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This policy manual is a step towards the ultimate goal of achieving accreditation through CALEA. I appreciate everyone's hard work as we strive towards that goal.

Please understand that this manual cannot cover every situation or issue that might arise in the day-to-day efforts of policing. In the event that something occurs that does not fall strictly into a policy, it is the responsibility of the member to make sound decisions relying upon the Department's core values.

Also, understand the Department policy can, and sometimes will be, more restrictive than federal laws or guidelines, state law or regulations, and municipal ordinances.
As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

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

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

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

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

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.
Mission and Vision Statement
Enacted: July 27, 2016
Revised: N/A

MISSION STATEMENT:
The mission of the Thornton Police Department is to serve and protect our community. The department does this through a tradition of providing high quality police services, deterring crime by engaging in effective partnerships, collaborative problem solving and mentoring youth. (12.2.1 a)

VISION STATEMENT:
The vision of the Thornton Police Department is to be recognized as the standard of excellence in law enforcement. We will accomplish this by leading in technological innovation, personnel development, data driven decision making, collaborative partnerships and by providing proactive police service to our community. (12.2.1 a)

CORE VALUES:
- Leadership - Humility, Integrity, Competence, Character
- Accountability - Ethical, Thought, Word, Deed
- Teamwork - To Each Other, To the Department, To the Community, To the Partnerships
- Safety - Officer, Community, Personal
- Tradition - History, Culture, Visionary
MEMORANDUM
Office of the Chief of Police

DATE: May 19, 2020
TO: Thornton Police Department
FROM: Interim Chief Cliff Brown
SUBJECT: Interim Chief Policy Notice

Members of the City of Thornton Police Department,

Effective June 2, 2020, I was named Interim Chief of Police for the City of Thornton Police Department. This memo shall serve as notice that our previously approved policies, procedures and directives will remain in effect until reviewed by me and revised under our current review practices.

Regards,

Cliff Brown
Interim Chief of Police
100.1 – Purpose and Scope
The purpose of this policy is to affirm the authority of the members of the Thornton Police Department to perform their functions based on established legal authority.

100.2 – Policy
It is the policy of the Thornton 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
Certified members shall be considered peace officers pursuant to CRS § 16-2.5-101 through CRS § 16-2.5-148 and CRS § 24-7.5-103. (1.2.1)

100.3.1 – Arrest Authority within the Jurisdiction of the Thornton Police Department
The arrest authority within the jurisdiction of the Thornton Police Department includes (CRS § 16-3-102):

1) In compliance with an arrest warrant.
2) When any crime is being, or has been, committed in a peace officer’s presence.
3) When there is probable cause to believe that an offense was committed by the person to be arrested.

100.3.2 – Arrest Authority Outside the Jurisdiction of the Thornton Police Department
The arrest authority of officers outside the jurisdiction of the Thornton Police Department includes:

1) When a felony or misdemeanor is committed in the officer’s presence in another jurisdiction in the state of Colorado, the local law enforcement agency is notified of the arrest and the arrestee is transferred to that agency (CRS § 16-3-110).
2) When the officer is in fresh pursuit from within the jurisdiction of the Thornton Police Department and any of the following conditions exist (CRS § 16-3-106):
   a) An arrest warrant has been issued for the person or the officer knows that such warrant has been issued for the person.
   b) An offense was committed in the officer's presence.
   c) The officer has probable cause to believe that the person committed an offense.
3) When officers are accompanied by law enforcement officers who have the authority to make an arrest in that jurisdiction, are present at the scene of the arrest and participate in the arrest process (CRS § 16-3-202).
4) When another agency has requested temporary assistance during a state of emergency (CRS § 29-5-104).

An officer making an arrest under this subsection shall, as soon as practicable after making the arrest, notify the agency having jurisdiction where the arrest was made (CRS § 16-3-110).

