually and collectively play in the reduction and/or prevention of crime, and then encouraging individual, group, school, neighborhood, and community follow-up and activities to reduce/prevent crime or the fear of crime. This program is preventative in nature.

#### 313.1.1 FUNCTION

Crime prevention is an ongoing pro-active function of policing requiring the active participation of all members of this department. All members will endeavor to prevent crime through investigative processes, through problem solving processes; by engaging in open communication with citizens, other agencies, service groups and each other; by seeking out opportunities for partnering with schools, civic groups, business associations, and citizens groups to initiate and implement crime prevention strategies or programs.

## Vehicle Pursuits

### 314.1 PURPOSE AND SCOPE

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

#### 314.1.1 PURSUIT DEFINITIONS

- (a) **Pursuit** - A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect who is attempting to avoid apprehension while operating a motor vehicle by using high speed driving or other evasive tactics.
- (b) **Serious Felony** - A felony that involved an actual or threatened attack, which the officer has reasonable cause to believe, has resulted or could have resulted in death or serious bodily injury.
- (c) **Failure to Yield** - Refers to the actions of a vehicle operator who fails to stop or respond to the emergency lights and siren of a law enforcement vehicle. Generally, the vehicle operator continues to travel forward at or below the speed limit, observes applicable rules of the road and does not change direction of travel in an evasive manner.
- (d) **Primary Unit** - The police vehicle that initiates a pursuit or any vehicle that assumes the position immediately behind the suspect vehicle.
- (e) **Secondary Unit** - The police vehicle that assumes the position direction behind the primary unit and is responsible for all radio traffic during the pursuit.
- (f) **Pursuit Trailing** - The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.
- (g) **Pursuit Intervention** - Pursuit intervention is an attempt to terminate the ability of the suspect to continue to flee in a motor vehicle.
- (h) **Roadblock** - A tactic involving any structure, device, or means used by duly authorized law enforcement officers for the purpose of controlling all traffic through a point on a highway whereby all vehicles may be slowed or stopped (Idaho Code 19-622).
- (i) **Termination** - Canceling the pursuit without the use of a forced-stop method.
- (j) **Blocking or Vehicle Intercept** - A slow speed coordinated maneuver where two or more patrol vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary roadblock.
- (k) **Boxing-in** - A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.
- (l) **Ramming** - The deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop.

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- (m) **Spikes or Tack Strips** - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.
- (n) **The Pursuit Intervention Technique (PIT)** - A low speed maneuver designed to cause the suspect vehicle to spin out and terminate the pursuit.

### **314.2 RESPONSIBILITIES**

#### **314.2.1 SPEED LIMITS**

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Whether the pursuit speeds are unsafe for the surrounding conditions.
- (b) Whether the speeds being reached are beyond the driving ability of the officer.
- (c) Whether the speeds are beyond the capabilities of the police vehicle, thus making its operation unsafe.

#### **314.3 PURSUIT TRAILING**

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspect.

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

#### **314.4 AIRCRAFT ASSISTANCE**

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit has the authority to terminate the pursuit.



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### **314.5 COMMUNICATIONS**

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

#### **314.5.1 LOSS OF PURSUED VEHICLE**

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

### **314.6 INTER-JURISDICTIONAL CONSIDERATIONS**

When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area, and other pertinent facts, should determine whether or not to terminate the pursuit or request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether or not such jurisdiction is expected to assist.

#### **314.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY**

Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of this department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific and should be made by, and to, the supervisor.

#### **314.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION**

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose peace officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this department may join the pursuit until sufficient units from the initiating agency join the pursuit.

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### **314.7 PURSUIT INTERVENTION**

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Pursuit Intervention Technique), ramming or roadblock procedures.

#### **314.7.1 USE OF FIREARMS**

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

#### **314.7.2 INTERVENTION STANDARDS**

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Officers who have not received training certified by this department in the application and use of any intervention tactic or equipment shall consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed.

The Meridian Police Department authorizes the following methods of forcible stop: Blocking or Vehicle Intercept, Stop Stick, Pursuit Immobilization Technique (PIT), Roadblocks and Ramming.

**Blocking or vehicle intercept** - Blocking or Vehicle Intercept should only be considered in cases involving suspects who pose a threat to public safety when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle.

**Stop Stick** - The Stop Stick system is a device that can be used to safely terminate pursuits. It consists of several sharp metal spikes that are held upright as they are deployed across a highway. When a vehicle passes over the system, the hollow spikes penetrate, break off from the system, and remain in the tire thereby causing deflation at a controlled rate.

**Pursuit Immobilization Technique** - The Pursuit Immobilization Technique (PIT) is a method to reduce risks in bringing pursuits to a conclusion. PIT is a forced rotational vehicle stop of a non-compliant suspect in an effort to end the suspect's flight. Use of the PIT technique on vehicles with a high center of gravity (SUV, Pickups) is strongly discouraged. PIT shall not be performed on motorcycles. Only officers trained in the use of the PIT will be authorized to use this procedure and only upon consideration of the circumstances and the conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle. Application of PIT is generally discouraged at speeds exceeding 40mph.

**Roadblocks** - The provisions of the Use of Force policy apply, and compliance is mandatory, when using a roadblock as a means of terminating a pursuit.

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**Intentional Intervention** - The deliberate act of impacting a suspect's vehicle with another vehicle to functionally damage or otherwise force the suspect's vehicle off the road or to a stop. Intentional Intervention has an increased potential for causing serious bodily injury and or death.

#### 314.7.3 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances, to properly perform their lawful duties.

Unless relieved by a supervisor the primary officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider the safety of the public and the involved officers when formulating plans to contain and capture the suspect.

#### 314.8 RELATED PROCEDURES

[Meridian PD Procedures Manual: 314.1 VEHICLE PURSUITS PROCEDURES](#)

## City Ordinances

### **315.1 PURPOSE AND SCOPE**

To establish guidelines and policy for the use of Meridian City Ordinances in citations and arrests.

While most of the citations and arrests made by patrol officers will be for violations under Idaho State code, Meridian City Ordinances should never be overlooked. In many cases, the City Ordinances have been tailor written for certain aspects of this City.

### **315.2 ENFORCEMENT**

When an officer encounters a violation of a City Ordinance, the usual path taken to resolve the situation is either an oral warning, written warning, citation, and in some cases an arrest. As a general rule, the only time we will arrest someone and book him/her into the Ada County Jail on a City Ordinance is when there is no State Code to cover the situation. In all cases where an arrest is made on a city code, the officer should notify their immediate supervisor of the incident.

## Officer Response to Calls

### 316.1 PURPOSE AND SCOPE

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

#### 316.1.1 POLICY

Often, because there are no other public or private agencies available, the public relies upon this department for assistance and advice in many routine and emergency situations. For this reason and because there is frequently a potential for crime, it is the policy of this department to make every reasonable effort to respond to calls for service as resources permit and to render such aid or advice as circumstances appear to indicate would be warranted.

When appropriate, officers should refer members of the public to available resources through other public agencies or charitable organizations.

### 316.2 RESPONSE TO CALLS

The Ada County Sheriff's Office Emergency Communications Center prioritizes calls for service in the following manner.

P0- Calls of lowest priority, most times informational only and usually requires no action taken.

P1/P1P- Calls of low priorities that are usually not in progress, and do not dictate a timely response or haste in assigning the call to an available unit. These calls will remain in holding until self-assigned by an officer.

P2/P2P- Calls of moderate to high priority, which are usually in progress, are incidents involving violence, medical problems, or some other priority matter. These calls are assigned and shall be handled as quickly as practical, depending on unit availability, and depending on the nature of the individual incident.

P3- Calls of the highest priority, usually involving crimes or violence in progress, requests for agency assists, and cases where persons(s) are at risk of injury or death. These calls for service are dispatched as soon as there is enough information to relay to the necessary resource as to the location and nature of the incident

Responding officers shall consider the call priority in conjunction with the specific and unique facts of each call when deciding the appropriate response. The Meridian Police Department recognizes the following code response plans, to be utilized when deciding how to respond to a call:

**Code one-** At your earliest convenience and shall obey all traffic laws.

**Code two** - As soon as practical and should obey all traffic laws.

**Code three** – Respond using emergency lights and/or siren and drive as authorized for an emergency vehicle by Idaho Code. Officers responding code 3 shall continuously operate emergency lighting equipment and or should sound the siren. A code 3 response should

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continuously be re-evaluated by the individual officer based on facts known, such as changes in the nature of the call, the number of units assigned or on scene at the call, or other unique factors.

Responding with emergency lights and siren does not relieve the officer of the duty to drive with due regard for the safety of all persons. Officers who fail to use appropriate emergency or warning equipment are not exempt from following the rules of the road, nor is the driver of an authorized emergency or police vehicle relieved from the duty to drive with due regard for the safety of all persons.

**Code four-** The situation is under control and no further units should respond. When a situation is not under control the officer shall either respond to the dispatch security check by saying, "negative" or by requesting additional patrol officers and advising what level of response is appropriate. A "negative" response shall mean that only other patrol officers assigned to the call should continue. If the officer on scene wishes for additional officers to respond, he/she should ask for them.

**Code two status** -When a supervisor announces patrol operations are on "code two status" patrol units are prohibited from taking breaks, going off duty before consulting with a supervisor, handling P1P and lower calls for service, or engaging in other low priority activities. Code two status operations should only be utilized when necessary.

#### **316.3 INITIATING CODE 3 RESPONSE**

If an officer believes a code 3 response to a call is appropriate, the officer shall immediately notify dispatch. Generally, a minimum of two units should respond code 3 to any situation. Should another officer believe a code 3 response is appropriate, dispatch shall be notified and a shift supervisor will assess whether additional officers driving code 3 is appropriate.

#### **316.4 REQUESTING CODE 3 ASSISTANCE**

Requests for code 3 assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and code 3 response is not required, the requesting officer shall immediately notify dispatch so that responding units may adjust their response.

#### **316.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 316.1 OFFICER RESPONSE TO CALLS PROCEDURES](#)

## Utility Knife Safety and Usage

### 317.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the selection, maintenance, carry, safe handling, and proper use of the police utility knife.

It is the policy of the Meridian Police Department to provide guidelines on the selection of departmentally approved police duty knives an officer may carry, and how and when knives may be carried and used in order to increase officer safety, affect positive public perception, and further reduce department liability.

### 317.2 DEFINITIONS

In the present context there are two types of knives which can be categorized as a police utility knife: a fixed blade, with a fixed blade and fixed handle, and a folding knife in which the blade mechanically folds into the handle. The folding knife is commonly referred to as a pocketknife.

### 317.3 COMPLIANCE AND SAFE HANDLING

- (a) Compliance: All duty knives carried by MPD personnel shall comply with state law unless waived by law for police use. Additionally, all duty knives and methods of carry and concealment shall be subject to the approval of designated supervisor or command personnel.
- (b) Safe handling: Officers shall handle the police utility knife in an appropriate and safe manner so as to ensure the safety of themselves, their fellow officers and the general public. Officers shall not exhibit or handle the knife in a careless or alarming manner.

### 317.4 PROHIBITED USES

- (a) Authorized users shall not:
  - 1. Display a knife in any offensive or threatening manner without legitimate operational justification
  - 2. Carry a knife in any manner other than clipped in a pocket or waistband, inside the pants or vest, in a department approved sheath, or in another manner approved by the Chief of Police or his designee consistent with duty requirements.
  - 3. Display a blade in any event other than an authorized deployment situation.
  - 4. Carry a knife while handling prisoners in a custodial facility, except when needed for rescue, suicide prevention, or other authorized purposes as determined by supervisory officers.
- (b) Uses as a Weapon:
  - 1. The police utility knife is not intended for use as a weapon and officers are discouraged from using it in this capacity. However, it may be used in defensive or offensive capacities under exigent circumstances. Under such circumstances it shall be deemed a Use of Deadly Force and is governed by the MPD's policies

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#### *Utility Knife Safety and Usage*

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on Use of Force to include, but not limited to, summoning a supervisor and reporting it as a Use of Force.

2. The authorized user shall be responsible for maintenance, safe storage, and use of his or her police utility knife. Any on duty injuries must be reported to a supervisor.

#### **317.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 317.1 UTILITY KNIFE SAFETY AND USAGE PROCEDURES](#)



## Canine

### 319.1 PURPOSE AND SCOPE

To establish a policy and guidelines for the use of a canine (dog) teamed with a handler. Both with the demonstrated ability, documented training, and law enforcement certification to be utilized as and perform the function of a police service canine team. This will also establish a policy for the maintenance and use of controlled substances used for canine scent detection and alert training.

Further, the use of authorized canines for the purposes of the detection of odors of controlled substances is authorized by the Meridian Police Department, where such utilization would be consistent with current legal process related to the search of houses, buildings and cars.

The Canine Program was established to augment police services to the Community. Highly skilled and trained teams of handlers and canines have evolved from the program and are used to supplement police operations to locate individuals, contraband and to apprehend criminal offenders.

### 319.2 GUIDELINES FOR THE USE OF CANINES

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

- (a) There is a reasonable belief that the individual poses an imminent threat of violence or serious harm to the public, any officer or the handler.
- (b) The individual is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
- (c) The individual is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

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

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

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

### 319.3 DEFINITIONS

**Canine Team** - An officer handler and his assigned police canine.

**Canine Supervisor** - A field supervisor charged with the direct supervisory responsibilities involving the operation of the canine unit.

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**Canine Commander** - A supervisor, typically a Lieutenant, charged with the over-all operations of the canine unit.

**Unit Trainer** – A unit member who has obtained POST certification in canine patrol and/or narcotics instruction and is authorized by the Department to provide POST certified training to the unit.

#### **319.4 CANINE UTILIZATION**

- (a) Canine teams shall not perform functions outside the scope of their certification.
- (b) Canine teams are available to conduct building searches for offenders in hiding; assist in the arrest or prevent the escape of serious or violent offenders; protect officers or others from death or serious injury; track suspects; locate hidden items or evidence of a crime, and detect the presence of illicit drugs. Utilization shall be consistent with the current legal process related to the use of force, search of homes, buildings or vehicles.
- (c) Canine handlers are responsible for determining whether a situation justifies canine use and the appropriate tactical measures that should be taken. Where the on-scene supervisor disagrees with the handlers' tactical assessment, the canine unit supervisor shall be notified. Where time or circumstance does not permit such notification, the handler may decide to not utilize the canine.

#### **319.5 CANINE NARCOTIC SNIFF**

Canines certified in the detection of controlled substance odors may be deployed in the following situations:

- (a) To sniff vehicles during traffic stops or other lawful encounters.
- (b) To build probable cause for a search warrant.
- (c) Drug interdiction in public areas.
- (d) Searches with voluntary consent.
- (e) Assistance to other law enforcement agencies in the above areas.
- (f) Searches of private business, schools and homes that are authorized by law and Department policy.

#### **319.6 WARNINGS GIVEN TO ANNOUNCE THE USE OF A CANINE**

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

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#### **319.7 BUILDING SEARCHES**

A primary use of department canines is to locate suspects in buildings or related structures when a search of the building or structures by officers would create an unnecessary risk.

#### **319.8 AREA SEARCH/TRACKING**

Police canines are authorized to locate suspects or to locate evidence that the officer has reason to believe has been abandoned or hidden in a specified and open area.

#### **319.9 CROWD CONTROL**

Canine teams may be used for crowd control upon approval of the patrol watch commander to protect life or property during a riot or other major unauthorized gathering that cannot be controlled by other means.

#### **319.10 PROTOCOL FOR NARCOTIC/ODOR DETECTION CANINE TRAINING AIDS**

The Meridian Police Department recognizes the need to obtain and maintain samples of controlled substances for the purposes of training and verifying the abilities of the department's narcotics detection canines. Therefore, the following protocol is established for the use, handling, inventory and control of controlled substances and paraphernalia used as training aids.

The following protocol establishes the department's policy regarding the use of controlled substances as canine training aids; establishes integrity guidelines for inventory and control; and sets responsibilities for the handling of the controlled substances used as training aids.

#### **319.11 DEFINITIONS**

- (a) Controlled Substances-will refer to Methamphetamine, Cocaine, Heroin, Marijuana, Spice and Ecstasy.
- (b) Paraphernalia-will refer to any item commonly used to ingest carry, conceal, or measure any of the above listed controlled substances.
- (c) Training Aid will refer to both controlled substances and paraphernalia.

#### **319.12 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 319.1 CANINE PROCEDURES](#)

## Domestic Violence

### 320.1 PURPOSE AND SCOPE

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

#### 320.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 320.2 POLICY

The Meridian Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

### 320.3 OFFICER SAFETY

The investigation of domestic violence cases places officers in emotionally charged and sometimes highly dangerous environments. No provision of this guideline is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

### 320.4 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

### 320.5 RELATED PROCEDURES

[Meridian PD Procedures Manual: 320.1 DOMESTIC VIOLENCE PROCEDURES](#)

## Prescription Drug Collection/Disposal

### 321.1 PURPOSE AND SCOPE

This policy is designed to establish guidelines for the proper collection, handling, and disposal of unused medications collected through our prescription drug takeback program. The Prescription Drug Take Back Program provides a safe and secure disposal location for citizens to properly dispose of their unused / unwanted medications.

### 321.2 RELATED PROCEDURES

[Meridian PD Procedures Manual: 321.1 PRESCRIPTION DRUG COLLECTION/DISPOSAL PROCEDURES](#)

## Search and Seizure

### 322.1 PURPOSE AND SCOPE

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

### 322.2 POLICY

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

In accordance with the Training Policy, the department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

### 322.3 SEARCHES

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

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

- (a) Valid consent
- (b) Incident to a lawful arrest
- (c) Legitimate community caretaking interests
- (d) Vehicle searches under certain circumstances
- (e) Exigent circumstances

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

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

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

### 322.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 322.1 SEARCH AND SEIZURE PROCEDURES](#)

## Temporary Custody of Juveniles

### 324.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Meridian Police Department (34 USC § 11133).

#### 324.1.1 DEFINITIONS

Definitions related to this policy include:

- (a) **Juvenile non-offender** - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.
- (b) **Juvenile offender** - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or who has violated Idaho Code 18-3302F by possessing a handgun (28 CFR 31.303).
- (c) **Non-secure custody** - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained.
- (d) **Secure custody** - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

**Sight and sound separation** - Located or arranged to prevent physical, visual, or auditory contact.

**Status offender** - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession or tobacco, curfew violation, or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

### 324.2 POLICY

The Meridian Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Meridian Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

### 324.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Meridian Police Department:

- (a) Unconscious

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#### *Temporary Custody of Juveniles*

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- (b) Seriously injured
- (c) A known suicide risk or obviously severely emotionally disturbed
- (d) Significantly intoxicated
- (e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation.

These juveniles should not be held at the Meridian Police Department unless they have been evaluated by a qualified medical and/or mental health professional.

If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release or a transfer is completed.

#### **324.4 CUSTODY OF JUVENILES**

Officers should take custody of a juvenile and temporarily hold the juvenile at the Meridian Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Meridian Police Department without authorization of the arresting officer's supervisor or the Watch Commander.

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Meridian Police Department (34 USC § 11133).

##### **324.4.1 CUSTODY OF JUVENILE NON-OFFENDERS**

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Meridian Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

##### **324.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS**

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

#### **324.5 ADVISEMENTS**

If an officer takes a juvenile into custody, the officer shall (Idaho Code 19-853):



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- (a) Promptly and clearly inform the juvenile of his/her right to an attorney and the right of a needy person to be represented by an attorney at public expense.

#### **324.6 NO-CONTACT REQUIREMENTS**

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Meridian Police Department shall maintain a constant, immediate presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

#### **324.7 SECURE CUSTODY**

Only juvenile offenders 14 years of age or older may be placed in secure custody. The on-duty supervisor or Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

#### **324.8 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS**

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

#### **324.9 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING**

A juvenile offender may be photographed or fingerprinted in connection with being taken into custody. The fingerprints and photographs of juveniles will be maintained separately from those of adults.

#### **324.10 RECORDS OF JUVENILES**

Records of juveniles shall be kept separate from records of adults and shall be subject to disclosure according to Chapter 1, Title 74 of the Idaho Code (Idaho Code 20-516).

#### **324.11 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 324.1 TEMPORARY CUSTODY OF JUVENILES PROCEDURES](#)

## Adult Abuse

### 326.1 PURPOSE AND SCOPE

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

#### 326.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 326.2 POLICY

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

### 326.3 MANDATORY NOTIFICATION

Members of the Meridian Police Department shall notify the Idaho Commission on Aging (ICOA)'s local adult protective services provider when there is reasonable cause to believe that maltreatment of a vulnerable adult has occurred (Idaho Code 39-5303).

The following definitions apply to mandatory notification (Idaho Code 39-5302):

- Neglect means failure of a caregiver to provide food, clothing, shelter, or medical care, the absence of which impairs or threatens sustainable life or health of a vulnerable adult.
- Financial exploitation means an action which may include but is not limited to the illegal or improper use, control, or withholding of a vulnerable adult's financial assets by another person for profit or advantage other than the vulnerable adult's profit or advantage.
- Maltreatment means the intentional or negligent infliction of pain or injury upon a vulnerable adult, including financial exploitation, human trafficking, neglect, physical abuse, psychological abuse, or sexual abuse.
- Vulnerable adult is an adult who is unable to protect themselves from abuse, neglect, or financial exploitation due to:
  - A mental, physical, or developmental disability.
  - A degenerative brain disease.
  - An inability to communicate or implement decisions regarding the vulnerable adult's person.
  - Other infirmities of aging if the person is 65 years of age or older.

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#### **326.4 QUALIFIED INVESTIGATORS**

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

- (a) Conduct interviews in appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to adult abuse investigations.
- (c) Present all cases of alleged adult abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Idaho Code 39-5308).

#### **326.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 325.1 ADULT ABUSE PROCEDURES](#)

## Child Abuse

### 329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Meridian Police Department members are required to notify the Department of Health and Welfare of suspected child abuse.

#### 329.1.1 DEFINITIONS

Definitions related to this policy include:

**Child** - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

**Child abuse** - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency.

### 329.2 MANDATORY NOTIFICATION

Members of the Meridian Police Department shall notify the Department of Health and Welfare when they have received a report of abuse, abandonment or neglect of a child or there is reason to believe that a child has been abused, abandoned or neglected, or an officer observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect (Idaho Code 16-1605(1)).

For purposes of notification, abuse includes injuries without a justifiable explanation and sexual conduct (e.g., rape, molestation, incest, other sexual exploitation). Abandonment and neglect include failure to provide support, regular contact, care, subsistence, medical care, etc. (see Idaho Code 16-1602 for full definitions).

### 329.3 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact the Department of Health and Welfare. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to the Department of Health and Welfare.

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Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations:

- (a) When a court order has been issued authorizing the removal of the child
- (b) Without a court order, when a child is abandoned or endangered and prompt removal is necessary to prevent serious physical or mental injury to the child (Idaho Code 16-1608)

#### **329.3.1 SAFE HAVEN ACT PROVISIONS**

If a child has been abandoned pursuant to the Idaho Safe Haven Act, the investigating officer shall take protective custody of the child, immediately notify the Department of Health and Welfare and transfer the child to their custody. If the child requires medical evaluation, the child shall be left in the care of a hospital. The officer shall notify the court and prosecutor of the action taken and the location of the child (Idaho Code 39-8204).