100.4 – Interstate Peace Officer Powers
Peace officer powers may be extended within other states:

1) As applicable under interstate compacts and memorandums of understanding in compliance with the laws of each state (CRS § 24-60-101; CRS § 29-1-206).
2) When an officer enters Arizona, Nebraska, New Mexico, Oklahoma or Utah in fresh pursuit of a felony subject (ARS § 13-3832; Neb. Rev. Stat. § 29-416; NMSA § 31-2-1 (New Mexico); 22 O.S. § 221; Utah Code 77-9-1).
3) When an officer enters Kansas in fresh pursuit of a subject who committed any offense (K.S.A. § 22-2404).
4) When an interstate compact exists with the state of Wyoming that permits an officer to pursue and arrest an offender who has fled Colorado (Wyo. Stat. § 7-3-103).

Whenever an officer makes an arrest in another state, the officer shall take the offender to a magistrate in the county where the arrest occurred as soon as practicable (ARS § 13-3833; K.S.A. § 22-2404; Neb. Rev. Stat. § 29-417; NMSA § 31-2-2 (New Mexico); 22 O.S. § 222; Utah Code 77-9-2).

100.5 – Constitutional Requirements
All members shall observe and comply with every person’s clearly established rights under the United States and Colorado Constitutions.

Section 100.6 - Revisions
Enacted: July 27, 2016
Revised: March 23, 2018
101.1 PURPOSE AND SCOPE
The Colorado Peace Officer Standards and Training Board (POST) has mandated that all certified peace officers employed within the State of Colorado shall be certified by POST (CRS § 16-2.5-102). (12.1.1)

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS
Any chief executive officer of this department shall be certified by POST (CRS § 16-2.5-102). An out-of-state candidate for Chief of Police may be appointed provided the candidate qualifies for and is granted a provisional certificate prior to appointment (CRS § 24-31-308). (12.1.1)

101.2 REVISIONS
Enacted: July 27, 2016
102.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

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

102.3 OATH OF OFFICE
All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. Prior to assuming the duties of a peace officer, certified members shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Colo. Const. art. XII, § 8). (1.1.1)

If a member is opposed to taking an oath, they shall be permitted to substitute the word "affirm" for the word "swear," and the words "so help me God" may be substituted with "under the pains and penalties of perjury."

This oath shall be administered by a presiding judge of the Adams County District Court. The oath shall be as follows:

I, (employee name), do solemnly swear by the everlasting God, that I am a citizen and resident of the State of Colorado as required by the laws of this State prior to entering upon my duties as a Police Officer; that I will support the Constitutions of the United States and of Colorado, the Laws and Statutes of the State of Colorado, the County of Adams, and the Ordinances of the City of Thornton; and that I will perform all the duties pertaining to Police Officer of the City of Thornton, State of Colorado, to the best of my ability.

102.3.1 CERTIFICATE OF OATH
The oath will be certified and signed by a presiding Adams County District Court Judge as follows:
This Oath of Office was subscribed before me by (employee name), known by me to be the party named therein and I thereafter administered said Oath of Office in the form written above.

Dated at the City of (city of oath), Adams County, Colorado, this (date) day of (month), (year).

102.3.2 APPOINTMENT
The appointment will be certified and signed by the City Manager of the City of Thornton as follows:

Under the authority of the Laws of the State of Colorado, I, (City Manager name), City Manager, City of Thornton, hereby appoint (employee name), as Police Officer for the City of Thornton, with all authority and responsibility pertaining thereto, and is therefore and hereby authorized and empowered to serve as Police Officer on behalf of the City of Thornton, State of Colorado.

102.3.3 CODE OF ETHICS
All Thornton Police Department officers shall be required to abide by a code or canon of ethics as adopted by the Department and can be found here. (1.1.2)

102.4 MAINTENANCE OF RECORDS
The oath of office shall be filed in accordance with the established records retention schedule.

102.5 REVISIONS
Enacted: July 27, 2016
Revised: March 23, 2018
103.1 PURPOSE AND SCOPE
The manual of the Thornton Police Department is hereby established and shall be referred to as the Policy Manual. The Policy Manual is a statement of the current policies, procedures, rules, and guidelines of the Department. All employees are to conform to the provisions of this manual. All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that 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 the Department under the circumstances reasonably available at the time of any incident.

103.1.1 DISCLAIMER
The provisions contained in this 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 Thornton 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 employees. Violations of any provision of any policy contained within this manual shall only form the basis for departmental administrative action, training or discipline. The Thornton Police Department reserves the right to revise any policy content, in whole or in part.

103.1.2 POLICY STATEMENTS
Policy Statements are broad statements of agency principles. Policy statements usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather, provide a framework for development of procedures. Policy statements are contained in individual policies under a specific "Policy" heading. (12.2.1 f)
103.2 RESPONSIBILITIES
The ultimate responsibility for the content of the manual rests with the Chief of Police. Since it is not practicable for the Chief of Police to prepare and maintain the manual, the following delegations have been made. (12.2.1 b and c)

103.2.1 CHIEF OF POLICE
The Chief of Police shall be considered the ultimate authority for the provisions of this manual and shall ensure compliance with all applicable federal, state, and local laws. The Chief of Police is responsible for issuing Provisional Orders, which shall modify those provisions of the manual to which they pertain. Provisional Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

103.2.2 STAFF
The staff shall consist of the following:

1) Chief of Police
2) The Deputy Chief from each division and the Communication Center Manager.
3) Department Members assigned to Planning and Research within the Administration Division.

The staff shall review all recommendations regarding proposed changes to the manual.

103.2.3 OTHER PERSONNEL
All employees suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Deputy Chief, who will consider the recommendation and forward it to staff.

103.3 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:

Administrative Review - A documented review of an incident or occurrence prepared by, or for the CEO, or their authorized designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.

Adult - Any person 18 years of age or older.

Analysis - A systematic, structured process for dissecting an event into its basic parts to identify any patterns or trends. Analysis should reveal patterns or trends that could be predictive or could indicate program effectiveness, training needs, equipment upgrade needs and/or policy modification needs.

CCR - Code of Colorado Regulations.


City - The City of Thornton.
Civilian - Employees and volunteers who are not certified law enforcement officers.

Department/TPD - The Thornton Police Department.

DMV - The Colorado Department of Revenue Division of Motor Vehicles.

Employee/personnel - Any person employed by the Department.

Juvenile - Any person under the age of 18 years.


May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by the Thornton Police Department, including:

- Full- and part-time employees
- Licensed, certified peace officers
- Reserve, auxiliary officers
- Civilian employees
- Volunteers.

Officer - Those employees, regardless of rank, who are POST-certified employees of the Thornton Police Department.

On-duty - A member’s status during the period when they are actually engaged in the performance of their assigned duties.

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

Peace officer - An employee who is required to be certified by POST pursuant to CRS § 16-2.5-101 et seq. The term includes certified full-time and reserve peace officers who perform the duties of a peace officer.

Procedure - A separate manual that contains procedures for carrying out agency activities. Procedures can also be a part of the specific policy if necessary. (12.2.1 h)

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

Review - To examine or study, less formal than an analysis.

Rules and Regulations - A set of specific guidelines to which all employees must adhere, which includes all Federal and State laws, rule and regulations; all Municipal codes and guidelines; all Department policies, procedures, special and temporary orders. (12.2.1 g)

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.
Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

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

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

USC - United States Code.

103.4 FORMATTING CONVENTIONS FOR THE POLICY MANUAL
All written policies will have a header at the top of the page with the subject of the policy and the policy number. Each policy will begin with a purpose statement, a policy statement when appropriate and will conclude with the directive information of that subject. The published date of the document will be printed in the footer of each page. (12.2.1 d)

103.4.1 ACCEPTABLE ABBREVIATIONS
The following abbreviations are acceptable substitutions in the manual:

1) Provisional Order may be abbreviated as "PO."
2) Policy Manual sections may be abbreviated as "Section 106.X" or "§ 106.X."