#### **329.4 DRUG-ENDANGERED CHILDREN**

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

#### **329.5 MULTIDISCIPLINARY TEAM PROTOCOLS**

The Criminal Investigations Division Supervisor should ensure that department members have access to the appropriate written protocols for multidisciplinary teams investigating child abuse cases (Idaho Code 16-1617).

#### **329.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 329.1 CHILD ABUSE PROCEDURES](#)

## Missing Persons

### 331.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

#### 331.1.1 DEFINITIONS

Definitions related to this policy include:

**At-risk** - This includes persons who are:

- (a) 13 years of age or younger.
- (b) Regardless of age, believed or determined to be experiencing one or more of the following circumstances:
  1. Is out of the zone of safety for his/her chronological age and developmental stage.
  2. Has a mental or behavioral disability.
  3. Is drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
  4. Has been absent from home for more than 24 hours before being reported to law enforcement as missing.
  5. Is in a life-threatening situation.
  6. Is in the company of others who could endanger his/her welfare.
  7. Is absent in a way that is inconsistent with established patterns of behavior and that cannot be readily explained. Most children have an established and reasonably predictable routine.
  8. Is involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.

**Missing person** - Any person who is reported missing to law enforcement when that person's location is unknown. This includes a person that is less than 18 years of age who is reported to the Department as abducted, lost or as a runaway (Idaho Code 18-4508(2); Idaho Code 18-4508(3)).

**Missing person networks** - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Idaho Law Enforcement Telecommunications System (ILETS) and the Idaho Missing Person Clearinghouse.

### 331.2 POLICY

The Meridian Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Meridian Police Department gives missing person cases priority over property-related cases and does not require a specific amount of time to have passed before beginning a missing person investigation.

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### **331.3 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 331.1 MISSING PERSONS PROCEDURES](#)

## Public Alerts

### 333.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

### 333.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

### 333.3 AMBER ALERTS

The Idaho AMBER Alert™ system disseminates accurate information statewide, as quickly as possible, about the disappearance of a child. The broadcast contains descriptive information that can readily identify the child and the abductor.

#### 333.3.1 ALERT CRITERIA

An AMBER Alert should only be implemented in the following cases:

- (a) The initial investigation indicates that the child is known or suspected to have been abducted.
- (b) The abduction occurred within 12 hours of the initial activation of an AMBER Alert.
- (c) The child is under 18 years of age.
- (d) The initial investigation indicates that the child is in imminent danger of serious bodily harm or death.
- (e) There must be enough descriptive information to believe that an AMBER Alert will assist in the recovery of the child and must include as much of the following information as possible:
  1. Abduction location and time
  2. Where the child was last seen
  3. Physical and clothing description of the abducted child
  4. Suspect vehicle information
  5. Physical description of the suspect

The missing child must be entered into the National Crime Information Center (NCIC) database.

### 333.4 BLUE ALERTS

Blue Alerts are used to provide a statewide system for the rapid dissemination of information regarding a violent criminal who has seriously injured or killed a peace officer or when a peace officer becomes missing in the line of duty under circumstances warranting concern for the officer's safety (Idaho Code 67-2920).



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##### **333.4.1 CRITERIA**

A Blue Alert may be activated if all of the following criteria are met (Idaho Code 67-2920):

- (a) A peace officer has been killed, seriously injured, or is missing in the line of duty under circumstances warranting concern for his/her safety.
- (b) The suspect has not been apprehended and may be a serious threat to the public.
- (c) Sufficient information is available to disseminate to the public that could assist in locating the suspect or the missing peace officer.

##### **333.5 ENDANGERED PERSON ALERTS**

The endangered person alert program is a system of voluntary cooperation between broadcasters, cable systems, and local and state agencies to enhance the public's ability to assist in recovering missing and endangered persons (Idaho Code 67-2922).

##### **333.5.1 CRITERIA**

A missing person qualifies for an endangered person alert if the person (Idaho Code 67-2922):

- (a) Is a temporary or permanent resident of Idaho.
- (b) Cannot be located by people familiar with the missing person.
- (c) Meets one of the following criteria:
  - 1. Incapable of returning home without assistance by reason of mental illness, intellectual disability, dementia, some other form of incapacity, or weather conditions.
  - 2. Abduction (but does not meet the criteria for an AMBER Alert or Blue Alert).
  - 3. Missing under unexplained, involuntary, or suspicious/dangerous circumstances (e.g., crime victim, threat recipient).
  - 4. Needs medical attention or medication.

##### **333.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 333.1 PUBLIC ALERTS PROCEDURES](#)

## Victim and Witness Assistance

### 335.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

### 335.2 POLICY

The Meridian Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Meridian Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

### 335.3 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

#### 335.3.1 VICTIMS OF DOMESTIC VIOLENCE AND SEXUAL ASSAULT REQUIRED HANDOUTS

Officers shall provide all victims of domestic violence or sexual assault with the applicable victim information on the availability of a shelter or other resources in the community and any written notices provided by the Idaho State Police (Idaho Code 39-6316).

### 335.4 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

### 335.5 RELATED PROCEDURES

[Meridian PD Procedures Manual: 335.1 VICTIM AND WITNESS ASSISTANCE PROCEDURES](#)

## Malicious Harassment

### 337.1 PURPOSE AND SCOPE

This department recognizes and places a high priority on the rights of all individuals guaranteed under the Constitution and the laws of this state. When such rights are infringed upon by fear, intimidation, harassment, and physical harm, this department will utilize all available resources to see that justice is served under the law. This policy provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

### 337.2 DEFINITIONS

**Malicious Harassment** - It is unlawful for any person, maliciously and with specific intent to intimidate or harass another person because of that person's actual or perceived race, color, religion, ancestry, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim, to:

- (a) Cause physical injury to another person; or
- (b) Damage, destroy, or deface any real or personal property of another person; or
- (c) Threaten, by word or act, to do the acts prohibited if there is reasonable cause to believe that any of the acts described in subsections (a) and (b) of this section will occur.

For purposes of this section, "deface" shall include, but not be limited to, cross-burnings or the placing of any word or symbol commonly associated with racial, religious or ethnic terrorism on the property of another person without his or her permission (Idaho Code 18-7902).

### 337.3 CRIMINAL STATUTES

**Idaho Code 18-7902** - Prohibits the malicious and intentional intimidation or harassment of another person because of that person's race, color, religion, ancestry, or national origin.

**Idaho Code 18-7902(a)** - Prohibits causing physical injury to another person.

**Idaho Code 18-7902(b)** - Prohibits damaging, destroying, or defacing any real or personal property of another person.

**Idaho Code 18-7902(c)** - Prohibits threatening, by word or act, to do the acts prohibited if there is reasonable cause to believe that any of the acts described in Idaho Code 18-7902(a) and (b) will occur.

**18 USC § 245** - Federal law also prohibits discrimination-based acts and may be considered in addition to or in lieu of state law, depending on circumstances.

### 337.4 PENALTIES - CIVIL AND CRIMINAL

Idaho Code 18-7903:

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- (a) Malicious harassment is punishable by imprisonment in the state prison for a period not to exceed five (5) years or by fine not exceeding five thousand dollars (\$5,000) or by both.
- (b) In addition to the criminal penalty provided in subsection (a) of this section, there is hereby created a civil cause of action for malicious harassment. A person may be liable to the victim of malicious harassment for both special and general damages, including but not limited to damages for emotional distress, reasonable attorney fees and costs, and punitive damages.
- (c) The penalties provided in this section for malicious harassment do not preclude victims from seeking any other remedies, criminal or civil, otherwise available under law.

#### **337.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 337.1 MALICIOUS HARASSMENT PROCEDURES](#)

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## Standards of Conduct

### 339.1 PURPOSE AND SCOPE

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

### 339.2 POLICY

It shall be the duty of every member of the Meridian Police Department to fully familiarize themselves with the provisions of the Meridian Police Department Policy/Procedures Manual and City Policy. Members shall conform to, and abide by, such rules and regulations, observe the laws and ordinances and render their services to the City of Meridian with enthusiasm, courage, discretion and loyalty.

The continued employment of every employee of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure of any employee to meet the guidelines set forth in this policy, whether on- or off-duty may be cause for disciplinary action.

Citizens may question the actions of police officers and department policies and wish to express their views. It is the responsibility of all officers to answer questions from citizens and attempt to satisfy their concerns. If an officer is unable to resolve the citizen's concerns and the citizen wishes to complain, the officer shall request that the citizen address the complaint with the officer's supervisor.

### 339.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 339.1 STANDARDS OF CONDUCT PROCEDURES](#)

## Report Preparation

### 342.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

### 342.2 REQUIRED REPORTING

Reports are required in all of the following situations on the appropriate approved form unless otherwise approved by a supervisor.

#### 342.2.1 CRIMINAL ACTIVITY REPORTING

When an employee responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the employee is required to document the activity. The fact that a victim is not desirous of prosecution is not an exception to documenting a report. The following are examples of required documentation:

- (a) In every instance where a felony has occurred, the documentation should take the form of a written crime report.
- (b) In every instance where a misdemeanor crime has occurred and the victim desires a report.
- (c) In every case where any force is used against any person by police personnel shall take the form of a written crime report.
- (d) All incidents involving domestic violence/verbal shall take the form of a written crime report.
- (e) All arrests shall take the form of a written crime report.

#### 342.2.2 NON-CRIMINAL ACTIVITY

Incidents that shall be documented using the appropriate approved report include:

- (a) Any use of force against any person by a member of this department (see Use of Force Policy).
- (b) Any firearm discharge (see Firearms Policy).
- (c) Any time a person is reported missing. (See Missing Persons Reporting Policy).
- (d) Any found property or found evidence.
- (e) Any traffic collisions above minimum reporting level (see Traffic Collision Reporting Policy).
- (f) Suspicious incidents that may place the public or others at risk.
- (g) All protective custody detentions.
- (h) All SWAT Operations.

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- (i) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

#### **342.2.3 DEATH CASES**

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigations Policy. An officer handling a death investigation shall notify and apprise a supervisor of the circumstances surrounding the incident and a determination will be made on how to proceed. The supervisor shall respond to the scene on all cases and consult with the on-call detective. The following cases shall be appropriately investigated and documented using the approved report:

- (a) Sudden or accidental deaths.
- (b) Suicides.
- (c) Homicide or suspected homicide.
- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

#### **342.2.4 INJURY OR DAMAGE BY CITY PERSONNEL**

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports or memorandum shall be taken involving damage to City property or City equipment.

#### **342.2.5 MISCELLANEOUS INJURIES**

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of drug overdose.
- (b) Attempted suicide.
- (c) The injury is major/serious, whereas death could result.
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

#### **342.3 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 342.1 REPORT PREPARATION PROCEDURES](#)

## News Media Relations

### 344.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

### 344.2 MEDIA REQUEST

- (a) Any media request for information or access to a law enforcement situation shall be referred to the media representative as designated by this department, or if unavailable, to the first available supervisor.

### 344.3 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

### 344.4 RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department. If in doubt, authorized and available legal counsel should be obtained.

### 344.5 RELATED PROCEDURES

[Meridian PD Procedures Manual: 344.1 NEWS MEDIA RELATIONS PROCEDURES](#)



## Subpoenas and Court Appearances

### **346.1 PURPOSE AND SCOPE**

This procedure has been established to provide for the acceptance of subpoenas and to ensure that employees appear when subpoenaed, or are available to appear in court when requested and present a professional appearance.

### **346.2 POLICY**

Meridian Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

### **346.3 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 346.1 SUBPOENAS AND COURT APPEARANCES PROCEDURES](#)

## Mutual Aid and Outside Agency Assistance

### 350.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

#### 350.1.1 MUTUAL AID AGREEMENTS

Nothing in this policy will prohibit the usual and customary work done by special units or department members working in conjunction with other local, State, and/or Federal agencies, within the State of Idaho, as part of a mutual aid request, task force, or other assigned duty.

### 350.2 POLICY

It is the policy of the Meridian Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

### 350.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 350.1 MUTUAL AID AND OUTSIDE AGENCY ASSISTANCE PROCEDURES](#)

## Call-Out Activations and Notifications

### **356.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

### **356.2 POLICY**

The Meridian Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

### **356.3 OUTSIDE ASSISTANCE- CITY, COUNTY, STATE OR FEDERAL**

When the need arises for outside assistance from such agencies as the Ada County Sheriff, Idaho State Police, Boise Police, Garden City Police or Federal Agencies (FBI, ATF, DEA, Customs, ICE, etc.), the Watch Commander shall make a determination as to the urgency of such assistance and then based upon that determination, either make arrangements for such assistance or refer the matter to Criminal Investigations. Memorandums of Understanding will be used as a guideline.

### **356.4 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 356.1 CALL-OUT ACTIVATIONS AND NOTIFICATIONS PROCEDURES](#)

## Death Investigation

### **358.1 PURPOSE AND SCOPE**

The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

### **358.2 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 358.1 DEATH INVESTIGATION PROCEDURES](#)

# Identity Theft

## **360.1 PURPOSE AND SCOPE**

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

## **360.2 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 360.1 IDENTITY THEFT PROCEDURES](#)

## Arrests and Searches

### 361.1 PURPOSE AND SCOPE

Idaho Code 19-601/19-625 addresses how and when arrests are to be made. This policy addresses the requirements of the Idaho Codes and procedures to be followed when making arrests or performing searches upon individuals. Updates to the codes shall be addressed in annual training and/or legal bulletins.

### 361.2 WARRANT NOT IN ARRESTING OFFICER'S POSSESSION

- (a) Arrest under an Idaho warrant is lawful even though the arresting officer does not have the warrant in his/her possession. Officers shall reasonably ensure that the warrant is valid. If requested, he/she is required to show it to the arrestee as soon as practical. A copy of a warrant can be electronically transmitted to one or more peace officers.
- (b) An officer's knowledge of an out of state felony warrant is sufficient probable cause to arrest under Idaho Code 19-4514 (Fugitive to Idaho) if the jurisdiction in question is willing to extradite the subject.

#### 361.2.1 FIELD ARREST

When an officer operating in the field contacts a subject on whom a record check discloses an outstanding warrant, he/she shall request dispatch to confirm the following:

- (a) That this Department (or another agency which is being checked) has a valid warrant in its possession. (This requires that it has the actual warrant in its physical custody. If the warrant is not held in its possession, a field supervisor shall be notified and he/she shall determine if the arrest will be made.)
- (b) That the warrant is valid on its face.

Note: If it is a misdemeanor warrant and the warrant is being served on private property after 800pm the warrant shall be endorsed for night time service by the court.

#### 361.2.2 FORM OF WARRANT

A warrant of Arrest is an Order in writing, in the name of the State of Idaho, signed by a Magistrate or District Judge commanding the arrest of the defendant. The form of the warrant is found in IC 19-507.

#### 361.2.3 OFFICERS DESIGNATED TO EXECUTE WARRANT

A warrant must be directed to and executed by a Peace Officer. It may be executed by any Peace Officer in the state to whom it is delivered.

#### 361.2.4 TIME OF ARREST

If the offense charged is a felony, the arrest may be made on any day and at any time of the day or night. If it is a misdemeanor, the arrest cannot be made unless in a public place or on upon private property when in the course of legal law enforcement action. Or upon the direction of the judge, endorsed upon the warrant (ID 19-607).

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##### **361.2.5 SERVICE OF DAYLIGHT ONLY WARRANTS**

Daylight only arrest warrants shall be served between the hours 8:00am and 8:00pm.

##### **361.3 ARREST OF PROBATION OR PAROLE VIOLATORS**

A peace officer may make an arrest of a parole or probation violator without a court warrant when a parole or probation officer has supplied written authorization (agents warrant) setting forth that the person to be arrested has violated the terms of his/her parole or probation.

##### **361.4 ARREST OF BAIL JUMPER**

A bail bondsman or other person who has given bail can arrest a defendant without a warrant for the purpose of surrendering him/her to custody. He/she can also empower another person of suitable age and discretion to act in his/her place. This Department shall not normally become involved in the retaking of a bail jumper. However assistance may be rendered, if, in the opinion of an officer or supervisor, taking the defendant into custody would assist the Department in an investigation or that the defendant is about to flee the jurisdiction of the court and flight would be detrimental to an ongoing Department investigation.

##### **361.5 ARRESTS FOR DOMESTIC VIOLENCE**

See Policy 320.

##### **361.6 MIRANDA WARNING**

Applies to interrogations initiated by police officers after a person has been taken into custody or otherwise deprived of his/her freedom of action in a significant way.

##### **361.7 PROTECTIVE CUSTODY**

See Policy 418

##### **361.8 ALCOHOL AND DETOXIFICATION HOLDS**

In accordance with Idaho Code 39-307B, a peace officer may take persons who are incapacitated by alcohol or drugs into protective custody. Officers may transport an intoxicated person to a detoxification or other health facility, release them to a competent individual, or take them to the Ada County Jail.

##### **361.9 FIELD SEARCH INCIDENT TO ARREST**

Officers shall not make any arrest, search or seizure, which they know, or ought to know, is not in accordance with the law and established departmental procedures or policies. Search and seizure with a warrant puts the burden of proof upon the defendant. Warrant-less search and seizure puts the burden of proof back on the officer. There are many times when officers on the street will conduct a warrant-less search and seizure including but not limited to:

- (a) **Search of persons incident to arrest:** The arresting officer shall conduct a thorough field search of all arrested persons at the time of arrest and prior to transporting. The search shall be conducted to remove all weapons from the suspect and to recover any evidence of the crime or any contraband. Arrested persons will be handcuffed prior to being searched.

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- (b) **Search of vehicle incident to arrest:** Search of a vehicle incident to arrest shall be governed by the following standards:
  - 1. When officers are searching for a vehicle incident to a recent occupant's arrest and the arrestee is unsecured and within reaching distance of the passenger compartment at the time of the search.
  - 2. When it is reasonable to believe the vehicle contains evidence of the offense for which the suspect was arrested. *Arizona V Gant 2009.*
- (c) **Consent search:** This type of search shall always be recorded either in writing or audio or video recorded. Officers may search for a vehicle with the oral or written consent of the operator or owner of the vehicle. Written consent should be obtained whenever possible. Officers shall not obtain consent by any form of coercion or duress. The scope of a consent search depends upon the terms of the consent itself. If the consent is general, all areas of the vehicle may be searched. If the consent is limited to specific areas of the vehicle, officers may search only the portions of the vehicles covered by the consent.

#### **361.10 STOP AND FRISK**

Officers conducting field interviews of suspects may conduct a frisk of the suspect to see if he/she is armed. When a frisk is done under these conditions the officer must be able to articulate the reasons he/she felt the suspect to be presently armed and dangerous. All "Terry Stop" frisks shall be based on reasonable suspicion that criminal activity is in progress.

- (a) **Terry Stop:** Officers can detain/stop someone only when they possess reasonable articulable suspicion that a crime has occurred or is about to occur.
- (b) **Terry Frisk:** Officers may frisk for weapons only if they have reason to believe the suspect is presently armed and dangerous and nothing in the initial contact dispels this belief. *Terry v. Ohio 392 U.S. 1 (1968).*

#### **361.11 ADHERENCE TO LAWS**

Because of changes, officers are expected to adhere to current rules and laws governing Search and Seizure. When assisting Federal Agencies, officers are expected to adhere to their rules and regulations pertaining to search and seizure.

#### **361.12 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 361.1 ARREST AND SEARCHES PROCEDURES](#)



## Private Persons Arrests

### 362.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of private person's arrests made pursuant to Idaho Code 19-604.

### 362.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

Although Idaho law does not expressly require officers to advise citizens about their rights to make a private persons arrest, it is recommended that officers advise private persons how to safely execute such an arrest.

### 362.3 ARRESTS BY PRIVATE PERSONS

Idaho Code 19-604 provides that a private person may arrest another:

- (a) For a public offense committed or attempted in his or her presence.
- (b) When the person arrested has committed a felony, although not in his or her presence.
- (c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

### 362.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 362.1 PRIVATE PERSONS ARRESTS PROCEDURES](#)

## Limited English Proficiency Services

### 366.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

#### 366.1.1 DEFINITIONS

Definitions related to this policy include:

**Authorized interpreter** - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

**Interpret or interpretation** - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

**Limited English proficient (LEP)** - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

**Qualified bilingual member** - A member of the Meridian Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

**Translate or translation** - The replacement of written text from one language (source language) into an equivalent written text (target language).

### 366.2 POLICY

It is the policy of the Meridian Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

### 366.3 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

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- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.
- (b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.
- (c) The nature and importance of the contact, program, information or service provided.
- (d) The cost of providing LEP assistance and the resources available.

#### **366.4 TYPES OF LEP ASSISTANCE AVAILABLE**

Meridian Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

#### **366.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 366.1 LIMITED ENGLISH PROFICIENCY SERVICES PROCEDURES](#)

# Communications with Persons with Disabilities

## 368.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

### 368.1.1 DEFINITIONS

Definitions related to this policy include:

**Auxiliary aids** - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers or a qualified interpreter.

**Disability or impairment** - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

**Qualified interpreter** - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters. Qualified interpreters should be licensed as required by Idaho Code 54-2904.

## 368.2 POLICY

It is the policy of the Meridian Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects, and arrestees, have equal access to law enforcement services, programs, and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights, or programs based upon disabilities.

## 368.3 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs, and activities. These factors may include but are not limited to:

- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.

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- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

#### **368.4 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 368.1 COMMUNICATIONS WITH PERSONS WITH DISABILITIES PROCEDURES](#)

## Civil Standby

### **373.1 PURPOSE AND SCOPE**

A Civil Standby is a situation where the police officer finds themselves at a call for service in which no criminal law has been broken, but it is necessary for the officer to remain on scene at the call in order to keep the peace and prevent a party from committing a criminal offense. These calls for service most often come up during divorce proceedings, child custody exchanges, landlord/tenant evictions, and neighborhood or repossession disputes. Officers shall engage in a civil standby on a case by case-by-case basis. An officer will not engage in a civil standby for longer than 15 minutes without clearing it with his or her supervisor.

### **373.2 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 373.1 CIVIL STANDBY PROCEDURES](#)

## Chaplain Program

### **375.1 PURPOSE AND SCOPE**

The Meridian Police Department Chaplain Program was established for the purposes of providing spiritual and emotional support to all members of the Department, their families and members of the public.

### **375.2 POLICY**

It is the policy of this department that the Chaplain Program shall be a non-denominational, ecumenical ministry provided by volunteer clergy without financial compensation. With the exception of gratuities for wedding services, chaplains may not accept gratuities for services while functioning as a chaplain for the Meridian Police Department. The Department may, at its discretion, provide financial compensation for the supervision of the Chaplain Unit and reimbursement for expenses as needed.

### **375.3 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 375.1 CHAPLAIN PROGRAM PROCEDURES](#)

## Child and Vulnerable Adult Safety

### 379.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and vulnerable adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or vulnerable adult investigation. These are covered in the Child Abuse Policy and the Adult Abuse Policy.

### 379.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Meridian Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

### 379.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 379.1 CHILD AND VULNERABLE ADULT SAFETY PROCEDURES](#)



## Service Animals

### 381.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

#### 381.1.1 DEFINITIONS

Definitions related to this policy include:

**Service Animal** - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Service animal also includes a dog-in-training for an individual with a disability (28 CFR 35.104; Idaho Code 56-701A).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

### 381.2 POLICY

It is the policy of the Meridian Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

### 381.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar. Service animals are not pets and may be trained by an individual or organization to assist people with disabilities.

The following examples are some of the ways service animals may be used to provide assistance:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.