103.4.2 DISTRIBUTION OF MANUAL
An electronic version of the Policy Manual will be made available to all employees on the Department network, online via PowerDMS. The electronic version will be limited to viewing and printing of specific sections. No changes shall be made to the electronic version without authorization from the Chief of Police. (12.2.2 a)

The Communications Center will have back-up copies of the Policy Manual available on digital storage media if for some reason the network, or internet connections are not available. (12.2.2 b)

103.5 MANUAL ACCEPTANCE
As a condition of employment, all employees are required to read and obtain necessary clarification of the Department's policies. All employees are required to acknowledge that they have received a copy or have been provided access to the Policy Manual and
understand they are responsible to read and become familiar with its contents. (12.2.2 c)

103.5.1 REVISIONS TO POLICIES
All employees are responsible for keeping informed of all Policy Manual revisions. All changes to the Policy Manual will be posted on the Department intranet home page under the title Recent Policy Manual Revisions. The Administration Division will forward revisions to the Policy Manual as needed to all personnel via electronic mail. Each employee shall review the revisions and seek clarification as needed. (12.2.1 e)

Each unit commander/manager will ensure that employees under their command are aware of any Policy Manual revisions.

103.5.2 PERIODIC REVIEW OF THE POLICY MANUAL
At least annually, the Chief of Police will cause the entire manual to be reviewed and updated as necessary to ensure the Policy Manual conforms to the actual operation of the Department and complies with Colorado law.

103.6 REVISIONS
Enacted: July 27, 2016

Revised: March 23, 2018

Revised: October 26, 2018

Revised: January 14, 2020
200.1 PURPOSE AND SCOPE
The organizational structure of the Department is designed to create an efficient means to accomplish the mission and goals of the Department and to provide for the best possible service to the public.

200.2 DIVISIONS (11.1.1)
The Chief of Police is responsible for administering and managing the Thornton Police Department. The Chief of Police is ultimately responsible for the performance of the Police Department. Members are vested with the authority necessary to perform the duties of their assignment in an effort to assist the Chief in accomplishing the mission, goals and objectives of the Department.

There are three divisions in the Police Department:

1) Administration Division
2) Patrol Division
3) Detective Division

200.2.1 ADMINISTRATION DIVISION
The Administration Division is commanded by the assigned Deputy Chief, whose primary responsibility is to provide general management, direction and control for the Administration Division, including management of the Department budget and the designation of the custodian of records. The Administration Division consists of Professional Standards, Planning and Research, Community Relations, Crime Analysis, Administrative Services, Hiring and Backgrounds, Records Unit, and the Emergency Communications Center.

The 9-1-1 Emergency Communications Center is managed by the Communications Center Manager, whose primary responsibility is to provide general management, direction, and control for the Emergency Communications Center. The Emergency Communications Center consists of all Communications Specialists. The City of Thornton Police Chief and Fire Chief have joint oversight of the Emergency Communications Center.
Annually, the Administration Division Deputy Chief shall develop and submit to the Chief of Police a budget and an inventory of capital property, equipment, and assets. Property, equipment, and assets with a beginning value of more than $5,000, and other items specifically identified for inclusion regardless of value, are capital property, equipment, and assets.

200.2.2 PATROL DIVISION
The Patrol Division is commanded by the assigned Deputy Chief, whose primary responsibility is to provide general management, direction, and control for the Patrol Division. The Patrol Division consists of Uniformed Patrol and Special Operations, which includes Traffic, Patrol Support Operations, IMPACT, High Density Housing Unit (HDH), Youth Services, Police Service Dog, SWAT, Animal Control, and the Department Training Unit.

200.2.3 DETECTIVE DIVISION
The Detective Division is commanded by the assigned Deputy Chief, whose primary responsibility is to provide general management, direction and control for the Detective Division. The Detective Division consists of the Detective Division, Victim Services, North Metro Task Force, Property/Evidence Unit, and the Crime Lab.

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 Deputy Chief to act in the place of the Chief of Police. (12.1.2 a)

200.3.2 EMERGENCY SITUATIONS
In the event of an emergency, the first arriving officer will designate themselves as the Incident Commander (IC) and begin organizing the incident unless another senior official who has responsibility for controlling the operations of the site is on-scene. If the Department is not the primary response agency with overall responsibility for the incident, the officer will support the on-scene primary responders, as necessary. An officer, acting as Incident Commander, will do so until relieved by a higher-ranking authority or until another senior official who has responsibility for controlling the operations is on-scene, at which time there will be an orderly transfer of command. (12.1.2 b)

200.3.4 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., Police Service Dog Unit, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.
200.3.5 ORDERS
Members shall respond to and make a good faith and reasonable effort to comply with lawful orders of a superior, including any order relayed from a superior by an employee of the same or lesser rank. (12.1.3)

200.3.6 NORMAL OPERATIONS (12.1.2 c and d)
Unless specific policy or procedure, or higher-ranking authority dictates otherwise, the Shift Commander has command responsibility for all field operations that take place during their shift.