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#### *Service Animals*

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- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

#### **381.3.1 DISABLED PERSONS MAY BE ACCOMPANIED BY ASSISTANCE DOGS**

- (a) A disabled person shall not be denied the use of any common carrier or public transportation facility or admittance to any hotel, motel, café, elevator, housing for sale or rent, or any other public place within the state of Idaho by reason of his being accompanied by an assistance dog. A disabled person shall be entitled to have an assistance dog with him in such places and while using such facilities without being required to pay any additional charges for his assistance dog, but shall be liable for any damage caused by his assistance dog.
- (b) Any person, firm, association or corporation or agent of any person, firm, association or corporation intentionally violating the provisions of this section shall be guilty of a misdemeanor Idaho Code 18-5812A.

#### **381.4 REMOVAL**

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat, nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

#### **381.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 381.1 SERVICE ANIMALS PROCEDURES](#)

## Volunteers

### **383.1 PURPOSE AND SCOPE**

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and professional personnel. Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

#### **383.1.1 DEFINITION OF VOLUNTEER**

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

### **383.2 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 383.1 VOLUNTEERS PROCEDURES](#)

## Off-Duty Law Enforcement Actions

### 385.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Meridian Police Department with respect to taking law enforcement action while off-duty.

### 385.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

Officers should remember that their authority as a peace officer may not extend to actions taken outside their jurisdiction unless there is probable cause to believe the crime to be addressed is a felony or presents an immediate threat of serious bodily injury or death (Idaho Code 67-2337).

### 385.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 385.1 OFF-DUTY LAW ENFORCEMENT ACTIONS PROCEDURES](#)

## Department Use of Social Media

### 386.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (See City Policy Chapter 6.19).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

#### 386.1.1 DEFINITIONS

Definitions related to this policy include:

**Social media** - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

### 386.2 POLICY

The Meridian Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

### 386.3 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

### 386.4 MONITORING CONTENT

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

### 386.5 RELATED PROCEDURES

[Meridian PD Procedures Manual: 386.1 DEPARTMENT USE OF SOCIAL MEDIA PROCEDURES](#)

## **Chapter 4 - Patrol Operations**

## Patrol Operations

### 400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the Patrol Operations Division to ensure intra-department cooperation and information sharing.

#### 400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of Meridian, respond to citizen calls for assistance, act as a deterrent to crime, enforce local ordinances as well as state laws and respond to emergencies 24 hours per day seven days per week.

#### 400.1.2 TERRORISM

It is the goal of the Meridian Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI).

### 400.2 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

### 400.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 400.1 PATROL OPERATIONS PROCEDURES](#)

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Meridian Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

**Bias-based policing** - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

### 401.2 POLICY

The Meridian Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

### 401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

#### 401.3.1 OTHER PROHIBITIONS

Members of the Meridian Police Department shall not engage in motorcycle profiling. Motorcycle profiling includes arbitrary use of facts such as a person riding a motorcycle or wearing motorcycle-related paraphernalia as factors in deciding to stop and question, take enforcement action, arrest, or search a person or vehicle under the United States Constitution or Idaho State Constitution (Idaho Code 49-1431).

### 401.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 401.1 BIAS-BASED POLICING PROCEDURES](#)



## Patrol Shift Bidding

### 402.1 PURPOSE AND SCOPE

To outline the process by which patrol officers, patrol supervisors, and community service officers (CSO's) assigned to the patrol division will bid for shifts.

### 402.2 DEFINITIONS

- (a) Shift-refers to one of three time periods throughout the day. The time periods are classified as day shift (typically from 0700-1700), swing shift (typically from 1600-0200) and grave shift (typically 2100-0700) for patrol officers. Community service officers are typically scheduled to day shift and a modified swing shift. They will not be scheduled for grave shifts. Shift also refers to the end of the week. Weekday shifts are generally considered to be Monday through Friday and weekend shifts are generally considered to include workdays on Saturday & Sunday. Canine officer shifts will have varied start-stop times and varied workweeks to accomplish optimal coverage-unit training needs.
- (b) Shift bid-the process by which an employee assigned to the patrol division requests a shift.
- (c) Shift rotation-refers to the three periods throughout the calendar year where a new schedule is built based off of the shift bidding process. The three periods typically begin in January, May, and September. A new shift rotation will always begin on a Sunday.
- (d) Seniority-is based on an employee's time in grade. For police officers and community service officer's seniority is determined by their ADA number (CSO's) or badge number (police officers). For officers assigned to the canine unit and supervisors, seniority is determined by date/time of assignment to grade. If two or more employees are assigned to the same grade (canine or supervisor), on the same date/at the same time, order of selection will be utilized to determine seniority.
- (e) Introductory Period of Employment- Officers (Patrol) first twelve (12) months of employment. Community Service Officers (CSO) first twelve (12) months of employment.

### 402.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 402.1 PATROL SHIFT BIDDING PROCEDURES](#)

## Briefing Training

### 404.1 PURPOSE AND SCOPE

Briefing training is generally conducted at the beginning of the officer's assigned shift. Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct briefings; however officers may conduct briefings for training purposes with supervisor approval.

Briefing should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.
- (b) Notifying officers of changes in schedules and assignments.
- (c) Notifying officers of new Special Orders or changes in Special Orders.
- (d) Reviewing recent incidents for training purposes.
- (e) Providing training on a variety of subjects.
- (f) Awards and certificates.
- (g) Uniform/equipment inspections.

### 404.2 RELATED PROCEDURES

[Meridian PD Procedures Manual: 403.1 BRIEFING TRAINING PROCEDURES](#)

## Community Service Officer

### 405.1 PURPOSE AND SCOPE

The purpose and scope of this policy is to provide general guidelines for the Meridian Police Department Community Service Officer (CSO) unit. The CSO unit will provide trained professional personnel who will operate in support of sworn personnel, professional staff personnel and other police operations as needed. The CSO unit will provide the best service to the community to make Meridian a highly desirable place to live, work and raise a family.

### 405.2 POLICY

The mission for the CSO unit is to provide crime scene assistance, evidence collection and responding to calls for service that are not in progress. Calls with crimes in progress shall not be handled by CSO personnel. Personnel assigned to the CSO unit may be assigned additional tasks as determined by the team supervisor and/or Chain of Command.

### 405.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 405.1 COMMUNITY SERVICES OFFICER \(CSO\) PROCEDURES](#)

## Crime And Disaster Scene Integrity

### 406.1 PURPOSE AND SCOPE

The protection and integrity of a crime scene is of the utmost importance for the successful apprehension of criminals and successful prosecution. The integrity of a disaster scene is equally critical for the protection of life and property and investigation by proper authorities.

### 406.2 CRIME SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the preservation of the scene. Officers shall also consider officer safety and public safety issues including rendering medical aid for any injured parties. Once an officer has assumed or been assigned to maintain the integrity of the crime/disaster scene, it shall be maintained until the officer is relieved by a supervisor.

### 406.3 EXECUTION OF HEALTH ORDERS

Any sworn member of this department may execute and enforce all orders of the state board of health and welfare issued pursuant to Idaho Code Title 39, Chapter 6, concerning the control of venereal diseases, and concerning the care, treatment and quarantine of persons infected (Idaho Code 39-605).

### 406.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 406.1 CRIME AND DISASTER SCENE INTEGRITY PROCEDURES](#)

## Ride-Along

### 410.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function firsthand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

#### 410.1.1 ELIGIBILITY

The Meridian Police Department Ride-Along Program is offered to applicants in the hiring process, interns, residents, students, those employed within the city and family and friends of officers. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

- (a) The following factors may be considered in disqualifying an applicant and are not limited to:
  - 1. Being under 15 years of age
  - 2. Prior criminal history
  - 3. Pending criminal action
  - 4. Pending lawsuit against this department
  - 5. Denial by any supervisor
- (b) The following restrictions apply:
  - 1. On duty department members may ride with the approval of their own supervisor and the Patrol Watch Commander. On duty department personnel may also ride with other agencies as part of their employment only with the prior approval of their Division Commander and adherence to the policies of the agency providing the ride-along.
  - 2. Off duty department members outside of the Patrol Division may ride with the approval of their supervisor and the on-duty Patrol Supervisor.

#### 410.1.2 AVAILABILITY

Ride-along availability and capacity is limited depending on staffing levels, day of week, training, time of day and other factors.

In general priority should be given to the following:

- (a) Applicants in the hiring process
- (b) Potential applicants being recruited
- (c) Department interns-students
- (d) City and department employees
- (e) Family and friends
- (f) All others

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#### *Ride-Along*

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#### **410.2 PROGRAM REQUIREMENTS**

Once approved, civilian ride-along will be allowed to ride no more than once every six months.

An exception would apply to the following:

- (a) Applicants in the hiring process
- (b) Potential applicants being recruited
- (c) Department interns-students
- (d) City and department employees
- (e) Family and friends

#### **410.3 SUITABLE ATTIRE**

Any person approved to ride along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. The Watch Commander or shift supervisor may refuse a ride along to anyone not properly dressed.

#### **410.4 PEACE OFFICER RIDE-ALONG**

Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Division Commander. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

#### **410.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 410.1 RIDE-ALONG PROCEDURES](#)

## Hazardous Material Response

### 412.1 PURPOSE AND SCOPE

Hazardous materials present potential harm to employees resulting from their exposure. The following is to be the policy of this department.

#### 412.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

### 412.2 HAZARDOUS MATERIAL ROLE AND RESPONSIBILITY

The Idaho State Police is the responsible agency for hazardous materials if no other agency assumes responsibility. The fire department has assumed that role within Meridian. The Meridian Police Department has declined to assume any hazardous material responsibility and will support and aid the fire departments or Idaho State Police in their role ([Idaho Code 67-2901](#)).

### 412.3 CLANDESTINE DRUG LABS

Suspected clandestine drug labs present extreme dangers from explosions and exposure to hazardous chemicals. Officers encountering a suspected clandestine drug lab should immediately leave the property without disturbing any lights, power, heating or cooking elements. Additionally, equipment and chemicals located at the site should remain undisturbed. The responding officer should request that a supervisor respond to the scene.

### 412.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 412.1 HAZARDOUS MATERIAL RESPONSE PROCEDURES](#)

# Hostages And Barricaded Suspects

## 414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

### 414.1.1 DEFINITIONS

Definitions related to this policy include:

**Barricade situation** - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

**Hostage situation** - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

## 414.2 POLICY

It is the policy of the Meridian Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

## 414.3 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators.

## 414.4 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats.

## 414.5 CRISIS RESPONSE UNIT RESPONSIBILITIES

It will be the Incident Commander's decision, with input from the SWAT Commander, whether to deploy the SWAT during a hostage or barricade situation. Once the Incident Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support



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#### *Hostages And Barricaded Suspects*

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for the SWAT. The Incident Commander and the SWAT Commander or the authorized designee shall maintain communications at all times.

#### **414.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 414.1 HOSTAGE AND BARRICADED SUSPECTS PROCEDURES](#)

## Response to Bomb Calls

### **416.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidelines to assist members of the Meridian Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

### **416.2 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 416.1 RESPONSE TO BOMB CALLS PROCEDURES](#)

## Civil Commitments

### 418.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place an individual under protective custody for civil commitment.

### 418.2 POLICY

It is the policy of the Meridian Police Department to protect the public and individuals through legal and appropriate use of the civil commitment process.

### 418.3 AUTHORITY

An officer may take a person into protective custody and transport the person to an approved facility or hospital when:

- (a) There is probable cause to believe that the person is gravely disabled due to mental illness or poses an imminent danger to them self or others as evidenced by a threat of substantial physical harm.
- (b) A court order is issued under Idaho Code 66-329.

Upon taking a person into protective custody, a good faith effort shall be made to provide notice to the person's legal guardian, parent, spouse, or adult next-of-kin of the person's physical whereabouts and the reasons for taking the person into custody (Idaho Code 66-326).

#### 418.3.1 PROTECTIVE CUSTODY OF CHILDREN

An officer may take a child 17 years of age or younger into protective custody and immediately transport the child to an approved treatment facility or program for an emergency mental health evaluation, in the absence of a court order only if the officer determines:

- (a) An emergency situation exists and,
- (b) There is probable cause to believe the child is suffering from a serious emotional disturbance and,
- (c) The child is likely to cause harm to them self or others or the child's health and safety are at risk and,
- (d) Both immediate detention and treatment are necessary to prevent harm to the child or others.

Probable cause shall be based upon the officer's personal observation, information from the child's parents, or the recommendation of a mental health professional.

The officer shall inform the medical staff in writing of the facts that caused the detention and specifically state whether the child is otherwise subject to being held for juvenile or criminal offenses (Idaho Code 16-2411).

The law enforcement agency shall notify the child's parent, guardian, or custodian as soon as possible, but no later than 24 hours, of the child's status, location, and the reasons for the child's detention. If the parents cannot be located or contacted, both the efforts made and the reasons

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#### *Civil Commitments*

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for failure to contact the responsible adult shall be documented in a written report (Idaho Code 16-2411).

#### **418.4 MANDATORY MENTAL HEALTH PROFESSIONAL'S DUTY TO WARN (TARASOFF NOTIFICATIONS)**

A mental health professional has a duty to warn a victim if a patient has communicated to the mental health professional an explicit threat of imminent serious physical harm or death to a clearly identified or identifiable victim or victims, and the patient has the apparent intent and ability to carry out such a threat per Idaho Code 6-1902.

Officers receiving a notification from a Mental Health Professional shall follow-up as directed to all identifiable victim(s) and document actions taken in a department report.

#### **418.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 418.1 CIVIL COMMITMENTS PROCEDURES](#)

## Citation Releases

### 420.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Meridian Police Department with guidance on when to release adults who are suspected offenders on a uniform citation obtaining a written promise to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail (Idaho Code 19-3901; I.M.C.R. Rule 5).

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Violence Policy.

### 420.2 POLICY

The Meridian Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a uniform citation with a promise to appear in court, when authorized to do so.

### 420.3 JUVENILE CITATIONS

Completion of criminal citations for juveniles is limited to the following circumstances:

- Alcohol violations (Including DUI)
- Tobacco violations
- Fish and Game violations
- Water Ways violations
- Snowmobile violations
- Traffic Infractions
- Traffic misdemeanors
- Curfew
- Bullying

All other misdemeanor violations for juveniles shall be documented with a case number and the case should be handled through the petition process.

### 420.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 420.1 CITATION RELEASES PROCEDURES](#)

# Foreign Diplomatic and Consular Representatives

## 422.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Meridian Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

## 422.2 POLICY

The Meridian Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

## 422.3 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
<b>Diplomatic Agent</b>	No, see note b	No	Yes	No	No	Same as sponsor full immunity and inviolability
<b>Member of Admin and Tech Staff</b>	No, see note b	No	Yes	No	No	Same as sponsor full immunity and inviolability
<b>Service Staff</b>	Yes, see note a	Yes	Yes	Yes	No for official acts. Yes otherwise, see note a	No immunity or inviolability, see note a
<b>Career Consul Officer</b>	Yes if for a felony and pursuant to a warrant, see note a	Yes, see note d	Yes	No for official acts. Testimony may not be compelled in any case	No for official acts. Yes otherwise, see note a	No immunity or inviolability
<b>Honorable Consul Officer</b>	Yes	Yes	Yes	No for official acts. Yes otherwise	No for official acts. Yes otherwise	No immunity or inviolability

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<b>Consulate Employees</b>	Yes, see note a	Yes	Yes	No for official acts. Yes otherwise	No for official acts. Yes otherwise, see note a	No immunity or inviolability
<b>Int'l Org Staff (note (b))</b>	Yes, see note c	Yes, see note c	Yes	Yes, see note c	No for official acts. Yes otherwise, see note c	No immunity or inviolability
<b>Diplomatic-Level Staff of Missions to Int'l Org</b>	No, see note b	No	Yes	No	No	Same as sponsor full immunity and inviolability
<b>Support Staff of Missions to Int'l Orgs</b>	Yes	Yes	Yes	Yes	No for official acts. Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

#### **422.4 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 422.1 FOREIGN DIPLOMATIC AND CONSULAR REPRESENTATIVES PROCEDURES](#)

## Rapid Response and Deployment

### 424.1 PURPOSE AND SCOPE

Violence that is committed in an educational setting, place of commerce, place of worship or other populated area by an individual or a group of individuals who are actively engaged in killing or attempting to kill people presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

### 424.2 POLICY

The Meridian Police Department will endeavor to plan for rapid response to an active threat or hostile event and coordinate with other emergency services, with the primary goal of "stopping the killing," as well as addressing the medical goal of "stopping the dying."

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

### 424.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 424.1 RAPID RESPONSE AND DEPLOYMENT PROCEDURES](#)



## Immigration Violations

### **428.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidelines to members of the Meridian Police Department relating to immigration and interacting with federal immigration officials.

### **428.2 POLICY**

It is the policy of the Meridian Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

### **428.3 VICTIMS AND WITNESSES**

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Idaho constitutions.

### **428.4 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT**

Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

### **428.5 IMMIGRATION DETAINERS**

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

### **428.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 428.1 IMMIGRATION VIOLATIONS PROCEDURES](#)

## Automated License Plate Readers (ALPRs)

### 429.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Meridian Police Department to capture data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, suspect interdiction and stolen property recovery.

### 429.2 DEFINITIONS

- (a) ALPR - Equipment consisting of cameras and computer software used to automatically recognize and interpret characters on vehicle license plates, and capture digital images.
- (b) Hit/Alarm - An indication by visual and/or auditory notice of a potential match between data stored and a license plate scanned by the system. A hit/alarm is not conclusive confirmation of a match and further investigation is always required before taking enforcement action.
- (c) Digital Evidence Management Software - A Criminal Justice Information System (CJIS) compliant system for user maintenance, date queries, import and export of data, and notification functions of the central repository of data collected by the ALPR system. This application can be accessed and reviewed for investigative and administrative purposes by authorized users.

### 429.3 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Meridian Police Department. Because such data may contain confidential ILETS information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

All ALPR data will be stored in accordance with applicable City retention schedules, which has been identified as sixty (60) days. Thereafter ALPR data will be purged unless it has become, or it is reasonable to believe it will become evidence in a criminal or civil action or is subject to a lawful action to produce records.

All ALPR data is used for law enforcement purposes only. Data is agency-owned and is never sold to 3rd parties.

### 429.4 WHAT IS DETECTED

License plate image, vehicle image, plate text, date, time and location

### 429.5 WHAT IS NOT DETECTED

Facial images, people, gender, or race.

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#### *Automated License Plate Readers (ALPRs)*

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##### **429.6 PROHIBITED USES**

ALPR shall not be used for Harassment, intimidation, usage based solely on a protected class (race, sex, religion, etc....), personal use.

##### **429.7 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 429.1 AUTOMATED LICENSE PLATE READERS \(ALPRs\) PROCEDURES](#)

## Aircraft Accidents

### 434.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

#### 434.1.1 DEFINITIONS

Definitions related to this policy include:

**Aircraft** - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

### 434.2 POLICY

It is the policy of the Meridian Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

### 434.3 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

### 434.4 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.
- (d) Evacuation chutes, ballistic parachute systems and composite materials.

### 434.5 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

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#### *Aircraft Accidents*

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Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

#### **434.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 434.1 AIRCRAFT ACCIDENTS PROCEDURES](#)

## Field Training Officer

### **436.1 PURPOSE AND SCOPE**

The Field Training Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Meridian Police Department.

It is the policy of this department to assign all new police officers to a structured Training Program that is designed to prepare the new officer to perform in a patrol assignment possessing all skills needed to operate in a safe, skillful, productive and professional manner.

### **436.2 FIELD TRAINING OFFICER SELECTION AND TRAINING**

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills. The FTO is expected to reflect a high level of personal integrity, character and maturity.

#### **436.2.1 TRAINING**

An officer selected as a Field Training Officer shall successfully complete a Field Training Officer's Course prior to being assigned as an FTO. FTO's will also be required to successfully complete POST Instructor Development or another approved adult-based learning and instruction course.

### **436.3 TRAINEE DEFINED**

Any entry level or lateral police officer newly appointed to the Meridian Police Department who has not successfully completed training programs as required by this department and POST.

### **436.4 FIELD TRAINING MANUAL**

Each trainee will have daily access to their Field Training Manual. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Meridian Police Department. The trainee shall become knowledgeable of the subject matter as outlined. They shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations enacted by the Meridian Police Department.

### **436.5 FIELD TRAINING PROGRAM DURATION ENTRY LEVEL OFFICERS**

The standard field training program will have a duration of sixteen weeks. The FTO Coordinator shall have the discretion to recommend shortening or lengthening the program (remediation), subject to approval by the Office of Professional Standards Captain. The normal field training program is outlined as follows:

- (a) Phase I - (4 weeks)
- (b) Phase II - (4 weeks)
- (c) Phase III - (4 weeks)

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#### *Field Training Officer*

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- (d) Phase IV - (2 weeks) should be back with phase I FTO.
- (e) Phase V- (2 weeks) TAC unit with an FTO

#### **436.6 FIELD TRAINING PROGRAM DURATION ENTRY LATERAL OFFICERS**

The standard lateral field training program will have a duration of 12 weeks. The FTO Coordinator shall have the discretion to recommend shortening or lengthening the program (remediation), subject to evaluations by the Office of Professional Standards Captain on the progress of the individual officer. The normal field training program is outlined as follows:

- (a) Phase I- (4 weeks)
- (b) Phase II- (4 weeks)
- (c) Phase III- (4 weeks) 2 weeks of training, 1 week of evaluation, 1 week of TAC unit with an FTO

#### **436.7 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 436.1 FIELD TRAINING OFFICER PROCEDURES](#)

## Contacts and Temporary Detentions

### 440.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

#### 440.1.1 DEFINITIONS

Definitions related to this policy include:

- (a) **Consensual encounter** - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.
- (b) **Field interview (FI)** - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.
- (c) **Field photographs** - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.
- (d) **Pat-down search** - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.
- (e) **Reasonable suspicion** - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.
- (f) **Temporary detention** - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

### 440.2 POLICY

The Meridian Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

### 440.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable



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#### *Contacts and Temporary Detentions*

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suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Meridian Police Department to strengthen community involvement, community awareness, and problem identification.

#### **440.4 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 440.1 CONTACTS AND TEMPORARY DETENTIONS PROCEDURES](#)

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## Gang and Graffiti Suppression

### 441.1 PURPOSE AND SCOPE

The Meridian Police Department views it very important that law enforcement suppresses gang-type activities. The purpose of this chapter is to provide a program for removal of graffiti from walls/fences, structures and any other property both public and private in a swift manner, as well as, to provide regulations designed to prevent and control the spread of graffiti in the city of Meridian. The increase of graffiti on both public and private property results in a deterioration of property and commercial values for surrounding properties all to the detriment of the City's quality of life.

### 441.2 GRAFFITI ERADICATION

- (a) **Graffiti Definition:** For the purpose of this chapter, "Graffiti" shall mean the unauthorized and intentional defacing or otherwise damaging of property of another by painting, writing, drawing, applying of stickers (commonly referred to as "slap tagging") or otherwise inscribing thereon in any fashion regardless of content or the nature of the materials.

### 441.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 441.1 GANG AND GRAFFITI SUPPRESSION PROCEDURES](#)

## Shift Supervisors

### **444.1 PURPOSE AND SCOPE**

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with the policies, procedures, practices, functions and objectives of this department. To accomplish this goal, a Lieutenant heads up a day shift and a night shift and all the encompassing operations.

### **444.2 DESIGNATION AS ACTING WATCH COMMANDER**

When a Lieutenant is unavailable for duty as Watch Commander, in all instances the Sergeant shall be the Shift Commander. If the Sergeant is unavailable the Corporal shall be the Shift Commander. At no time will a team or shift operate without a Shift Commander.

If all the patrol Lieutenant are unavailable and or out of town or State it shall be their responsibility Patrol Captain to appointment an "Acting " to act on their behalf should it be necessary.

## Mobile Data Terminal Use

### 448.1 PURPOSE AND SCOPE

The Mobile Data Terminal (MDT) accesses confidential records from the State of Idaho, Department of Justice and Idaho Transportation Department databases. Employees using the MDT shall comply with all appropriate federal and state rules and regulations.

### 448.2 MDT USE

The MDT shall be used for official police communications only. Messages that are of a sexual, racist, or offensive nature or otherwise critical of any member of this department are strictly forbidden. MDT use is also subject to the Department Technology Use Policy.

Messages may be reviewed by supervisors at any time without prior notification. Employees generating or transmitting messages not in compliance with this policy are subject to discipline.

All calls dispatched to patrol units should be communicated by voice and MDT unless otherwise authorized by the Watch Commander.

All MDTs shall be secured to ensure against unauthorized access. MDTs may be secured by logging off of the system or by locking the MDT. When an MDT operator is outside of his/her vehicle, the vehicle should be secured.

An MDT that is removed from a vehicle or used in an office shall be secured to prevent unauthorized access to information. All MDT operators shall log off the system prior to the completion of their shift.

### 448.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 448.1 MOBILE DATA TERMINAL USE PROCEDURES](#)

## Use of Audio Recorders

### **450.1 PURPOSE AND SCOPE**

The Meridian Police Department has provided each of its sworn members with access to audio recorders for use while on-duty. These recorders are intended to assist officers in the performance of their duties by providing an unbiased audio record of a contact.

### **450.2 NON-UNIFORMED OFFICER RESPONSIBILITIES**

Any officer assigned to non-uniformed positions may carry an audio recorder provided by this department at any time the officer believes that such a device may be beneficial to the situation.

Each officer shall be responsible for maintaining his/her own recordings until the media is placed into ITS.

### **450.3 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 450.1 USE OF AUDIO RECORDERS PROCEDURES](#)

## Body Worn Camera

### 451.1 PURPOSE

This agency has adopted the use of the Body-worn camera (herein BWC) to accomplish several objectives. The primary objectives include the following:

- (a) BWCs shall be used to transparently reflect the mission of the department, maintain public trust and confidence, and provide accountability to the citizenry.
- (b) BWCs allow for more accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports.
- (c) Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
- (d) The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.
- (e) The BWC footage maybe used for training with the approval of the training coordinator and legal staff.

### 451.2 ACTIVATION

The BWC system shall be activated as soon as it is reasonable to do so any time an officer may become involved in any enforcement contact. It is the Department's expectation all enforcement contacts are recorded in their entirety.

### 451.3 WHEN ACTIVATION IS NOT REQUIRED

Activation or continued usage of the BWC system is not required when dictated by policy, personal privacy, court order, or during a protracted event when recording would be of no value. These exceptions generally account for activity that is not enforcement contact or activity, but may be part of a law enforcement incident.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

### 451.4 STORAGE AND RELEASE OF RECORDED MEDIA TO PUBLIC

- (a) The recorded media and all recorded images that are captured during the scope of an officer's duties are the property of the Police Department.
- (b) No member of the Department shall release a copy of BWC system video to any member of the public outside of the Public Record Request procedure as put in place by the Department and City. Any release of BWC videos shall be made in accordance with Idaho Public Records Law.

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#### *Body Worn Camera*

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#### **451.5 USE OF PERSONAL OWNED DEVICES TO RECORD VIDEO OR AUDIO**

- (a) Officers shall not, without express approval from a member of the Command Staff, use their own personally owned recording devices (such as a camera phone or secondary video camera) in place of the BWC or as a backup to the BWC system.
- (b) Officers shall not use any personal device to record media from their BWC, another officer's BWC media from Evidence.com, or any other device which allows the officer to view the BWC system video.

#### **451.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 451.1 BODY WORN CAMERA PROCEDURES](#)

## Bicycle Patrol

### **454.1 PURPOSE AND SCOPE**

The Meridian Police Department has established the Bicycle Patrol Unit (BPU) for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

### **454.2 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 454.1 BICYCLE PATROL PROCEDURES](#)



## Foot Pursuits

### **456.1 PURPOSE AND SCOPE**

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

### **456.2 POLICY**

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

### **456.3 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 456.1 FOOT PURSUITS PROCEDURES](#)

## Public Recording of Law Enforcement Activity

### 465.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

### 465.2 POLICY

The Meridian Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

### 465.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
  1. Tampering with a witness or suspect.
  2. Inciting others to violate the law.
  3. Being so close to the activity as to present a clear safety hazard to the officers.
  4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
- (c) The individual may not present an undue safety risk to the officers, him/herself or others.

### 465.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 465.1 PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITY PROCEDURES](#)

## Crisis Intervention Incidents

### 466.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

#### 466.1.1 DEFINITIONS

Definitions related to this policy include:

**Person in crisis** - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

**Crisis Intervention Incident**-A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

Officers should be alert to any of the following possible signs of mental health issues or crises:

- A known history of mental illness
- Threats of or attempted suicide
- Loss of memory
- Incoherence, disorientation, or slow response
- Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- Depression, pronounced feelings of hopelessness or uselessness, extreme sadness, or guilt
- Social withdrawal
- Manic or impulsive behavior, extreme agitation, lack of control
- Lack of fear
- Anxiety, aggression, rigidity, inflexibility, or paranoia

Officers should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

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### Meridian PD Policy Manual

#### *Crisis Intervention Incidents*

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#### **466.2 POLICY**

The Meridian Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

#### **466.3 MERIDIAN POLICE CRISIS INTERVENTION TEAM**

The MPD Crisis Intervention Team (CIT) is designed to facilitate communication and develop collaborative partnerships between MPD and the behavioral health community. They will work to develop a foundation that promotes effective solutions for assisting those in mental health crisis. MPD CIT will improve the crisis intervention training of department members, they will increase the resources available to MPD and reduce the need for individuals in crisis to have further involvement with the criminal justice system.

The MPD CIT Program shall reflect the values of the City of Meridian and State of Idaho by promoting dignity and fairness to all people through its training, encounters with individuals in mental health crisis, and community partnerships. The MPD CIT program will work towards connecting or re-directing individuals in crisis and their families to health care resources that can provide long-term stabilization and support.

CIT Officers are trained to respond to mental health crisis calls to communicate with those suffering from a mental health crisis in order to prevent unnecessary arrests and reduce officer and citizen injuries. CIT officers' ultimate goal is to safely de-escalate individuals experiencing mental health crises.

Additionally, CIT officers should strive to use their training to:

- Increase officer confidence in skills for handling behavioral health calls
- Improve mental health crisis response
- Create and maintain positive community relationships
- Utilize community resources and diversion strategies to provide assistance to officers
- Develop more efficient uses of criminal justice resources

Any MPD officers dealing with a person in a mental health crisis, should, when practical, include the CIT Team (or a member of MCU) to help resolve the situation.

#### **466.4 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 466.1 CRISIS INTERVENTION INCIDENTS PROCEDURES](#)

## First Amendment Assemblies

### 467.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

### 467.2 POLICY

The Meridian Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

### 467.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest (see the Public Recording of Law Enforcement Activity Policy).

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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#### *First Amendment Assemblies*

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##### **467.3.1 PHOTOGRAPHS, VIDEO RECORDINGS AND OTHER INFORMATION**

Photographs, video recordings and other information may be collected at assemblies and demonstrations as they can serve a number of purposes, such as support of criminal prosecutions; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs, video recordings and other information shall not be maintained on the political, religious or social activities, views or associations of any individual, group or organization, unless those activities, views or associations directly relate to an investigation of criminal activity and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

##### **467.4 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 467.1 FIRST AMENDMENT ASSEMBLIES PROCEDURES](#)

## Medical Aid and Response

### **468.1 PURPOSE AND SCOPE**

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

### **468.2 POLICY**

It is the policy of the Meridian Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

### **468.3 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE**

### **468.4 TRAUMA KITS**

Individual trauma kits are issued by the Department to provide officers with the ability to treat themselves and others in the event of a traumatic injury potentially involving loss of life, limb, or eyesight.

### **468.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 468.1 MEDICAL AID AND RESPONSE PROCEDURES](#)

## Mobile Audio Video

### 469.1 PURPOSE AND SCOPE

The Meridian Police Department has equipped police vehicles both marked and unmarked with Mobile Audio Video (MAV) recording systems to provide records of events and assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

#### 469.1.1 DEFINITIONS

Definitions related to this policy include:

**Activate** - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

**In-car camera system and Mobile Audio Video (MAV) system** - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes, at minimum, a camera, microphone, recorder, and monitor.

**ALPR** - Equipment consisting of cameras and computer software used to automatically recognize and interpret characters on vehicle license plates, and capture digital images.

**Hit/Alarm** - An indication by visual and/or auditory notice of a potential match between data stored and a license plate scanned by the system. A hit/alarm is not conclusive confirmation of a match and further investigation is always required before taking enforcement action.

**Hot List** - A database populated with license or partial license plates for which a concern to officer safety or investigative interest exists.

### 469.2 POLICY

It is the policy of the Meridian Police Department to utilize MAV systems as an effective law enforcement tool that reinforces the public's perception of police professionalism, substantiate or disprove allegations of officer misconduct, transparency and preserves factual representations of officer-citizen interactions. MAV systems have the potential to improve community relations, strengthen public trust in law enforcement, lower the number of citizen complaints, defend officers against false accusations, increase agency accountability, improve officer training and evaluation, enhance the accuracy of officer reports and testimony in court. This policy is not intended to describe every possible situation where the MAV system may be used.

### 469.3 ACTIVATION

The MAV system shall be activated as soon as it is reasonable to do so any time an officer may become involved in any enforcement contact. It is the Department's expectation all enforcement contacts are recorded in their entirety.

### 469.4 WHEN ACTIVATION IS NOT REQUIRED

Activation or continued usage of the MAV system is not required when dictated by policy, personal privacy, court order, or during a protracted event when recording would be of no value. These



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### Meridian PD Policy Manual

#### *Mobile Audio Video*

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exceptions generally account for activity that is not enforcement contact or activity, but may be part of a law enforcement incident.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

#### **469.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 469.1 MOBILE AUDIO VIDEO PROCEDURES](#)

## Naloxone (Narcan)

### 470.1 POLICY AND SCOPE

Individual naloxone nasal spray (Narcan) is issued by the Department to provide officers with the ability to administer naloxone intranasally to themselves and/or others in the event of an opioid overdose. The objective is to treat and reduce injuries and fatalities due to opioid related overdoses.

Where practical, emergency medical responders should diagnose an opioid overdose and administer naloxone as indicated. However, in order to prevent death due to opioid overdose, where emergency medical responders are not present, law enforcement officers may make a good faith assessment of an opioid overdose and administer naloxone.

Idaho Code section 54-1733B states that any person who, in good faith and exercising reasonable care, administers an opioid antagonist to another person who appears to be having an opioid related overdose, shall not be liable in a civil or administrative action or subject to criminal prosecution for such acts. The statute further states that, as soon as possible, the administering person shall contact emergency medical services.

### 470.2 DEFINITIONS

"Opioid" is defined as containing or derived from opium, including but not limited to heroin, morphine, codeine and methadone. Opioid drugs are narcotic sedatives that depress activity of the central nervous system, reduce pain, and induce sleep.

"Naloxone" is an intranasally-administered opioid antagonist, which is defined as a drug that nullifies in whole or in part the effects of the administration, consumption, use, or overdose of an opioid. Narcan is one brand name of naloxone.

"Opioid Overdose" is an acute condition including, but not limited to extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid, or other substance with which an opioid is combined, or any similar or combination of symptoms that a layperson acting in good faith and exercising reasonable care believes to be an opioid overdose.

### 470.3 DECISION WHETHER TO ADMINISTER

An officer who carries naloxone shall determine, in the officer's sole discretion, whether and when it is appropriate to administer naloxone. Factors that the officer may consider in making this decision may include the available evidence of opioid overdose, the ability of the officer to safely and effectively administer naloxone under the circumstances, the ability of the officer to manage the victim's potential acute withdrawal symptoms under the circumstances, the proximity of emergency medical personnel, and any other information known or believed by the officer to be present at the time of the decision.

### 470.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 470.1 NALOXONE \(NARCAN\) PROCEDURES](#)

## Chapter 5 - Traffic Operations

## Traffic Function and Responsibility

### 500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

### 500.2 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any officer shall not be used as the sole criterion for evaluating the officer's overall performance. The visibility and quality of an officer's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

#### 500.2.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

#### 500.2.2 CITATIONS

Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

- (a) Explanation of the violation or charge.
- (b) Court appearance procedure including the optional or mandatory appearance by the motorist.
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.
- (d) Explanation of fine amounts if applicable.

#### 500.2.3 CUSTODIAL ARRESTS

Custodial arrests can be made on a number of misdemeanor criminal traffic offenses when they occur in an officer's presence. These physical arrest cases usually deal with, but are not limited to:

- (a) Negligent homicide.
- (b) Felony and misdemeanor driving under the influence of alcohol/drugs.
- (c) Felony or misdemeanor hit-and-run.

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- (d) Reckless driving.
- (e) Fleeing or attempting to elude a peace officer.

#### **500.3 SUSPENDED OR REVOKED DRIVER'S LICENSES**

A physical arrest for driving without privileges cannot be made unless the crime occurs within the arresting officer's presence. In most traffic collisions involving a driver with a suspended or revoked license, a citation must be issued.

#### **500.4 HIGH-VISIBILITY VESTS**

The Department has provided American National Standards Institute (ANSI) Class II (or higher) high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

#### **500.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 500.1 TRAFFIC FUNCTION AND RESPONSIBILITY PROCEDURES](#)

## Motorcycle Patrol

### 501.1 PURPOSE AND SCOPE

The Motorcycle Patrol Program is comprised of officers that are assigned to Motorcycle Patrol, who work special enforcement of traffic problems, crash investigation, traffic engineering, speed studies and special events. It is the goal of the motorcycle patrol to reduce traffic problems and increase safety through the use of education, enforcement and engineering.

### 501.2 RELATED PROCEDURES

[Meridian PD Procedures Manual: 501.1 MOTORCYCLE PATROL PROCEDURES](#)

## Traffic Collision Reporting

### **502.1 PURPOSE AND SCOPE**

The Meridian Police Department prepares traffic collision reports to be in compliance with Idaho State Laws. Traffic collision reports are available to the community under the Idaho Public Records law.

### **502.2 RESPONSIBILITY**

The Records Division will be responsible for distribution of the traffic collision reports pursuant to Idaho Public Records law.

### **502.3 TRAFFIC COLLISION REPORTING**

All traffic collision reports taken by members of this department shall be approved by a Traffic Supervisor.

### **502.4 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 502.1 TRAFFIC COLLISION REPORTING PROCEDURES](#)

## Drug Recognition Expert

### 509.1 PURPOSE AND SCOPE

This policy provides Meridian Police Department personnel with procedures to be followed when a Drug Recognition Expert is utilized during a DUI investigation.

### 509.2 DRUG RECOGNITION EXPERT UTILIZATION

A Drug Recognition Expert should be utilized under the following circumstances:

- (a) The driver of a vehicle has been arrested for DUI and the arresting officer has obtained a breath sample from the suspect that is below .08 BrAC (adults) .02 BrAC (juveniles) and there is reason to believe the suspects level of impairment as demonstrated in the performance of Standard Field Sobriety Testing is not consistent with the breath alcohol content (BrAC).
- (b) A school administrator or law enforcement agency has reasonable suspicion that a student is under the influence of a controlled substance during an official school function and/or on school property and the student has been detained by school officials as permitted by Idaho Code 33-210.
- (c) A qualifying fatal or serious injury traffic collision as defined in policy section 502.5 has occurred, and there is any indication, however slight, an involved driver was driving under the influence of drugs or intoxicating substances other than alcohol.

### 509.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 509.1 DRUG RECOGNITION EXPERT PROCEDURES](#)



## Vehicle Towing

### 510.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the Meridian Police Department.

### 510.2 REMOVAL OF VEHICLE DISABLED IN A TRAFFIC COLLISION

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer should contact dispatch and request the next rotation tow company available, unless the driver/owner of that vehicle has a specific tow company request. Courtesy tow requests such as these do not require a Vehicle Tow and Storage Report form to be filled out. To be considered a courtesy tow the driver/owner shall be on scene when the tow truck arrives and enters into a civil agreement with the tow operator. If the civil agreement is not made or the vehicle will not be removed in a reasonable time, a Law Enforcement Directed tow must occur.

A Law Enforcement Directed tow occurs when the driver/owner is incapacitated or absent from the scene, or in instances of arrest, or if there is any reason it is necessary for the department to assume responsibility for a vehicle. A Vehicle Tow and Storage Report shall be completed for all Law Enforcement Directed tows.

### 510.3 DRIVING A NON-CITY VEHICLE

Vehicles which have been towed by or at the direction of this department should not be driven by police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant, or to comply with posted signs.

### 510.4 TOWING SERVICES

The City of Meridian currently uses the Ada County Sheriff's tow company rotation list for the following situations:

- (a) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.
- (b) When a vehicle is being held as evidence in connection with an investigation.
- (c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or abandoned vehicles, and the removal from the streets of vehicles obstructing traffic/driveways "exigency" in violation of state or local regulations. Photographs should be taken documenting exigency tows.

Nothing in this policy shall require this department to tow a vehicle.

#### 510.4.1 EVIDENTIARY TOWING

At the discretion of a supervisor a vehicle may be towed by a specific tow company for evidentiary purposes. Vehicles towed as evidence need to follow requirements outlined in Policy 804.1 (m) (Exceptional Handling) and do not require a vehicle tow and storage report.

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##### **510.5 STORAGE AT ARREST SCENES**

Officers should tow a vehicle when:

1. The driver has been placed under arrest for DUI and the vehicle cannot be released in a reasonable amount of time to the licensed vehicle owner or an individual designated by the vehicle owner, who has a valid license and is not impaired at the time.
2. The vehicle needs to be impounded for evidence, the vehicle is a crime scene, or possesses evidentiary value and needs to be preserved.
3. It is necessary to secure the vehicle until a search warrant can be obtained or pursuant to any other legal process or document.
4. The VIN is altered, obliterated, or missing, and/or if the vehicle is suspected to be stolen.
5. Requested by the registered owner.
6. The person in charge or in control of the vehicle has been placed under arrest, the vehicle should be stored when it is needed for the furtherance of an investigation or prosecution of the case.

Other than the above instances, officers should leave the vehicle at the scene unless the location of the vehicle presents a hazard, threat to public safety, impedes traffic, is an inconvenience to the public, and/or it is in a location where the vehicle would likely be towed.

When possible, the vehicle may be moved to a nearby legal location. The handling officer shall make a reasonable effort to inform the owner, and shall note in the report the Police Department will not be responsible for theft or damage.

No inventory is necessary if the vehicle is left at the scene or turned over to a designated party as detailed above. Any items of obvious value, located in plain view should be relocated to the vehicle's trunk or placed in a manner where it would not be in plain view from outside of the vehicle. The officer shall note the license number, owner, and location of the vehicle in the general report.

##### **510.5.1 STORAGE OF STOLEN AND RECOVERED VEHICLES**

Officers should tow a vehicle when:

1. The driver has been placed under arrest for DUI and the vehicle cannot be released in a reasonable amount of time to the licensed vehicle owner or an individual designated by the vehicle owner, who has a valid license and is not impaired at the time.
2. The vehicle needs to be impounded for evidence, the vehicle is a crime scene, or possesses evidentiary value and needs to be preserved.
3. It is necessary to secure the vehicle until a search warrant can be obtained or pursuant to any other legal process or document.
4. The VIN is altered, obliterated, or missing, and/or if the vehicle is suspected to be stolen.
5. Requested by the registered owner.

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6. The person in charge or in control of the vehicle has been placed under arrest, the vehicle should be stored when it is needed for the furtherance of an investigation or prosecution of the case.

Other than the above instances, officers should leave the vehicle at the scene unless the location of the vehicle presents a hazard, threat to public safety, impedes traffic, is an inconvenience to the public, and/or it is in a location where the vehicle would likely be towed.

When possible, the vehicle may be moved to a nearby legal location. The handling officer shall make a reasonable effort to inform the owner, and shall note in the report the Police Department will not be responsible for theft or damage.

No inventory is necessary if the vehicle is left at the scene or turned over to a designated party as detailed above. Any items of obvious value, located in plain view should be relocated to the vehicle's trunk or placed in a manner where it would not be in plain view from outside of the vehicle. The officer shall note the license number, owner, and location of the vehicle in the general report.

#### **510.6 VEHICLE INVENTORY**

A vehicle inventory is a safekeeping procedure intended to protect the Police Department against unfounded accusations and claims of lost property. An inventory will be conducted whenever the Police Department impounds a vehicle.

In conducting the inventory, officers are permitted to look in containers and other locked or unlocked areas to ensure that anything of substantial value is found and documented on the Vehicle Tow and Storage report. Officers may elect to photograph items of substantial value. The officer will document significant damage to the vehicle and significant property left in the vehicle on the Report. Property and evidence will be booked as outlined in Property and Evidence Procedure 804.

Officers locating a firearm inside of a vehicle or during the vehicle inventory search shall conduct a records check utilizing the firearm's serial number to verify it is not stolen, document the presence and location of the firearm by photograph, and secure it inside of the vehicle. Officers should leave firearms secured in the trunk of the vehicle or placed in a manner that is out of view from the public. If the firearm needs to be removed from the vehicle and booked into Meridian Property and Evidence, officers shall follow the requirements outlined in Property and Evidence Procedure 804.1 Packaging of Property (a)(2) for classification, handling and packaging.

##### **510.6.1 SECURITY OF VEHICLES AND PROPERTY**

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, officers should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) which are not considered evidence or contraband.

If the inventory of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, personnel shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

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##### **510.7 BIO-HAZARD VEHICLE**

When a vehicle has been impounded and a bio-hazard event happened inside or involving the vehicle, the department will not be responsible for any damage caused by that event.

Examples: Mobile drug lab, suicide in a vehicle, fatal traffic collision.

##### **510.8 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 510.1 VEHICLE TOWING PROCEDURES](#)

## Vehicle Impound Hearings

### 512.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings pursuant to Idaho Code 49-1805.

### 512.2 STORED OR IMPOUND HEARING

When a vehicle is stored or impounded by any member of the Meridian Police Department, a hearing will be conducted upon the request of the registered or legal owner of the vehicle or their agent (Idaho Code 49-1805).

### 512.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 512.1 VEHICLE IMPOUND HEARINGS PROCEDURES](#)

## Impaired Driving

### **514.1 PURPOSE AND SCOPE**

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence of drugs and/or alcohol (DUI).

### **514.2 POLICY**

The Meridian Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Idaho's impaired driving laws.

### **514.3 DUI TASK FORCE BLOOD DRAWS**

All Meridian Police Department officers assigned to participate in DUI Task Force patrols in another jurisdiction shall follow the Impaired Driving Evidence Collection policies and procedures of the Meridian Police Department.

### **514.4 JUVENILE BLOOD DRAWS**

Collecting blood evidence from a juvenile requires supervisor approval and consultation with an on-call prosecutor, and is generally permitted only for felony level investigations under the purview of section 514.