When the command staff is off duty or otherwise unavailable, the Shift Supervisor (or their authorized designee) has command responsibility for operations.

1) In the absence of a Shift Commander, the highest-ranking supervisor present at the scene of an incident will assume command unless relieved.

2) In situations involving personnel of different functions engaged in a single operation, the Shift Commander or designee has command responsibility. If an operation is in a specialty area, such as a major criminal investigation, potentially fatal or serious traffic accident, narcotics or vice special operation, etc., the Shift Commander may voluntarily relinquish control of resources to a member charged with that particular function. That member may then assume command of personnel assigned specifically to that operation. Any dispute in command for a particular function or situation shall be resolved in favor of the Shift Commander and can be reviewed later by the Deputy Chiefs of the effected Divisions. Unless specifically designated otherwise, whenever Shift Commanders of the same rank from different shifts are involved together in a situation, the senior with more time in grade in that sworn supervisory position will be in charge.

3) All other commanders will notify the Shift Commander of operations or details scheduled to take place during their shift.

200.3.6 UNLAWFUL AND CONFLICTING ORDERS
No member is required to obey any order that outwardly appears to be in direct conflict with any federal law, state law or local ordinance. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or confer with a higher authority. Responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

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

200.4 AUTHORITY AND RESPONSIBILITY
Each department member is held fully accountable for the use of or failure to use delegated authority. Any employee who has questions concerning their delegated authority should bring such questions to the attention of their immediate supervisor for prompt resolution. (11.3.1)

200.5 REVISIONS
Enacted: July 27, 2016
Revised: September 11, 2018
Revised: January 14, 2020
201.1 PURPOSE AND SCOPE
Provisional Orders and Special Orders establish interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure, in accordance with the current memorandum of understanding or other employment agreement. Provisional Orders will immediately change and supersede sections of this manual to which they pertain.

201.1.1 PROVISIONAL ORDERS PROTOCOL
Provisional Orders will be incorporated into the manual, as required, upon approval of the staff. Provisional Orders will modify existing policies or create a new policy, as appropriate, and will be rescinded upon incorporation into the manual.

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

Any Provisional Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number “01.” For example, 15-01 signifies the first Provisional Order for the year 2015.

201.1.2 SPECIAL ORDERS PROTOCOL
Special Orders establish a temporary policy or procedure on a given subject for a specific length of time. Special Orders are issued to the organization as a whole, to a division, to a unit or to an individual. Special Orders become inoperative with the passing of the incident or situation that caused the order to be issued.

201.2 RESPONSIBILITIES
201.2.1 STAFF
The staff shall review and approve revisions of the Policy Manual which will incorporate changes originally made by a Provisional Order.

201.2.2 CHIEF OF POLICE
The Chief of Police or the authorized designee shall issue all Provisional Orders and Special Orders.
201.3 ACCEPTANCE OF PROVISIONAL ORDERS
All employees are required to read and obtain any necessary clarification of all Provisional Orders. All employees are required to review any new Provisional Order.

201.4 REVISIONS
Enacted: July 27, 2016
202.1 PURPOSE AND SCOPE
In compliance with the State of Colorado Emergency Operations Plan, the City has prepared or adopted an Emergency Operations Plan (CRS § 24-33.5-707). This plan provides guidance and is to be used by all work groups and employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

202.2 ACTIVATING THE EMERGENCY OPERATIONS PLAN
In response to a major emergency, the Emergency Operations Plan can be activated upon agreement by at least two of the following: City Manager's Office, Chief of Police, Fire Chief and Office of Emergency Management.

202.2.1 RECALL OF PERSONNEL
In the event that the Emergency Operations Plan is activated, all employees of the Thornton Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

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

202.3 LOCATION OF THE EMERGENCY OPERATIONS PLAN
Copies of the plan are available in each division and in the Communications Center.

The State of Colorado Emergency Operations Plan and additional regional information can be found on the Colorado Office of Emergency Management website.