### **514.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 514.1 IMPAIRED DRIVING PROCEDURES](#)

## Traffic Citations

### **516.1 PURPOSE AND SCOPE**

This policy outlines the responsibilities for issuing warnings, traffic citations and the procedure for dismissal, correction, and the voiding or deleting of traffic citations.

### **516.2 WARNINGS**

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant.

### **516.3 DISMISSAL OF CITATIONS**

Employees of this department do not have the authority to dismiss a citation once it has been submitted to the Prosecutors Office. Any request from a recipient or issuing officer to dismiss a citation shall be referred to the Prosecutor's Office.

If the case of parking citations, if the citation has not been submitted to the Prosecutors Office for charging and it is determined that the citation may have been written in error then only a Division Commander of the member who wrote the citation or his designee has the authority to dismiss the citation.

### **516.4 VOIDING OR DELETING OF CITATIONS**

Voiding or deleting a traffic citation may occur when a traffic citation has not been completed or was completed, but not submitted to the Prosecutor's Office.

### **516.5 CORRECTION OF CITATIONS**

When a traffic citation is issued and in need of correction, the officer issuing the citation shall make every attempt to contact the violator and reissue a corrected citation. If the officer is unable to contact the violator they shall follow up with the prosecutor to remedy the citation.

## Disabled Vehicles

### 520.1 PURPOSE AND SCOPE

The Meridian Police Department has a responsibility to provide assistance to disabled motorists within their primary jurisdiction.

### 520.2 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by personnel from this department will be contingent on the time of day, the location, the resources available to this department, and the vulnerability of the disabled motorist.

#### 520.2.1 MECHANICAL REPAIRS

Police Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

#### 520.2.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

#### 520.2.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person's consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

### 520.3 PUSH-BARS

- (a) The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

### 520.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 520.1 DISABLED VEHICLES PROCEDURES](#)



## Parked and Abandoned Vehicles

### 524.1 PURPOSE AND SCOPE

This policy provides procedures for the marking, recording, and storage of vehicles parked in violation of laws regulating parking of vehicles under Idaho Code 49-659 through Idaho Code 49-662, and abandoned vehicles under the authority of Idaho Code 49-1801; Idaho Code 49-1802 and Idaho Code 49-1804.

### 524.2 MARKING ABANDONED VEHICLES

Vehicles that officers have reasonable grounds to believe have been abandoned which do not fall within the class of "emergency circumstances" shall have attached thereto, in plain view, a notice that this vehicle will be towed away at the expiration of forty-eight (48) hours as an abandoned vehicle.

The notice shall contain:

- The name of the officer who prepared the notice
- The name of the agency of the officer
- The date and time the notice was attached
- The date and time when the vehicle will be removed
- The telephone number and address of the agency

A reasonable attempt shall be made to notify by telephone the owner of any vehicle which has current license plates and registration as shown on the vehicle registration record, prior to the expiration of the forty-eight (48) hour notice period, of the location of the vehicle and the time and date of intent to remove the vehicle (Idaho Code 49-1804).

### 524.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 524.1 PARKED AND ABANDONED VEHICLES PROCEDURES](#)

## Chapter 6 - Investigation Operations

## Criminal Investigation Division

### 600.1 PURPOSE AND SCOPE

The primary purpose of the Criminal Investigations Division is to provide continuing investigation of those crimes which the Operations Section cannot complete a subsequent arrest, prosecution and conviction of offenders, recovery of stolen property and recovery of all types of contraband.

#### 600.1.1 ADMINISTRATION OF INVESTIGATIVE SERVICES

The administration, direction, and control of members of Criminal Investigations Division is under the immediate supervision of the Division Commander and the sergeants assigned to their respective units. The Criminal Investigations Division is made up of separate but interlinked units:

- (a) Special Victims Crimes.
- (b) Property Crimes.
- (c) Fraud/Computer Crimes.
- (d) Narcotics/Gang Crimes.
- (e) Violent Crimes.

### 600.2 MODIFICATION OF CHARGES FILED

Employees are not authorized to recommend to the Prosecuting Attorney, City Attorney, or to any other official of the court that charges on a pending case be altered or the case dismissed. In all cases resulting in court prosecution, any request to modify the charges filed or to recommend dismissal of charges in a pending case shall be made to the Prosecuting Attorney's Office or City Attorney's Office only as authorized by a Division Commander or his designee.

### 600.3 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

### 600.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 600.1 CRIMINAL INVESTIGATION DIVISION PROCEDURES](#)

# Computers and Digital Evidence

## 601.1 PURPOSE AND SCOPE

This policy establishes procedures for the seizure and storage of computers (including tablets), personal communications devices (PCD's) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

## 601.2 BUSINESS OR NETWORKED COMPUTERS

If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. Officers should contact a certified forensic computer examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should only be done by someone specifically trained in processing computers for evidence. Cases involving networks require specialized training which is available through the Northwest Regional Computer Forensic Lab, the Idaho State Police or another agency having certified examiners.

## 601.3 DIGITAL EVIDENCE RECORDED BY OFFICERS

Officers handling and submitting evidence recorded by officers and stored digitally using digital cameras, audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

### 601.3.1 COLLECTION OF DIGITAL EVIDENCE

Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files should not be altered, however audio or videos made in error may be deleted upon review and documentation by a supervisor. Files that require editing, due to error or extended time will be reviewed and documented in the associated report. The original should remain unaltered and available as evidence.

## 601.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 601.1 COMPUTERS AND DIGITAL EVIDENCE PROCEDURES](#)

## Operational Planning and Deconfliction

### 602.1 PURPOSE AND SCOPE

Certain investigations require the utilization of non-traditional law enforcement operations. To protect the integrity of the Meridian Police Department and the officers participating in operations of this nature, it shall be the policy of this department to take appropriate precautions by developing sound operational planning policies.

### 602.2 POLICY

The Meridian Police Department recognizes that the success of certain investigations requires the use of pre-planned, clandestine, or covert law enforcement operations.

Due to the nature of these operations it is the policy of the Meridian Police Department that operations of this nature, when practical, should be documented in an Operation Safety Plan. As an aspect of this documentation the involved locations and suspects, if known, shall be deconflicted through the Regional Information Sharing System's (RISS) Officer Safety Event Deconfliction System (RISSafe).

Higher risk operations may require a SWAT Risk Assessment

### 602.3 RISK ASSESSMENT

The Meridian Police Department understands the potential risk in certain law enforcement operations. In an effort to mitigate those risks the lead investigator/case officer should ensure that an Ada Metro SWAT Risk Assessment has been completed as an aspect of the Operation Safety Plan for the following:

- (a) Residential search warrant
- (b) Commercial search warrant
- (c) Suspect is known to, or reasonably believed to, possess or carry firearms
- (d) Suspect with propensity for violence, or violent criminal history
- (e) Suspect with known affiliation to gangs or other criminal enterprise(s)

If the known factors result in the use of the Ada Metro SWAT Team, any changes to the Operation Safety Plan prepared by the lead investigator/case officer can be made in conjunction with tactical personnel, but shall be done so in a manner that ensures that the investigative goals and objectives of the lead investigator/case officer remain intact.

### 602.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 602.1 OPERATIONAL PLANNING AND DECONFLICTION PROCEDURES](#)

## Polygraph Examinations

### 604.1 PURPOSE AND SCOPE

To establish guidelines governing the use of the Criminal Investigations Division polygraph equipment for the detection of deception in criminal and other investigations. The information outlined herein is to acquaint personnel with the preparation necessary for a polygraph examination and to provide for the optimum utilization of time for the examiner and the investigating officer.

### 604.2 GUIDELINES

(a) **Basic uses of the Polygraph:**

1. The polygraph is an excellent aid to law enforcement investigations, however, it should never be considered as a substitute or a shortcut to an investigation.
2. The final result of a polygraph examination will be based, in great measure, upon the thoroughness of the investigation prior to having a subject take the examination.

### 604.4 SUMMARY

- (a) The investigating officer should keep in mind from the very beginning of the investigation that he/she may find it necessary to request the aid of the polygraph.
- (b) Polygraph examinations should be considered as a supplement to a thorough and complete investigation. The most minute and seemingly unimportant details are sometimes the ones that could actually break the case.
- (c) A subject cannot be asked to submit to a polygraph examination unless the investigating officer intends for it to be accomplished.

### 604.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 603.1 POLYGRAPH EXAMINATIONS PROCEDURES](#)

## Asset Forfeiture

### 607.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture, and liquidation of property associated with designated offenses.

#### 607.1.1 DEFINITIONS

Definitions related to this policy include:

**Fiscal agent** - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Meridian Police Department seizes property for forfeiture or when the Meridian Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

**Forfeiture** - The process by which legal ownership of an asset is transferred to a government or other authority.

**Forfeiture reviewer** - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

**Property subject to forfeiture** - Includes but may not be limited to the following:

- (a) Non-real property that may generally be subject to civil forfeiture under the Uniform Controlled Substance Act (Idaho Code 37-2744) includes:
  - 1. Property used, or intended for use, as a container for property used in the commission of an act prohibited by Idaho Code 37-2732B (trafficking), Idaho Code 37-2732(a) or (b) (prohibited acts), or Idaho Code 37-2737A (manufacture or delivery of controlled substance where children are present).
  - 2. A conveyance used, or intended for use, to transport or to in any way facilitate the transportation, delivery, receipt, or manufacture of substances prohibited by Idaho Code 37-2732B, Idaho Code 37-2732(a) or (b), or Idaho Code 37-2737A.
  - 3. Money, currency, negotiable instruments, securities, or other items easily liquidated for cash which have been used or are intended for use in connection with the illegal manufacture, distribution, dispensing, or possession of property described in Idaho Code 37-2744(a)(6).
  - 4. All weapons or firearms used in any manner to facilitate a violation of the Uniform Controlled Substance Act (Idaho Code Title 37, Chapter 27).
- (b) Real property may be subject to civil forfeiture under the Uniform Controlled Substance Act when both of the following are present (Idaho Code 37-2744A):
  - 1. Either the property or interest in a property is used to commit or to facilitate a violation of the Uniform Controlled Substance Act (Idaho Code Title 37, Chapter 27).
  - 2. The offense is punishable by more than one year of imprisonment.

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- (c) Real property, personal property, or money may be subject to criminal forfeiture by order of a court upon a controlled substance conviction (Idaho Code 37-2801; Idaho Code 37-2802).
- (d) Real property, personal property, money, or cryptocurrency may be subject to criminal forfeiture by order of a court upon a prostitution, child sexual exploitation, or child enticement conviction (Idaho Code 18-5612; Idaho Code 18-5618; Idaho Code 18-1507B).

**Seizure** -The act of law enforcement officials taking property, cash, or assets that have been used in connection with or acquired by specified illegal activities.

#### **607.2 POLICY**

The Meridian Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Meridian Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

#### **607.3 ASSET SEIZURE**

Property may be seized for forfeiture as provided in this policy.

##### **607.3.1 PROPERTY SUBJECT TO SEIZURE**

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

- (a) Any property ordered to be seized by a search warrant or court order.
- (b) Property subject to civil forfeiture may be seized by an officer without a court order if one or more of these circumstances exist (Idaho Code 37-2744):
  1. The seizure is incident to an arrest, execution of a search warrant, or during an inspection under an administrative inspection warrant.
  2. Probable cause exists to believe that the property is directly or indirectly dangerous to health or safety.
  3. Probable cause exists to believe that the property was used or is intended to be used in violation of the Uniform Controlled Substance Act (Idaho Code Title 37, Chapter 27).
- (c) Property subject to criminal forfeiture may be seized without a court order or search warrant if the property is subject to lawful seizure as evidence of a crime.

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method.



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The mere presence or possession of U.S. currency, without other indications of criminal activity, is insufficient cause for seizure (Idaho Code 37-2744).

#### 607.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the Idaho State Police or the prosecuting attorney's current minimum forfeiture thresholds.
- (b) Property, vehicles, or other items (listed in the code) from an "innocent owner" (an owner who did not consent to, or have knowledge of, the offense) (Idaho Code 37-2744; Idaho Code 18-1507B).

#### 607.4 NOTIFICATION TO THE DIRECTOR OF IDAHO STATE POLICE

An officer who seizes property under the authority of Idaho Code 18-5612, Idaho Code 37-2744, or Idaho Code 37-2801, in coordination with the forfeiture reviewer, shall ensure the Director of the Idaho State Police is notified of the seizure and provided with an inventory within five days (Idaho Code 18-5619; Idaho Code 37-2744; Idaho Code 37-2803).

#### 607.5 RELATED PROCEDURES

[Meridian PD Procedures Manual: 605.1 ASSET FORFEITURE PROCEDURES](#)

## Confidential Investigation Funds

### 608.1 PURPOSE AND SCOPE

To establish guidelines for the use of confidential funds issued to the Criminal Investigations Division for the conducting of investigations and recovery of properties or contraband. Confidential funds shall be maintained, recorded and disbursed by all members in a manner to ensure the justification of, and accounting for, all funds processed by the Meridian Police Department.

Confidential funds allocated to the Criminal Investigations Division will be maintained in two separate accounts. These funds should not be co-mingled and should only be used for their intended purpose(s).

- (a) Investigative Funds – those funds that have been budgeted and allocated for investigative purposes that do not meet the criteria for the Equitable Sharing Program, i.e., Drug Seizure Fund
- (b) Equitable Sharing Program (Drug Seizure Fund) – those funds that have been forfeited or shared with the City of Meridian during the course of Federal and Local asset forfeiture proceedings. These funds shall be handled in accordance with Federal and Local guidelines as it relates to their expenditure.

The Impact Team Sergeant, or their designee, shall maintain two separate ledgers documenting the balance, distribution, expenditures, and deposits as it relates to these accounts.

### 608.2 RELATED PROCEDURES

[Meridian PD Procedures Manual: 608.1 CONFIDENTIAL INVESTIGATION FUNDS PROCEDURES](#)

## Confidential Investigative Assets

### **609.1 PURPOSE AND SCOPE**

In many instances, a successful investigation cannot be conducted without the use of a Confidential Informant (CI), Confidential Source (CS), or Source of Information (SOI). To protect the integrity of the Meridian Police Department and the officers using a Confidential Informant (CI), Confidential Source (CS), and/or a Source of Information (SOI) it shall be the policy of this department to take appropriate precautions by developing sound policies for the use of Confidential Informant (CI) or Confidential Source (CS).

### **609.2 CONFIDENTIAL INFORMANT AND CONFIDENTIAL SOURCE FILE SYSTEM**

The Criminal Investigations Impact Team Supervisor or their designee shall be responsible for maintaining Confidential Informant (CI) and Confidential Source (CS) files. A separate file shall be maintained on each Confidential Informant (CI) or Confidential Source (CS). The Confidential Informant (CI) and Confidential Source (CS) files, shall not be co-mingled.

These files are to be reviewed biannually by the handling officer(s) and will be updated as needed. Any deactivated files will be maintained for record keeping purposes only and do not need to be reviewed unless necessary.

### **609.3 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 609.1 CONFIDENTIAL INFORMANTS PROCEDURES](#)

# Eyewitness Identification

## 610.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

### 610.1.1 DEFINITIONS

Definitions related to the policy include:

- (a) **Eyewitness identification process** - Any field identification, live lineup or photographic identification.
- (b) **Field identification** - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.
- (c) **Live lineup** - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.
- (d) **Photographic lineup** - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

## 610.2 POLICY

The Meridian Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

## 610.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

## 610.5 PROTOCOL FOR PHOTOGRAPH SERIES LINEUP ADVISORY FORM:

As part of the lineup presentation, employees shall follow and complete the department approved photograph series admonition form for all witnesses.

## 610.5 DOCUMENTATION

A thorough description of the eyewitness process and the results of any eyewitness identification should be documented in the case report. Witness comments of how certain he/she is of the identification or non-identification should be quoted in the report.

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If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

#### **610.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 610.1 EYEWITNESS IDENTIFICATION PROCEDURES](#)

# Confidential Criminal Gang Files

## 611.1 PURPOSE AND SCOPE

In an effort to reduce gang-related criminal activity, the Meridian Police Department will adopt a policy for reducing gang crime in our community. It is the policy of the Meridian Police Department to protect the community from violence and criminals' acts committed by criminal street gangs and its members, while at the same time ensuring the rights of the citizens are protected. Department members will use every lawful opportunity to identify gang members, gang associates and gang related crime, and to take the appropriate enforcement action.

The department recognizes that criminal street gangs, by their very nature, pose a grave threat to the safety of the citizens and police who encounter them. The department also recognizes that it is not a crime to be affiliated with a gang. Therefore, it is this department's policy that the designation of a person as a criminal street gang member or associate does not give any criminal justice personnel authority to take action based solely on their affiliation.

By doing so, this department has developed a policy and procedure for the gathering, recording and maintaining of information related to criminal gang activity, gang members and gang associates. Specific regulations have been established to ensure that individuals that do not meet the criteria for inclusion in the criminal gang intelligence files remain excluded.

Criminal Intelligence Information means data which has been evaluated to determine that it is relevant to the identification of and the criminal activity engaged in by an individual who or organization which is reasonably suspected of involvement in criminal activity, and meets criminal intelligence system submission criteria.

## 611.2 IMPACT TEAM/GANG DETECTIVES

While all sworn officers are expected to do the following, those assigned full-time to the Criminal Investigation Division shall conduct all gang enforcement and related projects, to include education, public awareness, gang or other offender intelligence files, and enforcement. Impact Team Detectives and/or Gang Officer(s) will act as a liaison between other divisions within the department and outside agencies in an effort to increase communication and dissemination of information. Such officers will be subject to call out or gang related or other pertinent crimes/incidents where their expertise would assist in the investigation of the incident.

## 611.3 FIELD PROCEDURES

Officers will not detain individuals for merely being suspected gang members or associates. Officers must be able to produce reasonable suspicion or probable cause that that individual like any other individual may be involved in criminal activity. All documentation will be forwarded to the Impact Team and/or the designated Gang Officer through an ITS FI Card or in a report referencing a criminal offense.

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### **611.4 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 611.1 CONFIDENTIAL CRIMINAL GANG FILES PROCEDURES](#)

## Brady Material Disclosure

### 612.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called “*Brady* information”) to a prosecuting attorney.

#### 612.1.1 DEFINITIONS

Definitions related to this policy include:

**Brady information** -Information known or possessed by the Meridian Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

### 612.2 POLICY

The Meridian Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Meridian Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

### 612.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor’s office.

If information is believed to be privileged or confidential (e.g., confidential informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

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

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

### 612.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 612.1 BRADY MATERIAL DISCLOSURE PROCEDURES](#)



# Unmanned Aerial System

## 613.1 PURPOSE AND SCOPE

The objective of the Meridian Police Department (MPD) Unmanned Aircraft System (UAS) Program is to utilize the UAS to obtain data and evidence in support of law enforcement investigations and other public safety activities.

### 613.1.1 DEFINITIONS

Definitions related to this policy include:

**Unmanned aerial system (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means. For purposes of this policy, a UAS includes a drone and remotely piloted vehicle or aircraft as provided in Idaho Code 21-213.

## 613.2 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

## 613.3 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

Operators shall not surveil, photograph, or record targeted people or specific privately owned land, commercial or industrial properties, residences, or any other privately-owned buildings without the written consent of the owner or a warrant. Operators may use a UAS for the following purposes so long as a person's reasonable expectation of privacy is not violated (Idaho Code 21-213):

- (a) Traffic accident documentation or reconstruction
- (b) Crowd or traffic management of an event by monitoring public streets and intersections leading to and from a sports or entertainment arena, fairgrounds, stadium, convention

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hall, special event center, amusement facility, outdoor concert venue, plaza, or special event area

- (c) Assessing damage due from a natural disaster or fire
- (d) For training, so long as the operation does not otherwise violate this policy or privacy rights
- (e) To assist in search and rescue operations
- (f) Investigating crime scenes
- (g) Temporary use to respond to emergencies involving an imminent threat to lives or property
- (h) Responding to an emergency affecting public safety

#### **613.4 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 613.1 UNMANNED AERIAL SYSTEM \(UAS\) OPERATIONS PROCEDURES](#)

# Sexual Assault Investigations

## 614.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

### 614.1.1 DEFINITIONS

Definitions related to this policy include:

**Sexual assault** - Any crime or attempted crime of a sexual nature, to include but not limited to offenses defined in Idaho Code 18-6101 et seq.; Idaho Code 18-6604; and sexual offenses in Title 18, Chapter 15 of the Idaho Code.

**Sexual Assault Response Team (SART)** - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

## 614.2 POLICY

It is the policy of the Meridian Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

## 614.3 VICTIM TRANSPORTATION

Officers shall make every effort to facilitate transportation of a victim to a hospital for treatment of injuries or to a place of safety or shelter (Idaho Code 39-6316).

## 614.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation.

## 614.5 RELATED PROCEDURES

[Meridian PD Procedures Manual: 614.1 SEXUAL ASSAULT INVESTIGATIONS PROCEDURES](#)

## Chapter 7 - Equipment

## Police Department and Personal Property

### 700.1 PURPOSE AND SCOPE

Police Department employees are expected to properly care for property issued, assigned or entrusted to them by this department. Employees may also suffer occasional loss or damage to personal, issued, assigned or entrusted property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

### 700.2 CARE OF POLICE AGENCY PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of issued, assigned or entrusted property may lead to discipline including, but not limited to the cost of repair or replacement.

### 700.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 702.1 POLICE DEPARTMENT AND PERSONAL PROPERTY PROCEDURES](#)

## Mobile Devices

### 701.1 PURPOSE AND SCOPE

To set forth the City's procedures for the use of personal and City owned mobile devices, taxable allowance for personal mobile devices, and email used on mobile devices. Throughout this procedure the term "mobile device" includes cellular phones, smartphones, tablets, etc.

### 701.2 RELATED PROCEDURES

[Meridian PD Procedures Manual: 701.1 MOBILE DEVICES PROCEDURES](#)

## Vehicle Maintenance

### 703.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

### 703.2 VEHICLE EQUIPMENT

Officers shall complete an inspection of the patrol vehicle at the beginning and end of their shift. Supervisors will also conduct regular inspections of the fleet. Personnel operating a city owned vehicle are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents. Any new damage to the vehicles will be reported in writing to their immediate supervisor.

#### 703.2.1 UNMARKED VEHICLES

An employee driving an unmarked vehicle provided by this department shall ensure that it is equipped with the minimum equipment required by their assignment.

#### 703.2.2 ARMORED RESCUE VEHICLE

When deploying the department armored rescue vehicle for tactical operations or emergency patrol situations in which additional ballistic protection is needed for the safety of officers or citizen's; completion of the inspection log prior too or upon return to the station is required. Any and all equipment used must be returned to its original location upon completion of use. The armored rescue vehicle must remain stored in its designated location when not in use.

Employee(s) who have been approved by a supervisor and/or watch commander to deploy the armored rescue vehicle for an emergency patrol situation in which additional ballistic protection is needed for the safety of officers or citizens shall ensure that any equipment used from the vehicle is returned back to its original location in the vehicle, as this vehicles primary purpose is for SWAT/IMPACT tactical operations or covert operations.

Any service, needed repairs or damage identified should be reported to the fleet manager and the SWAT commander. All appropriate documentation shall be completed according to department policy.

The armored rescue vehicle must remain stored in its designated location when not in use.

### 703.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 703.1 VEHICLE MAINTENANCE PROCEDURES](#)

## Vehicle Use

### 705.1 PURPOSE AND SCOPE

This policy establishes a system of accountability to ensure City-owned vehicles are used appropriately. For the purposes of this policy, "City-owned" includes any vehicle owned, leased or rented by the City.

### 705.2 POLICY

The Department provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations.

### 705.3 USE OF VEHICLES

City-owned vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to department-related business outside their regular work hours.

#### 705.3.1 PATROL VEHICLES

Members assigned to field duties shall log onto the in-car computer by inputting the required information when going on-duty. If the vehicle is not equipped with a working in-car computer, the member shall notify Dispatch they are not equipped with in-car computer.

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to the Administrative Sergeant using the case management system.

#### 705.3.2 UNSCHEDULED USE OF VEHICLES

Members utilizing a City-owned vehicle for any purpose other than their regularly assigned duties shall first notify the Watch Commander of the reasons for use. This section does not apply to members permanently assigned an individual vehicle (e.g., command staff, detectives), or to Property and Evidence Section members assigned transportation items to the State Lab.

#### 705.3.3 UNMARKED VEHICLES

Except for use by the assigned member, unmarked units shall not be used without first obtaining approval from the supervisor of the unit to which the vehicle is assigned.

#### 705.3.4 CRIMINAL INVESTIGATIONS DIVISION VEHICLES

Criminal Investigations Division vehicle use is restricted to investigative personnel during their assigned work hours unless approved by a Criminal Investigations Division supervisor.

#### 705.3.5 AUTHORIZED PASSENGERS

Members operating City-owned vehicles should not permit persons other than City members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.



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##### **705.3.6 PRIVACY**

All City-owned vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

##### **705.4 ENFORCEMENT ACTIONS**

When driving an assigned vehicle to and from work outside of the jurisdiction of the Meridian Police Department, an officer should avoid becoming directly involved in enforcement actions, except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions Policy and the Law Enforcement Authority Policy).

Officers may render public assistance (e.g., to a stranded motorist) when deemed prudent.

Officers shall, at all times while driving a marked City-owned vehicle, be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

##### **705.5 ACCESSORIES AND/OR MODIFICATIONS**

No modifications, additions or removal of any equipment or accessories shall be made to the vehicle without written permission from the Division Commander.

##### **705.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 705.1 VEHICLE USE PROCEDURES](#)

## **Chapter 8 - Support Services**

## Crime Analysis

### 800.1 PURPOSE AND SCOPE

Crime analysis should provide current useful information to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests. Crime analysis can be useful to this department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

### 800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- (a) Crime reports
- (b) Field Interview cards
- (c) Parole and Probation records
- (d) Computer Aided Dispatch data

### 800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for Crime Analysis:

- (a) Frequency by type of crime
- (b) Geographic factors
- (c) Temporal factors
- (d) Victim and target descriptors
- (e) Suspect descriptors
- (f) Suspect vehicle descriptors
- (g) Modus operandi factors
- (h) Physical evidence information

### 800.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 800.1 CRIME ANALYSIS PROCEDURES](#)

## Records Retention Schedule

### **801.1 PURPOSE AND SCOPE**

The purpose for a records retention schedule is to set standards to make sure reports are kept for as long as they are statutorily required before turning them over to archives.

The following is a Records Retention Policy for the Meridian Police Department. Each type of record maintained by the Meridian Police Department has a period of retention after which it may be destroyed. It is important to note that while set dates have been outlined for destruction of each type of record, an individual record may be retained by Administrative Review. It is also important to note that this retention policy is specifically for records maintained by the Meridian Police Department and as such is not meant to set retention standards for other areas of Meridian City Government.

### **801.2 RECORDS PURGING**

The purging of records shall be done according to Idaho State Law and Meridian City ordinance and resolution. Records will be purged by the Records Custodian or designee according to the schedule created and maintained by the City of Meridian.

## Property and Evidence

### 804.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of custody and those persons authorized to remove and/or destroy property.

### 804.2 DEFINITIONS

Property-Includes all items of evidence, items taken for safekeeping and found property.

Chain of Custody-The continuity of the custody of physical evidence; from the time of original collection to final disposal; which may be introduced in a judicial proceeding.

Evidence-Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case.

Safekeeping-Includes the following types of property:

- (a) Property obtained by this department for safekeeping such as a firearm.
- (b) Personal property of an arrestee not taken as evidence.
- (c) Property taken for safekeeping under authority of a law.

Found Property-Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted. This property will be held for thirty (30) days if the value is less than \$25.00, and six (6) months if the value is more than \$25.00.

### 804.3 PROPERTY HANDLING

Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly packaged and secured in the designated evidence in-take locker or storage room. Officers who are unable to immediately properly package and complete the booking process may utilize the temporary evidence storage lockers. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. If ownership is not established or the owner not contacted, the found property will be booked into evidence. The Evidence Technician will make every effort to return the found property to the owner.

### 804.4 PROPERTY CONTROL

Each time the Evidence Technician receives property or releases property to another person, he/she shall enter the transfer information in the chain of custody and also document it electronically. Officers desiring property for court shall contact the Evidence Technician at least one day prior to the court appearance.

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##### **804.4.1 DISPUTED CLAIMS TO PROPERTY**

Occasionally more than one party may claim or be interested in property being held by this department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

Each employee shall take reasonable precautions in protecting the property of another subject or entity from damage, loss or disposal. If an employee damages, loses or disposes property, the employee shall promptly notify their supervisor.

##### **804.5 DISPOSITION OF PROPERTY**

An authorized Criminal Investigations Division investigator or supervisor shall approve the destruction or disposal of all property held by this department.

##### **804.5.1 PRESERVATION OF BIOLOGICAL EVIDENCE**

The Evidence Technician shall ensure that no biological evidence held by this department is destroyed without proper written approval from the prosecutor or legal adviser.

Biological evidence related to a homicide or sexual assault shall be retained indefinitely or until such time that the prosecutor deems the evidence clear for destruction and proper written authorization is received by this department.

##### **804.5.2 NOTICE OF DESTRUCTION OR DISPOSAL OF SEXUAL ASSAULT EVIDENCE**

The Property and Evidence Section supervisor shall ensure that written notification is provided to sexual assault victims regarding the destruction or disposal of a sexual assault evidence kit or any other sexual assault case evidence as required by Idaho Code 67-2919.

##### **804.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 804.1 PROPERTY AND EVIDENCE PROCEDURES](#)

## Records Unit

### **806.1 PURPOSE AND SCOPE**

The Records Supervisor shall maintain this department's Records Unit Procedures Manual on a current basis to reflect the procedures being followed within the Records Unit. Policies and procedures that apply to all employees of this department are contained in this chapter.

### **806.2 POLICY**

It is the policy of the Meridian Police Department to maintain department records securely, professionally and efficiently.

### **806.3 FILE ACCESS AND SECURITY**

The security of files in the Records Unit must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a police department case, including FI cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Records Unit, and accessible only by authorized members of the Records Unit. Access to case reports or files when Records Unit staff are not available may be obtained through the Watch Commander.

The Records Unit will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

#### **806.3.1 REQUESTING ORIGINAL REPORTS**

Original reports shall not be removed from the Records Division. Originals may be viewed and copied within the Records Division.

### **806.4 POLICE DEPARTMENT FORMS**

All official forms developed and used by this department shall be reviewed by the records supervisor. Once approved each form will be assigned a number and revision date for catalog and tracking purposes. The Records Supervisor will maintain a complete catalog of all Police Department forms.

### **806.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 806.1 RECORDS UNIT PROCEDURES](#)

## Records Maintenance and Release

### 810.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

### 810.2 POLICY

The Meridian Police Department is committed to providing public access to records in a manner that is consistent with the Idaho Public Records Law (Idaho Code 74-101 et seq.).

### 810.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee (Idaho Code 74-119).

#### 810.3.1 APPEALS

If a petition of appeal is received for a denial of records, the appeal shall be routed to the Custodian of Records and the Chief of Police for proper handling.

All documents that are subject to an appeal shall be kept until the end of the appeal period (180 days), until a decision has been rendered on the petition or as otherwise statutorily provided, whichever is longer (Idaho Code 74-115).

### 810.4 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact the Custodian of Records for review and processing.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to the city legal counsel for the Department so that a timely response can be prepared.

### 810.5 EXPUNGEMENT

Expungement orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall expunge such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction. Once the records are expunged, members shall respond to any inquiry as though the record did not exist.

### 810.6 SECURITY BREACHES

Members who become aware that any Meridian Police Department system containing personal information may have been breached should notify the Records Supervisor as soon as practicable.

The Records Supervisor shall ensure the required notice is given to any resident of this state whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person. Notice shall also be given to the Idaho Attorney General within 24 hours of discovery of the breach (Idaho Code 28-51-104; Idaho Code 28-51-105; Idaho Code 28-51-106).



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Notice shall be given as soon as possible in the most expedient time possible and without unreasonable delay and consistent with the needs of the Meridian Police Department and any measures necessary to determine the scope of the breach, to identify the individuals affected and to restore the reasonable integrity of the computerized data system. Notice may be delayed if notification will impede a criminal investigation, but shall be made once there is a determination that notification will no longer impede the investigation (Idaho Code 28-51-105; Idaho Code 28-51-106).

For the purposes of the notice requirement, personal information includes an individual's first name or first initial and last name in combination with any one or more of the following (Idaho Code 28-51-104):

- (a) Social Security number
- (b) Idaho driver's license number or identification card number
- (c) Full account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Records Supervisor should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).

#### **810.7 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 810.1 RECORDS MAINTENANCE AND RELEASE PROCEDURES](#)

## Protected Information

### 812.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Meridian Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

#### 812.1.1 DEFINITIONS

Definitions related to this policy include:

**Protected information** - Any information or data that is collected, stored or accessed by members of the Meridian Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

### 812.2 POLICY

Members of the Meridian Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

### 812.3 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Meridian Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

#### 812.3.1 PENALTIES FOR MISUSE OF RECORDS

It is a misdemeanor for a person to request, obtain or attempt to obtain, for personal gain, criminal history records under false pretenses or to willfully communicate or attempt to communicate criminal history records to any agency or person not authorized to receive the information by law (Idaho Code 67-3009(1)).

It is a felony for a person to willfully solicit, accept or agree to accept from another any pecuniary benefit as consideration for either willfully falsifying criminal history records or for willfully requesting, obtaining or seeking to obtain criminal history records for a purpose not authorized by law (Idaho Code 67-3009(2)).

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#### **812.4 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION**

Protected information may be released only to authorized recipients who have both a right to know and a need to know (Idaho Code 67-3008(6)).

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Unit to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

#### **812.5 SECURITY OF PROTECTED INFORMATION**

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.
- (e) Monitoring and enforcing department compliance with ILETS minimum standards and procedures to ensure the security of the physical premises, computer equipment and network requirements as outlined in IDAPA 11.10.01.024.

#### **812.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 812.1 PROTECTED INFORMATION PROCEDURES](#)

## Animal Control

### 813.1 PURPOSE AND SCOPE

The City of Meridian has contracted with the Idaho Humane Society Animal Control Division to provide field animal control, management, and shelter services for lost, impounded and unwanted animals for the community in a humane and efficient manner.

The Idaho Humane Society will enforce municipal and State of Idaho animal control laws and will educate the community on the responsibility of pet ownership and other animal related issues.

The Idaho Humane Society will provide recommendations to municipal governments for improvements to animal laws.

### 813.2 ENFORCEMENT

- (a) Operates seven (7) days per week from 8am to 6pm, with emergency services (aggressive or injured animals) 24 hours per day.
- (b) Impoundment of free-roaming animals protects public by preventing bites, attacks and accidents. Aggressive enforcement of vicious and nuisance animal ordinances to maintain neighborhood harmony and safety. Mediation of disputes between citizens over animal related issues and complaints.
- (c) Protect public health through disease surveillance in conjunction with Department of Health and Welfare (rabies, West Nile Virus, etc.). Quarantine of disease suspect and bite case animals. Participate in local disaster planning.
- (d) Protect animals through enforcement of cruelty statutes, transport of strays to shelter and injured animals to I.H.S. veterinary hospital or local critical care facilities.
- (e) Visits local schools providing education on responsible pet ownership and safety.
- (f) Removes and disposes of dead animals from public areas of the City/County.
- (g) Rescues injured wildlife and transports to veterinary hospitals or local wildlife rehabilitators.

### 813.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 813.1 ANIMAL CONTROL PROCEDURES](#)

## **Chapter 9 - Custody**

# Custodial Searches

## 902.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches for individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Meridian Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

### 902.1.1 DEFINITIONS

Definitions related to this policy include:

**Custody search** - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

**Physical body cavity search** - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

**Strip search** - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

## 902.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

## 902.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 902.1 CUSTODIAL SEARCHES PROCEDURES](#)

## Chapter 10 - Personnel

## Staffing and Selection

### 1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Meridian Police Department and that are promulgated and maintained by the Human Resources Department. It shall be the policy of the City and department to select the most qualified persons for employment, promotion and transfer. Staffing and selection shall be conducted in a manner intended to ensure fair and open competition, provide equal employment opportunity, and prohibit unlawful discrimination or favoritism based on protected class status.

### 1000.2 VETERAN'S PREFERENCE POINTS

The department shall comply with Idaho Code Title 65, Chapter 5 in regard to Veteran's Preference Points. Questions regarding Veteran's Preference Points may be directed to Human Resources.

### 1000.3 EMPLOYMENT ROSTER FOR SWORN POLICE

The city maintains an employment roster for certain positions in the police department. The employment eligibility roster shall remain in effect until the position for which the roster was determined is filled or until such time as determined by the Police Chief. After the expiration of the eligibility roster, all applicants whose name were originally on the roster will be required to compete through the hiring process in order to have his/her name placed on subsequent hiring rosters.

Applicants on the employment eligibility roster must notify the Human Resources Department in writing of any change of address or other changes that would affect his/her availability for future employment. The Chief of Police, or his designee, has discretion to select candidates out of the top ten (10) eligible applicants on the hiring roster, regardless of the applicant's final score.

### 1000.4 STANDARDS

Employment standards shall be established for each job classification and shall include minimally, the special training, abilities, knowledge and skills required to perform the duties of the job in a satisfactory manner. The Meridian Human Resources Department maintains standards for all positions.

All candidates shall meet the minimum standards required by state law (IDAPA 11.11.01.050 et seq.). Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Department should maintain validated standards for all positions.



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As an equal opportunity employer, gender, race, color, religion, national origin, age, physical or mental disability, or current, past, or future military status shall not be used as a basis for discrimination.

#### **1000.5 PROFESSIONAL EMPLOYEE'S CRITERIA**

The duties and responsibilities of professional staff members shall be defined in the job descriptions maintained in the departmental files.

#### **1000.6 VOLUNTEERS**

Civilian volunteers are subject to the same provisions and restrictions governing professional staff employees as defined in this policy.

#### **1000.7 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1000.1 STAFFING AND SELECTION PROCEDURES](#)

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# Unlawful Workplace Discrimination, Harassment And Retaliation

## 1001.1 PURPOSE

To set forth the City's policy against unlawful workplace discrimination, harassment, and retaliation in the workplace.

## 1001.2 POLICY

It is the City's policy to foster and maintain a work environment that is free from unlawful workplace discrimination, harassment, retaliation, intimidation, hostility, or other offenses, which might interfere with work performance. All employees, regardless of their status of employment, have a right to work in an environment free from unlawful discrimination, harassment, retaliation, intimidation, or ridicule, based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history), veteran or current, past or future military status, or any other applicable legally protected status. The city will not tolerate unlawful harassment, discrimination, or retaliation of any kind in its employees' day to day communication with co-workers or members of the public. Employees are expected to show respect for each other and the public at all times. The City strictly prohibits unlawful discrimination, harassment or retaliation as defined herein.

This policy shall be implemented pursuant to the Unlawful Workplace Discrimination, Harassment, and Retaliation Standard Operating Procedures.

## 1001.3 AUTHORITY AND RESPONSIBILITY

Human Resources shall be responsible for interpretation and administration of this policy.

## 1001.4 WORKPLACE DISCRIMINATION

Workplace Discrimination is when one or more persons in a legally protected class are treated adversely with respect to their participation in the workplace.

## 1001.5 WORKPLACE HARASSMENT

Workplace harassment is a type of discrimination. Harassment is unwelcome conduct that is directed to one or more persons in a legally protected class that interferes with their participation in the workplace. The offensive conduct must be so severe or recurring that it creates a work environment that a reasonable person would consider intimidating, hostile or abusive. Petty slights, annoyance, or isolated incidents (unless extremely serious) will not rise to the level of illegality.

## 1001.6 WORKPLACE SEXUAL HARASSMENT

Sexual harassment is a specific type of workplace harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct

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by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment of a sexual nature can take the form of "quid pro quo" or "hostile environment." Definitions of these forms of harassment are given in the following sub-sections of this policy. Neither form of harassment will be tolerated.

Sexual harassment includes sexually harassing others of the same and/or different gender or gender identity.

#### 1001.6.1 QUID PRO QUO

An exchange of something for something. When applied to sexual harassment, it means demanding sexual favors in return for employment benefits (e.g., compensation, benefits, special privileges, etc.).

#### 1001.6.2 HOSTILE ENVIRONMENT

This form of harassment involves behavior motivated by the target's gender that makes the workplace offensive, hostile, or intimidating, or unreasonably interferes with an individual's work performance.

#### **1001.7 TYPICAL CATEGORIES OF SEXUALLY HARASSING BEHAVIOR**

Sexual harassment directed toward an employee or applicant generally falls into these categories: (Please note that by providing these examples the city is not stating that any single event listed is per se harassment, rather these examples are illustrative of conduct that can be deemed, in some circumstances, harassing).

- (a) Unwanted sexual advances: May include, but are not limited to, unwanted touching, advances, propositions of a sexual nature, or other conduct considered unacceptable by another individual.
- (b) Requests for sexual favors during work or as a condition of employment: May include, but are not limited to, pressures or requests for sexual favor accompanied by an implied or stated promise of reward (e.g., preferential treatment, additional favoritism, compensation, benefits). May also include threatening demands concerning one's employment status for refusing to do so.
- (c) Verbal or physical conduct of a sexual nature, or based upon a person's gender: Sexually oriented comments considered unacceptable such as those regarding an individual's body, dress, or appearance; telling "dirty" or sexist jokes that are considered offensive by others; use of sexually degrading words; or any sexually-oriented comments, innuendoes, or actions that offend others. Unwanted physical conduct considered unacceptable such as touching, massaging, pinching, patting, and hugging.
- (d) Sexually-oriented conduct that unreasonably interferes with work performance: This includes, but is not limited to, extending unwanted sexual attention to someone that

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reduces personal productivity or time available to work at assigned tasks, ogling, leering, verbal abuse, and/or sexual flirtations.

- (e) Creating a work environment that is intimidating, hostile, or offensive because of unwanted advances, innuendoes, conversations, suggestions, requests, physical contacts, impeding or blocking movement, or inappropriate materials of a pornographic or sexual nature.

#### **1001.8 HOSTILE WORK ENVIRONMENT**

A hostile work environment is discrimination or harassment in the workplace in which comments or conduct based on a legally protected class, unreasonably interferes with participation in the workplace. To a reasonable person, the comments or conduct must be so severe or recurring that it creates an intimidating or offensive work environment. Isolated incidents, petty slights, occasional teasing or impolite behavior are generally not sufficient to create a hostile work environment.

#### **1001.9 WORKPLACE RETALIATION**

Workplace retaliation is when an employee is punished or negatively treated because the employee engaged in legally protected activity, including initiating a complaint of discrimination or harassment, providing information or assisting in an investigation, or refusing to follow orders that would result in discrimination or harassment.

#### **1001.10 POLICY ENFORCEMENT**

The City will actively enforce its policy against discrimination, harassment, and retaliation. The policy applies to all conduct on the City's premises by any supervisor, manager, coworker, department director, elected officials, associate, or other member of the public, and to all conduct off the City's premises that affects an employee's work environment. If a violation of the policy has occurred, disciplinary action equal to the scope and severity of the occurrence will be taken against the offending person(s), up to and including termination.

#### **1001.11 CONFIDENTIALITY**

All complaints will be investigated promptly. The identity of the employee making the complaint, as well as the identity of the individual accused of discrimination, harassment, or retaliation will be kept as confidential as possible, consistent with a thorough and complete investigation.

#### **1001.12 STATEMENT OF NON-RETALIATION**

Employees may be assured that they will not be penalized in any way for reporting or filing a grievance of any nature. All complaints, which are reported to management, will be investigated promptly.

The City prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint and/or investigation.

#### **1001.13 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1001.1 UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION](#)

# Address Confidentiality Law Enforcement Officer

## 1002.1 PURPOSE AND SCOPE

Law Enforcement officers as defined in Chapter 58, Title 19 Idaho Code are entitled to keep their home address confidential with any public entity in Idaho.

## 1002.2 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1002.1 ADDRESS CONFIDENTIALITY LAW ENFORCEMENT OFFICER PROCEDURES](#)

## Special Assignments and Promotions

### 1003.1 PURPOSE AND SCOPE

The Meridian Police Department determines special assignments and promotions in a nondiscriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

### 1003.2 ASSESSMENT CENTERS

Promotional and special assignment eligibility rosters shall be established for the Chief of Police via ranking provided by an assessment center. An assessment center will be formed by a designee of the Chief of Police, usually a division or specialty commander, when there is more than one (1) eligible applicant for a posted opening. At a minimum the assessment center should consist of an oral interview. It may also include elements such as written exercises, presentations, practical exercises, peer surveys, or other methods designed to determine the knowledge, suitability and professional competency of those tested. An oral interview panel shall consist of more than two (2), but not more than four (4) people and shall not include the designee. The ranking, scoring or otherwise tangible evaluation of applicants in the assessment center shall be conducted via a panel of more than one (1) person.

The recommendation of an assessment center will be provided to the designee, who will provide a written recommendation of eligible employees to the Chief of Police. The designee will also provide their recommendation of which employee(s) should be selected. The Chief of Police may appoint from among the top three (3) recommended candidates for any one (1) vacant position. Things such as peer and supervisor review or feedback, disciplinary or work performance issues, professional or emotional maturity, other collateral duties or assignments, and assignment specific needs are among other things that may be considered in the decision of the Chief of Police.

The eligibility results will remain in effect for a period of six (6) months unless rescinded by the Chief of Police. No re-testing or additions will be made until the current roster expires, or the list is exhausted. Someone who becomes eligible during a current roster will not be considered for promotion, nor will anyone who is unable to test at the scheduled time.

### 1003.3 TRIAL SERVICE PERIOD

Every employee who is promoted or appointed to a specialty or supervisory position shall satisfactorily complete a trial service period of not less than six (6) months for that position. The Trial Service Period does not change the at-will employment status of the employee. If at any time during the Trial Service Period the employee is unable to satisfactorily perform the duties of the new position, the City reserves the right to separate employment or the Trial Service Period may be extended one time up to an additional ninety (90) days to further assess the employee's suitability for the current position. This extension requires approval by the department director and Human Resources Director, with written notice to the employees. At the director's discretion, efforts may be made to place the employee in another position within the City for which the employee is better qualified, if available.

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After completion of the Trial Service Period, the employee shall be given a performance evaluation, which does not require a wage/ salary review.

If the promoted or transferred employee is terminated during the Trial Service Period, the employee is entitled to the Termination and Disciplinary Action or Adverse Action Employment Action Appeal Procedures as defined in Chapter 8 of the City' s Standard Operating Procedures manual.

#### **1003.4 INTER-DEPARTMENTAL TRANSFERS**

Inter-departmental transfers of supervisors (Corporal, Sergeant, Lieutenant and Captain) are an administrative leadership necessity and can be performed at any time by the Chief of Police or their designee within the guidelines of due process.