202.4 REVISIONS
Enacted: July 27, 2016
203.1 PURPOSE AND SCOPE
It is the policy of the Department to administer a training program that will meet the standards of federal, state, local and POST training requirements. It is a priority of the Department to provide continuing education and training for the professional growth and progressive development of its personnel. This will ensure that personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

203.1.1 PRE-APPOINTMENT TRAINING (4.3.4)
The Department requires all candidates for employment as officers to complete an approved Colorado basic academy pursuant to CRS § 24-31-305 before performing duties of a certified peace officer, as defined by CRS § 16-2.5-102. Officers may alternatively obtain a provisional certificate prior to appointment or otherwise meet the training and certification standards within the parameters, extensions and exceptions set by POST (CRS § 24-31-308 and CRS § 30-10-501.6 (1)).

203.2 PHILOSOPHY
The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Department will use courses certified by the Colorado POST Board or other regulatory or nationally recognized entities.

203.3 OBJECTIVES
The objectives of the training program are to:

1) Enhance the level of law enforcement service to the public.
2) Increase the technical expertise, safety and overall effectiveness of Department personnel.
3) Provide for continued professional development of Department personnel.
4) Assist in compliance with statutory requirements.
203.4 TRAINING PLAN

It is the responsibility of the Training Unit Commander to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department required training is completed by all employees. The plan shall include a systematic and detailed method for recording and logging all training for all personnel. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Unit Commander shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, courses and scheduling.

The plan will address the state required, minimum mandated training of sworn officers or civilian employees.

Training listed may be provided in basic training programs. The Training Unit Commander is responsible for ensuring members of the Department have been trained as required.

203.4.1 MANDATED TRAINING (33.5.1)

1) Federally mandated training:
   a) National Incident Management System (NIMS) training (once depending upon position and rank)

2) State mandated training:
   a) DNA evidence collection (CRS § 24-31-311) (once)
   b) Racial profiling (CRS § 24-31-309) (once)
   c) Basic CPR/First aid
   d) Vicious Animals
   e) Elder Abuse
   f) Legal updates
   g) Annual completion of any additional training required by POST

203.4.2 ACCREDITATION TRAINING (33.5.3)

The Thornton Police Department will provide training regarding accreditation:

1) to all newly hired agency personnel within thirty days after their employment begins or within thirty days after completing the recruit academy; and
2) to all agency personnel during the self-assessment phase associated with achieving initial accreditation.

203.4.3 CAREER DEVELOPMENT (33.8.2)

The Department provides job related training to all newly promoted personnel.

203.5 TRAINING NEEDS ASSESSMENT

The Training Unit will conduct an annual training needs assessment and complete a report of the training needs assessment, including recommendations from the Training Committee. The training needs assessment report will be provided to the Chief of
Police, staff and the Training Committee. Upon review and approval by the Chief of Police, the needs assessment will form the basis for the training plan for the following fiscal year.

203.6 TRAINING COMMITTEE
The Department shall establish a Training Committee which will serve to assist with identifying training needs for the Department.

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

1) Any incident involving the death or serious injury of a member
2) Incidents involving a high risk of death, serious injury or civil liability to a member
3) Incidents identified by a supervisor as appropriate

The subject matter experts should convene on a regular basis as determined by the Chief of Police or the authorized designee to review the identified incidents. The subject matter experts shall determine, by consensus, whether a training need exists and then submit written recommendations of their findings to the Training Unit Commander.

The recommendations should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Unit Commander will consider the recommendations of the subject matter experts and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

203.7 TRAINING PROCEDURES

1) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
   a) Court appearances
   b) Scheduled vacation
   c) Sick leave
   d) Physical limitations preventing the employee’s participation
   e) Emergency situations

2) When an employee is unable to attend mandatory training, that employee shall:
   a) Notify their supervisor as soon as possible but no later than one hour prior to the start of training.
   b) Document their absence in a memorandum to his/her supervisor if unable to attend training.
c) Make arrangements through his/her supervisor and the Training Unit Commander to attend the required training on an alternate date.

203.8 DAILY TRAINING BULLETINS
The Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Thornton Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Unit Commander.