#### **1003.5 TEMPORARY PROMOTIONS AND ACTING ASSIGNMENTS**

A temporary promotion to a supervisory position must meet the following requirements to justify a temporary pay increase:

- (a) The assignment must be equal to or greater than one pay period cycle.
- (b) For sworn positions on the police step plan, the pay increase will be equal to the entry level pay for the position that is being filled and in correlation with the employee's current certificate level. For example, if a corporal with an advanced certificate is temporarily assigned to the position of sergeant they will receive entry level sergeant pay at the advanced certificate level.
- (c) For non-sworn positions the increase will be in accordance with the City of Meridian Salary Plan Administrative Guidelines.
- (d) Information about the actual dates assigned must be communicated to the Office of the Chief for approval prior to the temporary assignment. In addition, Human Resources and Payroll must be notified of the change in assignment.

#### **1003.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1003.1 SPECIAL ASSIGNMENTS AND PROMOTIONS PROCEDURES](#)

## Peer Support Program

### 1004.1 PURPOSE AND SCOPE

The goal of the Meridian Police Department Peer Support Program is to provide all public safety employees the opportunity to receive emotional and tangible support through times of personal and/or professional crisis and to help anticipate and address potential difficulties.

### 1004.2 OBJECTIVES

This policy has three specific objectives:

- (a) It provides a background for understanding the department's peer support program.
- (b) It provides practical guidelines for management of the program.
- (c) It provides peer support program members with guidelines for assisting their peers.

### 1004.3 DEFINITION

The peer support program is a program that offers assistance and appropriate support resources to employees when personal or professional problems negatively affect their work performance, family or self. This communication is confidential (not privileged), provided it does not violate any law or department regulation.

This program is designed to:

- (a) Provide emotional support during and after times of personal or professional crisis to other employees who need assistance.
- (b) Promote trust, allow anonymity, and preserve confidentiality for persons using peer support within the guidelines of the program.
- (c) Develop members who can identify personal conflicts and provide guidance or referral to professional and alternate resources as required.
- (d) Maintain an effective peer support training and response program.
- (e) Augment outreach programs but not replace them.

### 1004.4 MISSION

The Meridian Police Department has recognized the value of providing a way for its' employees and their family members to deal with personal and/or professional problems. A successful approach to dealing with these problems has been to provide a program which offers a non-professional peer support program in addition to the current professional Employee Assistance Program (EAP). The peer support program is composed of a group of peers who have volunteered to make themselves available to any member of the department. This will provide a way for the Meridian Police Department employees to talk about personal and or professional problems with someone who understands and cares.

The Meridian Police Department's most valuable resource is its employees. The goal of the peer support program is to assist peers with stress caused by personal and/or professional problems and to help them continue to be productive members of the Meridian Police Department.



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### **1004.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1004.1 PEER SUPPORT PROGRAM PROCEDURES](#)

## Adverse Employment Action Appeal

### 1005.1 PURPOSE

To set forth the City's policy regarding the City's process for employees to appeal decisions that involve adverse employment action, up to and including termination.

### 1005.2 POLICY

Employees who become subject to adverse employment decisions that include suspension, demotion, disciplinary probation, or termination may be eligible to appeal such decisions.

This policy shall be implemented pursuant to the Adverse Employment Action Appeal Standard Operating Procedures.

### 1005.3 AUTHORITY AND RESPONSIBILITY

The Human Resources Director or designee shall be responsible for interpreting this policy and for initial investigations that may take place as a result of the appeal process. The mayor shall be responsible for final decisions regarding an appeal.

### 1005.5 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1005.1 ADVERSE EMPLOYMENT ACTION APPEAL PROCEDURES](#)

## **Fitness Facility**

### **1006.1 PURPOSE AND SCOPE**

The City of Meridian encourages its employees to be fit and healthy. In an effort to support physical fitness the Meridian Police Department has provided a Fitness Facility within the police building to allow employees the opportunity to participate in physical activity. The use of the Fitness Facility and participation in physical activity is voluntary and is not mandated or required for the continuing employment of any employee unless specifically required by their job duties and assignment. Physical exercise and activity are not work related for the purpose of worker's compensation. Employees are encouraged to participate in active physical activity whenever feasible and, if necessary, with a physician's approval. The Fitness Facility is for police department employees use only.

### **1006.2 AUTHORITY AND RESPONSIBILITY**

An employee shall not utilize the workout room while on duty, unless otherwise authorized by policy.

Personnel not familiar with a piece of equipment should contact one of the department's certified fitness instructor's for familiarization instructions. A spotter is recommended while training with the free weights.

All use of the Fitness Facility is voluntary and at the employee's own risk. Safety in using the Fitness Facility is of the utmost importance. Any fitness training equipment found to be broken or not working properly shall be reported immediately to the Office of Professional Standards and Training Unit.

## Criminal Charges

### **1009.1 PURPOSE AND SCOPE**

Charges or convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties; therefore, all employees shall be required to promptly notify this department of any criminal charges or convictions.

### **1009.2 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS**

Idaho and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm.

Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Idaho Code 18-3316).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

### **1009.3 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1009.1 CRIMINAL CHARGES PROCEDURES](#)

## Drug and Alcohol

### 1011.1 PURPOSE

To set forth the City's policy to provide a drug and alcohol-free workplace for the protection and well-being of the City, its employees, property, equipment, operations, and the public it serves.

### 1011.2 POLICY

In recognition of the harmful effects that the use of illegal drugs and the misuse of alcohol can have on employees in the workplace, the City of Meridian has a responsibility to provide and maintain a safe, secure, productive and efficient work environment free of the use, sale or possession of alcohol and controlled substances. The city is committed to promoting and maintaining a drug and alcohol-free work environment for our employees and members of the general public. Furthermore, the City has an obligation to protect the City's property, equipment, operations and reputation.

Being under the influence of alcohol or an illegal drug or improper use of a prescription drug on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol in the workplace also poses unacceptable risks for safe, healthful, and efficient operations.

Employees are expected to report to work drug and alcohol free in order to enable safe and efficient job performance. Employees are expected to engage in activities while on the job, while on City premises, or in the scope and course of employment, which are appropriate for the work environment and do not compromise the City's integrity or interest in maintaining a safe, secure, and drug and alcohol-free workplace.

For the purpose of this policy, volunteers are considered employees, when in the workplace. This policy applies to all regular full-time, part-time, introductory, temporary, seasonal, contract employees, and all selected job applicants or prospective City employees.

The City requires compliance with this policy as a condition of employment for qualified applicants or for continued employment for all City employees and volunteers. Anyone found to be in violation may be subject to disciplinary action, up to and including termination.

This Drug-Free Workplace Policy is not intended to replace or supersede testing, reporting, and procedures mandated by federal and state rules, regulations, or laws that relate to the maintenance of a workplace free from alcohol and illegal drugs.

This policy shall be implemented pursuant to the Drug and Alcohol Standard Operating Procedures.

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#### **1011.3 AUTHORITY AND RESPONSIBILITY**

The Human Resources Director or designee shall be charged with interpreting and administering this policy. Supervisors and department directors are responsible to ensure compliance with this policy within their areas of responsibility.

#### **1011.4 DEFINITIONS**

- (a) **Alcohol:** means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine, and distilled spirits.
- (b) **Applicant:** Any individual tentatively selected for employment with the city.
- (c) **City premises or City facilities:** for the purpose of these procedures means all property of the City of Meridian including, but not limited to, the offices, facilities, land, and surrounding areas on the City's owned or leased property, parking lots, and storage areas. The term also includes the City's owned or leased vehicles and equipment wherever located.
- (d) **Drug Paraphernalia:** Drug related paraphernalia is any unauthorized material or equipment or item used or designed for use in testing, packaging, storing, injecting, ingesting, inhaling, or otherwise introducing into the human body an unauthorized substance.
- (e) **Drug testing:** means a urinalysis taken for the purpose of determining whether drugs are in the person's system or any other testing the city deems appropriate and reliable.
- (f) **Employee Assistance Program (EAP):** A contract-based counseling program that offers assessment, short-term counseling, and referral services to employees for a wide range of alcohol, drug, and mental health problems and monitors the progress of employees while in treatment.
- (g) **Illegal drug:** means any drug as defined by section 802 (6) of Title 21 of the United States Code which is not legally obtainable under chapter 13 of that title. Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, opiates, phencyclidine (PCP), and so-called designer drugs and look-alike drugs or use of a legal drug not prescribed to the employee.
- (h) **Legal drug:** means any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which prescribed or manufactured.
- (i) **Medical Review Officer (MRO):** An independent licensed medical practitioner who has knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all positive test results together with an individual's medical history and any other biomedical information.
- (j) **Reasonable belief:** means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is under the influence of drugs or alcohol which may cause the employee to be unable to satisfactorily perform his or her job duties or pose a hazard to himself/herself or others.
- (k) **Under the Influence:** means a condition in which a person is affected by a drug or alcohol in a detectable manner. A determination of being under the influence can be established by a scientifically valid test, such as breath test or urinalysis.

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### **1011.5 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1011.1 DRUG AND ALCOHOL PROCEDURES](#)

# Death of Law Enforcement Officer, Professional Staff or Retired Officer

## 1012.1 PURPOSE AND SCOPE

To prepare the agency for the event of an active-duty officers' death in the line of duty, active off-duty death, professional staff employee illness, accident or off-duty death and to direct the agency in providing proper support for the deceased officers' family honoring their death, and planning and participating in their funeral.

It shall be the policy of this agency to provide liaison assistance to the immediate survivors of an active-duty officer who dies in the line of duty and to provide tangible and emotional support during this traumatic period of readjustment for the surviving members of the family. This agency shall also provide additional services to honor their death and plan/participate in funeral ceremonies. In addition, the Chief of Police will determine the level of support and participation of an off-duty death of a sworn officer as well as a professional staff employee.

## 1012.2 DEFINITION

**Line of Duty Death:** The death of an active-duty officer by felonious or accidental means during the course of performing police functions while either on or off duty.

**Professional Staff Personnel:** Any and all other employees who are employed by the city of Meridian and work within the Meridian Police Department.

**Survivors:** Immediate family members of the deceased officer to include spouse, children, parents, siblings, fiancée and/or significant others.

**Retired Officer Death:** Any retired officer funeral support and department participation will be determined by the Chief of Police or his designee with the input of the immediate family members on a case-by-case basis.

## 1012.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1012.1 DEATH OF LAW ENFORCEMENT OFFICER, PROFESSIONAL STAFF, OR RETIRED OFFICER PROCEDURES](#)



## Sick Leave

### 1013.1 PURPOSE

To set forth the City's policy regarding sick leave benefits for employees.

### 1013.2 POLICY

All eligible employees will accrue sick leave benefits. Employees are expected to use sick leave in accordance with this policy and its related procedures.

Any employee who abuses sick leave benefits will be subject to disciplinary action, up to and including termination.

### 1013.3 AUTHORITY AND RESPONSIBILITY

Supervisors and department directors or designees shall be responsible to ensure the appropriate administration of this policy so as to prevent abuse of sick leave. Payroll in conjunction with Human Resources shall ensure proper tracking and payment of sick leave benefits for employees.

### 1013.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1013.1 SICK LEAVE PROCEDURES](#)

## Post Trauma Response

### 1014.1 PURPOSE AND SCOPE

To establish policy for post-trauma response and peer support to officers involved in Critical Incidents.

### 1014.2 DEFINITIONS

**Assigned Escort:** An officer not involved with the current Critical Incident who is assigned to remain with the involved officer and whose purpose is to provide emotional support and assist with the involved officer's needs. It is important for escorts to remember that conversations with involved officers are not protected by the privileged conversation requirements of the law.

### 1014.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1014.1 POST TRAUMA RESPONSE PROCEDURES](#)

# Communicable Diseases

## 1015.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

### 1015.1.1 DEFINITIONS

Definitions related to this policy include:

- (a) **Communicable disease** - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV, and tuberculosis.
- (b) **Exposure** - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Meridian Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

## 1015.2 POLICY

The Meridian Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

## 1015.3 UNIVERSAL PRECAUTIONS

All human blood and body fluids such as saliva, urine, semen, and vaginal secretions are to be treated as if they are known to be infectious. Where it is not possible to distinguish between body fluid types, all body fluids are to be assumed potentially infectious (IGSHS 330.03(b)).

## 1015.4 IMMUNIZATIONS

All personnel who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered immunization for Hepatitis B (HBV) (IGSHS 330.11).

## 1015.5 COUNSELING

The department shall provide the exposed employee (and his/her family if necessary) the opportunity for professional counseling and consultation.

## 1015.6 SOURCE TESTING

Testing for communicable diseases of a person who was the source of exposure should be sought when appropriate. Proper testing and reporting shall occur, whether the exposure source is contaminated material, an accident victim, an arrested subject or other sources. There are five methods to obtain such testing. These methods are:

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- (a) **Consent** - Involves obtaining voluntary consent from any person who may be the source of an exposure and testing for any communicable disease for which consent is given.
- (b) **Idaho Code 39-604** - Only applies to persons charged with a crime. Any employee/person who believes he/she has been exposed to the body fluid of any person charged with a crime in which the body fluid has likely been transmitted to such employee/person, may obtain the test results from the court regarding the arrested person's tests for HIV antibodies or antigens, for hepatitis C virus and for hepatitis B virus.
- (c) **Court order** - Involves those instances when any person who may be the source of an exposure will not consent to testing and the exposure may not fall under the statutory schemes for testing. This covers testing for any communicable disease deemed appropriate by a health care professional, as documented in the request for the court order.
- (d) **Department of Health and Welfare order** - The Department of Health and Welfare may issue an order to report for examination to the exposure source (IDAPA 16.02.10.065).

#### **1015.7 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1015.1 COMMUNICABLE DISEASES PROCEDURES](#)

## Early Intervention

### 1016.1 PURPOSE AND SCOPE

The Meridian Police Department in keeping with community demands for professional police services, has established the Early Intervention System (EIS).

The purpose of this policy is to maintain an EIS in order to be proactive in identifying employees with potential behavior and/or performance gaps. The system is designed to assist employees and save careers that may otherwise be in jeopardy if corrective action is not taken.

The EIS will be maintained by the Office of Professional Standards and Training and should be a positive program that focuses on training, counseling and assistance, and is separate from the disciplinary process. The Special Projects Office shall be responsible for reviewing threshold incidents on a monthly basis, communicating findings with the appropriate commander/manager, and ensuring proper documentation and record keeping. The EIS system will be tracked through IA-Pro and Blue Team management system.

### 1016.2 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1016.1 EARLY INTERVENTION PROCEDURES](#)

## Vacation

### 1017.1 PURPOSE

To set forth the City's policy defining vacation leave benefits and eligibility requirements.

### 1017.2 POLICY

Eligible City employees with the exception of directors shall accrue paid time off based on tenure with the organization or prior relevant experience. Employees may use accrued time off as per this policy at their discretion with appropriate authorization.

This policy shall be implemented pursuant to the Vacation Leave Benefits Standard Operating Procedures.

#### 1017.2.1 AUTHORITY AND RESPONSIBILITY

Supervisors shall ensure appropriate coverage for the employee's absence and authorize paid vacation as appropriate so as to meet the needs of City operations. Payroll in conjunction with Human Resources shall ensure proper tracking and payment of vacation hours for employees.

### 1017.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1017.1 VACATION PROCEDURES](#)

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## Personnel Complaints

### 1018.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Meridian Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

#### 1018.1.1 POLICY

This department takes seriously all complaints regarding the service provided by this department and the conduct of its employees. The Department will accept and address all complaints of employee misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules.

It is also the policy of this department to ensure that the community we serve can report misconduct without concern for reprisal or retaliation.

#### 1018.1.2 PERSONNEL COMPLAINTS DEFINED

Personnel complaints consist of any allegation of misconduct or improper job performance against any employee of this department that, if true, would constitute a violation of the policy of the Meridian Police Department policy/procedure manual, City of Meridian policy, federal, state or local law, policy or rule. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct which, even if true, would not violate a department policy or a federal, state or local law, policy or rule may be handled informally by a department supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the department's response to specific incidents.

Personnel complaints shall be classified in one of the following categories:

- (a) **Informal** - A matter in which the employee's supervisor or Division Commander is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused employee. Informal complaints need not be documented on a personnel complaint form and the responsible supervisor shall have the discretion to handle the complaint in any manner consistent with this policy. Supervisors may also recommend additional training to reinforce officer skills or to re-mediate minor deficiencies.
- (b) **Formal** - A matter in which the employee's supervisor requests further investigation or in which any supervisor determines that further action is warranted. Such complaints shall be investigated by the Office of Professional Standards and Training.
- (c) **Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up. At the discretion of the assigned supervisor or the Office of Professional Standards and Training, such matters need not be documented as personnel complaints, but may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

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##### 1018.1.3 RECENCY OF OCCURRENCE

The Meridian Police Department will only accept complaints received within ninety (90) days of the incident which generates the complaint. An exception may be granted by the Chief of Police in cases where the complainant has a legitimate and involuntary incapacity to make the complaint within the ninety (90)-day period. An exception may also be granted by the Chief of Police in cases where the initial evidence presented constitutes a violation so severe that termination or serious disciplinary action could result if the allegation is sustained.

##### 1018.2 SOURCE OF COMPLAINTS

- (a) **Officer-Employee Complaints:** Any officer or employee receiving an actual complaint against him or herself or against another officer or employee shall personally and immediately notify his/her supervisor.
- (b) **Anonymous Complaints:** Experience shows that some situations uncovered by anonymous callers has proven invaluable. For this reason, anonymous reports will not be ignored and shall be investigated the same as Third Party information. The fact that a complaint comes from a third party, or even an anonymous party cannot be the basis for disregarding the complaint. On the other hand, since such reports may result in disciplinary or even criminal action, the best evidence rule must be applied.
- (c) **Complaints from Juveniles:** Because juveniles frequently do not understand the serious consequences, which may flow from an unfounded report, complaints from juveniles should be taken only with their parents or guardians present and/or after the parents or guardians have been informed about the circumstances prompting the complaint.
- (d) **Third Party Complaints:** Complaints not initiated by the aggrieved party "Principle" will be taken. The investigator will first contact the alleged aggrieved party, who must express a desire for the complaint to proceed. Lack of participation by the allegedly aggrieved party shall not, however, preclude the supervisor from initiating a Departmentally Initiated Investigation based on information received from the third party. The Chief of Police, Captain or Division Commander may also order an investigation based on information provided by a third party, should they believe such an investigation is in the best interests of the Department.
- (e) **Complaints from Intoxicated Subjects:** If an intoxicated person requests to file a complaint, the supervisor shall gather all complainant contact information along with the nature of the complaint. The supervisor or investigator will then re-contact the complainant within a reasonable amount of time to confirm if he/she does wish to pursue the complaint. This shall not preclude the supervisor or investigator from initiating a Department Initiated Investigation based on the initial information received from the party. The Division Commander, Office of Professional Standards Personnel, Captain, or Chief may also order an investigation based on the information received or if they believed, the investigation would be in the Department's best interest.

Note: Any complaint made directly to a supervisor by the complainant should be resolved, if possible, to the satisfaction of the complainant at the time the complaint is made. If a complaint is resolved and the complainant is satisfied with the resolution at hand the employee's supervisor



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shall have the discretion to make an entry into the employee's tracking file as a coaching or counseling session or verbal warning if warranted. This action shall only apply to minor demeanor, driving type of offenses and is not meant to circumvent the formal process as outlined in this policy.

#### **1018.3 ACCEPTANCE OF COMPLAINTS**

A complaint may be filed in person, in writing, or by telephoning this department. Although not required, every effort should be made to have the complainant appear in person. The following should be considered before taking a complaint:

- (a) Complaints shall not be prepared unless the alleged misconduct or job performance is of a nature which, if true, would normally result in disciplinary action.
- (b) When an uninvolved supervisor or the Watch Commander determines that the reporting person is satisfied that their complaint required nothing more than an explanation regarding the proper/improper implementation of policy or procedure of this department, a complaint need not be taken.

#### **1018.4 WITHDRAWN COMPLAINTS**

If the complainant withdraws his/her complaint or refuses to further cooperate with the administrative investigation, then the investigation may be closed as incomplete and assigned an appropriate disposition. However, if the nature of the allegations can be sufficiently determined without the assistance of the complainant, the investigation will proceed and be completed as normal and assigned an appropriate disposition.

#### **1018.5 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE**

In the event that an employee tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file.

The tender of retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

#### **1018.6 DISCIPLINARY ACTION AGAINST PROBATIONARY EMPLOYEES**

In the event that a probationary employee is terminated solely for unsatisfactory performance or the failure to meet department standards, the employee shall have no right to appeal. Termination of a probationary employee for failure to pass probation shall be reflected in the employee's personnel file.

At all times during any investigation of allegations of misconduct involving a probationary officer, such officer shall be afforded all procedural rights set forth in applicable department policies.

In the event that a probationary employee is disciplined or terminated for misconduct, the employee is not entitled to appeal the decision.

#### **1018.7 REMOVAL OF A COMPLAINT**

Upon request, an employee may review any administrative file that does not relate to a current investigation.

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If an employee identifies a complaint or allegation that should be removed from his/her personnel file because either the time period has expired or it is an improper document, the employee should submit a memorandum to the Human Resource Director that articulates the justification for the requested removal. The Human Resource Director shall make a determination regarding the granting or denial of the request and inform the employee.

#### **1018.8 TRUTHFULNESS**

Members shall truthfully and completely answer all questions specifically directed and related to the scope of employment and operations of the Department that may be asked of them by any supervisor or special investigator.

Untruthfulness in any of the following situations shall be considered grounds for termination:

- (a) Untruthfulness regarding material facts during any internal investigation.
- (b) Untruthfulness regarding material facts on any police report or other official document, including time sheets.
- (c) Untruthfulness in any sworn testimony, including court, administrative hearing, or deposition.

#### **1018.9 INTERFERENCE WITH A COMPLAINT, INVESTIGATION, OR DISCIPLINE**

An employee shall not knowingly interfere with a complaint, investigation, or disciplinary process and shall fully cooperate during an investigation. An accused employee shall not contact the complainant during the investigation. He/she shall not attempt to exert influence on any witness or involved party in the investigation nor shall he/she attempt to exert influence on participants in the disciplinary processes.

#### **1018.10 CONFIDENTIALITY**

An investigating supervisor or any others involved in the investigative or disciplinary processes shall not divulge any information contained in the file or investigation to others not involved in the investigative or disciplinary processes. The Department may make synopses of investigations and outcomes of such investigations public, provided it is done in a manner which will not reveal employees' identities to the general reader.

#### **1018.11 RECORDING OF COMPLAINTS**

All initial complaints will be audio recorded. If some exigency prohibits recording, the reason for the lack of recording shall be noted in the report. Unless a complaint is received directly under circumstances, which do not permit recording, the supervisor shall make reasonable efforts to record the complaint. Thus, if a supervisor receives notification to call a person regarding a complaint, that supervisor has an affirmative duty to make the return call from a telephone with recording capability, rather than from a cell phone or other non-recorded telephone unless significant exigency prohibits it.

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##### **1018.12 FALSE REPORTS**

In as much as the Meridian Police Department values accountability by both officer and citizen alike, it shall be the policy of the Meridian Police Department to fully investigate complaints made against members of this department by members of the community. When such a report is found to be false, the Department shall seek prosecution of the offender under Idaho Code 18-705, Obstructing Officers, and reimbursement for the cost of the investigation.

##### **1018.13 DUTY TO DISCLOSE BRADY MATERIAL AND/OR EXCULPATORY EVIDENCE**

The Meridian Police Department recognizes its duty and obligation to document and provide all evidence, including potentially exculpatory evidence, to the prosecuting agencies.

- (a) **Bias:** An inclination or preference, especially one that interferes with impartial judgment. "Bias" can also mean prejudice and imply an irrational hatred or suspicion of a specific group, race, or religion.
- (b) **Brady Material:** Evidence relevant to the credibility of all witnesses, including police officers which can include untruthfulness, criminal activity and bias.
- (c) **Criminal Activity:** Any activity that amounts to either a misdemeanor or felony violation of any local, state or federal law.
- (d) **Exculpatory Evidence:** Evidence that may benefit the defense of any criminal case by showing facts that are favorable to a defendant or those facts which may disprove the allegations of the charges.
- (e) **Untruthfulness:** Untruthfulness, false reports or lying under oath, including a sustained finding under any policy that represents a finding that the employee was intentionally deceptive about a material issue, whether verbally or in writing. Further, a credible allegation of untruthfulness, false report or lying under oath, until disproved.

##### **1018.14 NOTIFICATION TO IDAHO PEACE OFFICER STANDARDS AND TRAINING (POST) COUNCIL**

The Chief of Police or the authorized designee shall notify the Idaho POST Council whenever any officer resigns or is terminated as a result of any disciplinary action. The notification shall be made within fifteen (15) days of the resignation or termination (Idaho Code 19-5109(4)).

##### **1018.15 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1018.1 PERSONNEL COMPLAINTS PROCEDURES](#)

## Bereavement Leave

### **1019.1 PURPOSE AND SCOPE**

To set forth the City's policy providing paid Bereavement Leave for regular full-time employees.

### **1019.2 AUTHORITY AND RESPONSIBILITY**

The immediate supervisor and department Director shall be responsible for administration of this policy.

### **1019.3 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1019.1 BEREAVEMENT LEAVE PROCEDURES](#)

## Seat Belts

### 1020.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

#### 1020.1.1 DEFINITIONS

Definitions related to this policy include:

**Child restraint system** - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

### 1020.2 POLICY

It is the policy of the Meridian Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

### 1020.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased, rented or operated by this department, while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are also properly restrained (Idaho Code 49-673).

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

### 1020.4 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

### 1020.5 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1020.1 SEAT BELT PROCEDURES](#)

## Body Armor

### 1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

### 1022.2 POLICY

It is the policy of the Meridian Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

### 1022.3 ISSUANCE OF BODY ARMOR

The Meridian Police Department makes available funds for the purchase of protective vests for all sworn personnel. Only vests approved by and provided by the Meridian Police Department shall be purchased and worn. The Firearms Lieutenant shall ensure that body armor is issued to all officers when the officer begins service at the Meridian Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Firearms Lieutenant shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

### 1022.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1022.1 BODY ARMOR PROCEDURES](#)

## Officer Personnel Files

### 1023.1 PURPOSE AND SCOPE

This section governs the maintenance, retention and access to Police Department Personnel files in accordance with established law. It is the policy of this Department to maintain the confidentiality of Police personnel records.

### 1023.2 MAINTENANCE OF OTHER PERSONNEL FILES

Files which are maintained under the authority of the Chief of Police as a permanent record of an employee's employment with this department.

- (a) **Training Files:** Any file that documents the training records of an employee.
- (b) **Internal Affairs Files:** Those files, which contain complaints of employee misconduct and all materials relating to the investigation into such allegations, regardless of the disposition.

### 1023.3 PURGING OF FILES

Each supervisor responsible for completing the employee's Performance Evaluation shall determine whether any prior sustained disciplinary file should be retained beyond the three (3) year period for reasons other than pending litigation or other ongoing legal proceedings.

### 1023.4 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1023.1 OFFICER PERSONNEL FILES PROCEDURES](#)

## Personnel Information

### **1024.1 PURPOSE AND SCOPE**

While it is necessary for this office to have timely and accurate information about its members, it is also important to protect that information from unauthorized distribution. All members should respect the privacy of other members and constantly strive to protect sensitive information from disclosure.

### **1024.2 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1024.1 PERSONNEL INFORMATION PROCEDURES](#)



## Request for Change of Assignment

### 1025.1 PURPOSE AND SCOPE

It is the intent of this department that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made.

#### 1025.1.1 REQUEST FOR CHANGE OF ASSIGNMENT/NO OPEN POSITIONS

Personnel wishing a change of assignment from their current position when no open positions are available should complete a letter to the Chief of Police. The letter should then be forwarded through the chain of command with an acknowledgment from their Supervisor, Division Commander and Captain.

### 1025.2 REQUEST FOR CHANGE OF ASSIGNMENT/OPEN POSITIONS

Personnel wishing a change of assignment for an open position are to complete a letter to the Chief of Police through the chain of command.

#### 1025.2.1 PURPOSE OF THE LETTER/OPEN POSITIONS

The letter is designed to aid employees in listing their qualifications for specific assignments. All relevant experience, education and training should be included when completing the letter. Assignments an employee is interested in should be listed in the letter.

The Request for Change of Assignment letter will remain in effect during the process in which a position is filled. After the position is filled, employees still interested in new positions will need to complete and submit a new Change of Assignment Request letter.

#### 1025.2.2 PURPOSE OF THE LETTER/NO OPEN POSITIONS

When requesting a change of assignment from their current position when no openings are available the letter should articulate the reason for request of transfer.

### 1025.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1025.1 REQUEST FOR CHANGE OF ASSIGNMENT PROCEDURES](#)

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## Commendations and Awards

### 1027.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Meridian Police Department and individuals from the community.

### 1027.2 POLICY

It is the policy of the Meridian Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

#### 1027.2.1 COMMENDATION DEFINED

For the purpose of this section a commendation includes the describing and detailing of positive or exemplary behavior of a subordinate by a supervisor such that the subordinate is nominated for recognition by the department in a formal manner and in front of the member's peers.

### 1027.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

### 1027.4 LEVELS OF COMMENDATION

The levels of commendation listed in order for members of Meridian Police Department are:

#### 1027.4.1 MEDAL OF HONOR

This medal may be awarded to an officer who willingly and selflessly gives his life in the line of duty, or distinguishes himself by the performance of an act of courage involving risk or imminent danger to his life above and beyond the call of duty. There may be no margin of doubt or possibility of error in awarding this honor. The officer must endear himself conspicuously of an act so outstanding that it clearly distinguishes his courage for lesser forms of recognizable bravery.

**Description of Medal:** The Medal of Honor is a medal which contains the Idaho State Seal with the words "Medal of Honor" inscribed thereon. The medal is attached to a red, white and blue tri-fold ribbon. In addition, a shirt ribbon with a centered letter "H" and with the colors red/white/blue, is provided for wear.

#### 1027.4.2 MEDAL OF VALOR

This medal may be awarded to an officer who willingly and selflessly in the line of duty, distinguishes himself by the performance of an act of bravery or heroism involving risk of imminent serious personal injury for the purpose of saving or protecting human life.

**Description of Medal:** The Medal of Valor is a medal which contains the Idaho State Seal and the words "Medal of Valor" inscribed thereon. The medal is attached to a red tri-fold ribbon. In addition, a solid red shirt ribbon is provided for wear.

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##### 1027.4.3 POLICE STAR

This medal may be awarded to an officer who, in the line of duty, distinguished himself by the performance of an act of courage involving personal hazard in protecting or saving human life; or a similar act which is necessary to effect an arrest or prevent the escape of a person who committed an act which seriously exposed any person to death or serious physical injury. Further, the Police Star may be awarded to an officer of the Department for performing a highly credible and unusual police accomplishment.

**Description of Medal:** The Police Star is a medal which contains the Idaho State Seal and the words "Police Star" inscribed thereon. The medal is attached to a blue tri-fold ribbon. In addition, a solid blue shirt ribbon is provided for wear.

##### 1027.4.4 PURPLE HEART

The Purple Heart may be presented by the Department to an officer who suffers a severe or disabling injury or death.

**Description of Medal:** The Purple Heart is a medal which contains the Idaho State Seal and the words "Purple Heart" inscribed thereon. The medal is attached to a purple tri-fold ribbon. In addition, a solid purple shirt ribbon is provided for wear.

##### 1027.4.5 MERITORIOUS ACTION

The Meritorious Action award may be issued by the Department to any member that distinguishes themselves in the performance of their duties and the furtherance of our department mission. The award is open to all members of the department.

**Description of Ribbon:** The Meritorious Action ribbon is a shirt ribbon which displays the colors blue/white/red/white/blue.

##### 1027.4.6 SUPERVISOR OF THE YEAR

The Supervisor of the year award is awarded to the supervisor who is selected by his/her peers.

**Description of Ribbon:** The Supervisor of the year ribbon is a shirt ribbon which displays the colors red/blue/red.

##### 1027.4.7 OFFICER OF THE YEAR

The Officer of the year award is awarded to the officer who is selected by his/her peers.

**Description of Ribbon:** The officer of the year ribbon is a shirt ribbon which displays the colors blue/white/blue.

##### 1027.4.8 EMPLOYEE OF THE YEAR

The Employee of the year award is awarded to the employee who is selected by his/her peers.

**Description of Ribbon:** The employee of the year ribbon is a shirt ribbon which displays the colors green/white/green.

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##### **1027.5 CHIEF'S COMMENDATION**

The Chief's commendation awards are based on exceptional performance of duty, clearly above the normally expected, which has contributed materially to the success of a major project or field operation.

**Description of Ribbon:** The Chief's Commendation ribbon is a shirt ribbon which displays the colors blue/gray.

##### **1027.6 LIFE SAVING AWARD**

The Life Saving Award is awarded to an officer whose actions had a significant impact on the preservation of life of another.

**Description of the Ribbon:** The Life Saving Award ribbon is a shirt ribbon which displays the colors red/white/red with a blue cross in the center. An additional cross will be added to the ribbon for any subsequent lifesaving awards.

##### **1027.7 COMMUNITY SERVICE**

The Community Service award is for outstanding service to the community. This award is open to all members.

**Description of Ribbon:** The community service ribbon is a shirt ribbon displaying alternating green and white stripes.

##### **1027.8 UNIT CITATION**

The Unit Citation is presented by the Chief of Police to any unit in the department for exemplary performance and teamwork which furthered the mission of the department.

**Description of Ribbon:** The Unit Citation Ribbon is a shirt ribbon which displays the colors white/black/white.

##### **1027.9 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1027.1 COMMENDATIONS AND AWARDS PROCEDURES](#)

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## Fitness for Duty

### 1029.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions.

A department member's physical, psychological and emotional fitness for duty is an essential element for effective business practices.

The work performed by police officers requires a level of physical fitness. The physical demands of the essential job functions may be infrequent, but when an officer is in a situation that requires physical readiness, the inability to perform can have disastrous consequences for the public, the individual officer, his work partner and the agency itself. The ability of each officer to perform those functions is affected by exercise, diet, tobacco usage, substance abuse, stress management, and weight control. To help officers maintain the level of fitness necessary to safely and effectively perform the essential functions of a police officer, it will be the policy of this department and City to provide a fitness/wellness program.

The overall goal of this program is to reduce sick time, reduce preventable injuries and health problems, establish physical fitness standards that benefit the sworn officer and reduce Workers' Compensation claims.

#### 1029.1.1 DEFINITIONS

**Fitness program** - For the purposes of this policy, the fitness program will consist of training for coordinators, screening for safe participation, assessments and reassessments, goal setting, exercise prescription, voluntary City of Meridian exercise class activities, the City of Meridian Wellness Program, ask a Nurse Program and ongoing total fitness education.

**Total fitness** - The result, in terms of performance and health, or correct lifestyle choices in the areas of exercise, diet and nutrition, tobacco usage, substance abuse prevention, stress management, and weight control.

**Essential job functions** - A particular job function is essential if removing it would fundamentally alter the position:

- (a) Because the position exists to perform that function.
- (b) Because of the limited number of employees available among whom performance of that function can be distributed.
- (c) Because of the highly specialized nature of the function.

For the position of police officer, those functions include, but are not limited to, safely effecting a forcible arrest, suspect pursuit on foot, and safely controlling combatants.

**Qualified person with a disability** - An individual with a disability who, with or without reasonable accommodation, can perform all essential functions of the job.

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**Fitness coordinator** - Individuals certified in fitness training and designated as the fitness coordinator for the department. The individual may be a sworn officer of the department, a city employee in another department, or a person contracted to perform the service.

**Fitness assessment** - A series of tests of the components of physical fitness. These will be conducted by the department program coordinators.

#### **1029.2 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1029.1 FITNESS FOR DUTY PROCEDURES](#)

## Meal Periods and Breaks

### **1031.1 PURPOSE AND SCOPE**

This policy regarding meals and breaks, in so far as possible shall conform to the policy governing all City employees that has been established by the Mayor and Chief of Police.

### **1031.2 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1031.1 MEAL PERIODS AND BREAKS PROCEDURES](#)

## Lactation Break

### **1032.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child.

### **1032.2 POLICY**

It is the policy of the Police Department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing child for up to one year after the child's birth (29 USC § 207).

### **1032.3 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1032.1 LACTATION BREAK PROCEDURES](#)



# Overtime, On-Call and Emergency Call-Out Compensation

## 1034.1 PURPOSE AND SCOPE

To outline and identify eligibility for overtime compensation and the City's policy regarding accumulation and payment of overtime.

The City shall provide overtime compensation in accordance with the Fair Labor Standards Act as outlined within this policy.

To provide guidelines regarding employees being on-call and being called out to perform emergency work beyond normal working hours.

## 1034.2 AUTHORITY AND RESPONSIBILITY

Human Resources shall be responsible for interpreting this policy. Supervisors and department heads are responsible for ensuring that proper tracking of hours worked is done for all employees for whom they are responsible.

## 1034.3 DEFINITIONS

- (a) **Exempt Employees** - All executive, administrative or professional employees who qualify, as exempt employees under the Fair Labor Standards Act (FLSA) will be paid in compliance with the requirements of the FLSA. Exempt employees are not eligible for overtime compensation. However, in recognition of the extra time demands required of certain exempt positions, occasionally paid time may be taken when approved by the department head and/or the Mayor.
- (b) **Non-Exempt Employees** - All non-exempt, non-represented employees will be paid time at one and one-half the regular rate for hours worked in excess of forty (40) hours within the seven (7) day workweek as defined in this policy. Overtime must be approved in advance by the employee's supervisor and will be approved only when absolutely necessary. Questions about overtime should be directed to your supervisor or the payroll office.
- (c) **Compensatory Time** - Compensatory time is time in lieu of monetary overtime compensation, which is given at a rate of not less than one and one-half hours for each hour of overtime worked. The city does not recognize nor allow compensatory time in lieu of overtime payment.
- (d) **Hours Worked and Work Period Defined** - According to the Fair Labor Standards Act, only actual hours worked are computed for the purpose of determining hours worked for overtime calculation. In other words, vacation, holiday, or sick time, though typically compensated, is not counted when computing hours worked in a workweek for purposes of calculating overtime.

Every employee shall have a designated work period. The work period for all regular full-time employees who are subject to the Fair Labor Standards Act (FLSA) shall be 8, 9 or 10 hours and the established work period shall be 40 hours. Workweeks will be one of the following:

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- Begin at 12:00 (midnight) on Sunday of each week and conclude at 11:59 p.m. on the succeeding Saturday; or
- Begin 12:00 noon on Friday concludes on the succeeding Friday at 11:59 a.m.; or
- Begin 12:00 noon on Monday and conclude on the succeeding Monday at 11:59 a.m.

Operational demands and staffing levels may require a work period with different starting and ending days. The department head must approve any changes in scheduling of hours or designating a different workweek. A compressed workweek authorization form signed by the employee, supervisor and the department head must be forwarded to Human Resource Department for the employee's personnel file.

#### **1034.4 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1034.1 OVERTIME, ON-CALL AND EMERGENCY CALL-OUT COMPENSATION PROCEDURES](#)

## Secondary Employment

### 1035.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to govern off-duty and secondary employment by officers/employees employed by Meridian Police Department.

The policy of Meridian Police Department is to allow off-duty or secondary employment where the officer/employee is in good standing with the department, and where such off-duty or secondary employment is appropriate; meets the criteria established in this policy; and protects the welfare, accountability, and efficient operation of the Meridian Police Department, Meridian officers, the City of Meridian, and the community.

#### 1035.1.1 DEFINITIONS

- (a) **Secondary Employer:** Any person or entity that employs for any service, labor, or position an off-duty officer/employee employed by the Meridian Police Department. A Secondary Employer may be a public, private, commercial, for-profit, or non-profit person or entity.
- (b) **Secondary Employment:** The provision of any service or labor, or occupation of any position, by an off-duty officer/employee employed by the Meridian Police Department to a Secondary Employer. This definition shall include services provided for monetary, in-kind, or tangible payment or benefit, services provided on an unpaid basis, and services provided for an intangible payment or benefit. This definition shall not include volunteer work undertaken by an officer or employee for or on behalf of a charitable organization.
- (c) **Law Enforcement-Related Secondary Employment:** Employment undertaken by an off-duty officer/employee employed by the Meridian Police pursuant to such police officer's/employee's formal or informal agreement with a Secondary Employer to do so, where such employment is conditioned on, or typically requires as a substantial component of, the actual or potential use of law enforcement powers or skills by the police officer employee, such as traffic control, crowd control, or security; or guarding, patrolling, or protection of persons and/or property.
- (d) **Non-Law Enforcement-Related Secondary Employment:** Employment undertaken by an off-duty officer/employee employed by the Meridian Police Department pursuant to such police officer's formal or informal agreement with a Secondary Employer to do so, where such employment is not conditioned on, and does not typically require as a substantial component of, the actual or potential use of law enforcement powers or skills by the police officer employee.

### 1035.2 DEPARTMENT RESOURCES

Employees are prohibited from using any equipment or resources of this department in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

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### **1035.3 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1035.1 SECONDARY EMPLOYMENT PROCEDURES](#)

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## Hiring of On-Duty Officers by Private Parties

### 1038.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to govern the hire of on-duty Meridian Police Department officers by private parties.

The policy of the Meridian Police Department is to allow private parties to hire on-duty Meridian officers for a fee paid to the City of Meridian, where such hire is appropriate; meets the criteria established in this policy; and protects the welfare, accountability, and efficient operation of the Meridian Police Department, Meridian Police officers, the City of Meridian, and the community.

### 1038.2 DEFINITIONS

**Extra-Duty Customer:** Any person or entity that hires, by payment to the City of Meridian of the appropriate fee(s) established by fee schedule, an on-duty officer employed by the Meridian Police Department to provide a Law-Enforcement Related Service. Such an Extra-Duty Customer may be a public, private, commercial, for-profit, or non-profit person or entity.

**Extra-Duty Assignment:** The provision of Law-Enforcement Related Service by an officer employed by the Meridian Police Department to an Extra-Duty Customer.

**Law Enforcement-Related Service:** Service(s) provided to an Extra-Duty Customer by an on-duty officer employed by the Meridian Police Department pursuant to such officer's assignment or order by his or her commanding officer, requiring the actual or potential use of law enforcement powers or skills, such as traffic control, crowd control, or security; or guarding, patrolling, or protection of persons and/or property.

### 1038.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1038.1 HIRING OF ON-DUTY OFFICERS BY PRIVATE PARTIES PROCEDURES](#)

## Personal Appearance Standards

### 1039.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

### 1039.2 PERSONAL APPEARANCE EXEMPTION

The Chief of Police or his designee may exempt any member from the provisions of this policy for the purposes of completing a special task or assignment (undercover) that would require personal appearance in variance with these sections.

### 1039.3 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1039.1 PERSONAL APPEARANCE STANDARDS PROCEDURES](#)

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## Badge Numbers

### 1040.1 PURPOSE AND SCOPE

To outline the process by which a badge number is assigned to sworn police personnel. The assignment of a badge number is a reminder and celebration of department history and done to help connect past, current, and future generations of Meridian Police Officers. The number will also serve as another method by which a member of the public can identify an officer.

#### 1040.1.1 DEFINITIONS

Badge Number-refers to the number assigned to sworn personnel upon completion of their training period.

ADA Number-refers to the number assigned to sworn and professional staff personnel at hire which is used for employee tracking, identification in various databases and dispatch systems.

Training period-refers to the successful completion of all required academy and field training.

Seniority-is based on an employee's issued badge number. If two or more employees are hired as police officers on the same date and complete their training periods in the same amount of time the order of selection in the hiring process will be utilized to determine seniority in assigning of badge numbers. ADA number will generally be used to determine order of selection.

Should a member be injured, have training extended, or face some other unforeseen circumstance during the successful completion of their training period which delays completion, they will still be issued a badge number within their hiring group (started training period same day). The timing of the issuance of a badge number in these circumstances will be at the sole discretion of the Chief of Police.

### 1040.1 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1040.1 BADGE NUMBERS PROCEDURES](#)

## Uniform and Clothing Regulations

### 1041.1 PURPOSE AND SCOPE

The uniform policy of the Meridian Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of the uniform of this department. Employees should also refer to the following associated Policy Manual sections:

Section 700 - Police Department Owned and Personal Property

Section 1022 - Body Armor

Section 1039 - Personal Appearance Standards

The purpose of this order is to adopt specifications and regulations governing the procurement and wearing of the Law Enforcement Uniform, civilian clothing and related equipment by the members of the Meridian Police Department.

All members shall wear only the clothing or uniform specified for their particular rank and assignment. All articles of uniform, insignia and equipment worn or carried by on-duty departmental members shall conform to the specifications in this order.

The wearing of non-regulation articles of clothing or equipment at any time while on duty is prohibited except that supervisory members may prescribe the wearing of any type of clothing for an assignment, the nature of which is such that the regulation uniform or approved civilian apparel is impractical to accomplish the police purpose.

### 1041.2 RELATED PROCEDURES

[Meridian PD Procedures Manual: 1041.1 UNIFORM AND CLOTHING REGULATIONS PROCEDURES](#)



## Temporary Modified-Duty Assignments

### 1049.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, or City Policy. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

### 1049.2 POLICY

Subject to operational considerations, and at the discretion of the Chief of Police, or his designee, the Meridian Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period. Temporary Modified-Duty Assignments do not change an employee's At-Will employment status.

### 1049.3 GENERAL CONSIDERATIONS

Temporary Modified-Duty Assignments are developed based on the physical capability of the worker, the operational needs of the Department and the availability of modified work. The Meridian Police Department will determine appropriate work hours, shifts, duration and locations of all work assignments.

Unless otherwise required by Federal or State Law, priority consideration for temporary modified-duty assignments shall be given to employees with work-related injuries or illnesses that are temporary in nature.

No position in the Meridian Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

Employees working in temporary modified-duty assignments are restricted from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers without authorization from the Chief of Police or authorized designee

Temporary modified-duty assignments shall generally not exceed ninety (90) days in any rolling one-year period, beginning the first day of the initial temporary modified-duty assignment.

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##### **1049.4 PROBATIONARY EMPLOYEES**

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

##### **1049.5 MAINTENANCE OR CERTIFICATION AND TRAINING**

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

##### **1049.6 RELATED PROCEDURES**

[Meridian PD Procedures Manual: 1049.1 TEMPORARY MODIFIED DUTY PROCEDURES](#)

## Attachments

**MPDOrgChart2015forPolicyManual.jpg**

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