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

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty.

Although the DTB system can be accessed from any internet active computer, employees shall only access DTBs as part of their on-duty assignment, unless directed otherwise by a supervisor.

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

203.9 TRAINING RECORDS (33.1.6)
The Training Unit Commander, or their authorized designee, is responsible for the creation, filing, updating and storage of all training records. Training records shall be retained in compliance with the current records retention schedule.

203.10 FIELD TRAINING PROGRAM (33.4.1)
The Training Unit Commander shall establish a field training program for recruit police officers that is of sufficient duration to provide for the adequate orientation and training of the new peace officer in the lawful operations of the Department. The program shall establish procedures for the selection, appointment and training of Field Training Officers (FTO) and supervisors, the daily evaluation of recruits participating in the program and the rotation of FTO personnel to provide for the objective evaluation of recruit performance. Upon completion of the Field Training Program, training documentation for officers will be retained within the Administration Division.
203.11 REMEDIAL TRAINING (33.1.5)
Remedial training will be assessed on an individual basis and include:

1) documentation of remedial training being provided, and
2) time frames for remedial training to be completed.

203.12 REVISIONS
Enacted: July 27, 2016
Revised: April 26, 2017
Revised: March 20, 2018
Revised: December 11, 2019
204.1 PURPOSE AND SCOPE
Administrative communications of this department are governed by the following policies.

204.2 MEMORANDUMS
Memorandums may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring of new personnel, separations, individual and group awards and commendations or other changes in status. At the discretion of the Chief of Police, notification may be made by electronic mail.

204.3 CORRESPONDENCE
To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on Department letterhead. Official correspondence and use of letterhead requires approval of a command staff member. Department letterhead may not be used for personal purposes.

Internal correspondence should use appropriate memorandum forms. These may be from line employee to employee, supervisor to employee or any combination of employees.

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

204.5 OTHER COMMUNICATIONS
Provisional Orders and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee or Deputy Chiefs.

204.6 REVISIONS
Enacted: July 27, 2016
205.1 PURPOSE AND SCOPE
This policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against its needs and inherent managerial right to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet the operational requirements of the Department.

205.2 PATROL MINIMUM STAFFING LEVELS
Patrol minimum staffing levels should result in scheduling at least two regular supervisors on-duty whenever possible. Watch Commanders will ensure that at least one field supervisor is deployed during each shift.

205.2.1 SUPERVISION DEPLOYMENTS
In order to accommodate training and other unforeseen circumstances, an officer may be used as a field supervisor in place of a field sergeant.

With prior authorization from the Patrol Deputy Chief, a supervisor may act as the Watch Commander for a limited period of time.

205.3 REVISIONS
Enacted: July 27, 2016
206.1 PURPOSE AND SCOPE (15.2.1)

1) The Department Work Plan is designed to build a culture of excellence through teamwork and to share ideas that influence future budgeting and operational decisions.

2) The Work Plan encompasses the Mission Statement, Vision Statement, and Core Values of the Department in shaping its evolution by focusing on department identified priority areas.

3) The Work Plan serves as the foundation for the Department as a learning organization to increase its adaptability.

206.2 POLICY

1) The Department Work Plan will be established in the first quarter of each year, consisting of no less than six identified priority areas.

2) The Work Plan year will encompass the current year and subsequent year (e.g., 2013-2014, etc.).

3) Each priority area will have a designated lead and co-lead. The leads and co-leads will be designated as the Police Department Strategic Planning Team.

4) The leads and co-leads will select committee members for each priority area. The committee member selection process will maintain the experience of the committee as well as include new members with fresh ideas.

5) The identified priority areas will be documented in a designated format with each priority area having established goals, objectives, action steps and benchmarks for completion.

6) The Department Work Plan document will be reviewed and approved at a scheduled staff meeting and will be disseminated to all department members.

7) Command Staff will monitor progress of the Work Plan quarterly.

8) The Department Work Plan End of Year Review will occur in December or January at a scheduled meeting with all department staff to assess accomplishments. Leads and co-leads of the priority areas will be responsible for presenting their respective accomplishments, challenges and lessons learned during the meeting.

9) After completion of the End of Year Review by all department staff, accomplishments of the Work Plan will be disseminated to all department members.
10) The End of Year Work Plan should document accomplishments, challenges and lessons learned to guide the planning process for the next Department Work Plan year.

11) Completed Work Plans will be stored in the shared network drive under the title Department Work Plan.

206.3 REVISIONS
Enacted: July 27, 2016
207.1 PURPOSE AND SCOPE
This policy is to establish the Department's Safe Community Strategic Plan (SCSP). It will identify the analytical tool that will be used by the Department to address identified community problems.

207.2 POLICY
1) The SCSP encompasses the Department Mission Statement, Vision Statement, Core Values and the Department Work Plan.
2) The SCSP will allow the department to maximize its ability to effectively prevent and control threats to public safety. It will also provide security through the engagement of department members and the community in problem solving initiatives.
3) The SCSP is a layered public safety strategy supported by data driven crime analysis to serve and protect the community, which includes:
   a) A Youth Strategy initiative that will focus on truancy and delinquency issues
   b) Identification and management of crime and disorder hot spots
   c) Problem criminal offenders
   d) Identification and investigation of linked pattern crimes and emerging crime trends
   e) Traffic enforcement at dangerous intersections, and identified crime and disorder hot spots
   f) Aggressive enforcement of impaired driving violations to reduce deaths, injuries, and property loss
   g) Participation in multi-agency task force operations to dismantle organized criminal enterprises
   h) Further criminal investigation efforts through the collection and processing of evidence
   i) The Department's CrimeTrac.
4) The SCSP will utilize the Scanning, Analysis, Response and Assessment Model (SARA Model). Because of the SARA model's applicability to any departmental or operational issue requiring thorough problem solving analysis, it is adopted as the foundational analytical tool for department and community problem solving efforts.
   a) Department members will receive training in the use of the SARA model.
b) Application of the SARA model in addressing department and community problems will be archived in the SARA Library File which is located in the shared network drive. The effectiveness of the community problem solving effort must be considered within the documentation.

207.3 DEFINITIONS

**Community Problem** - Criminal activity, traffic issues, other non-criminal activity, issues of substantive concern to the community and issues involving the potential of direct harm to the public.

**CrimeTrac** - On-going, bi-monthly meetings with designated department staff, invited department members or members from city, county, state and federal agencies. These meetings are designed to review and identify emerging crime trends, pattern crimes and develop effective response strategies to identified community problems. CrimeTrac creates an accountability process that centers on creating realistic expectations, systematically reviewing the process of crime reduction activities, documenting the work being done and evaluating the success of crime reduction efforts. The Department response strategies and their effectiveness will be evaluated through the SARA model utilizing data driven crime analysis in subsequent CrimeTrac meetings.

**Hot Spots** - Locations that are relatively small areas with a disproportionate amount of crime or problematic activity.

**Problem Criminal Offenders/Repeat Offenders** - Either one person who has committed a disproportionate number of crimes or a group of offenders who share similar characteristics.

**Safe Community** - An aspect of quality of life in which police and community partnerships seek to provide citizens the ability to pursue and realize the full benefits from their social and economic lives without fear or hindrance from hazards or threats that result from criminal or anti-social behavior of others.

**SARA Model** - A systematic process for identifying, understanding, and responding to problems in the community.

**Youth Strategy Initiative** - An initiative that applies prevention, intervention and mentoring measures across a broad partnership throughout Adams County.

207.4 SARA MODEL

1) Scanning: The process of identifying problems, both small and large, which are of concern to the public and the police, prioritizing those problems and selecting problems for closer examination. Scanning looks beyond the symptoms of the problem.
   a) Identifying recurring problems of concern to the public and the police.
   b) Identifying the consequences of the problem for the community and the police.
   c) Prioritizing those problems.
d) Developing broad goals.

e) Confirming that the problem exist.

f) Determining how frequently the problem occurs and how long it has been taking place.

g) Selecting problems for closer examination.

2) Analysis: The process of drawing conclusions about why a problem is occurring predicated on official data, observation and experience. Proper analysis is critical to developing a tailored response to the community problem.

a) Identifying and understanding the events and conditions that precede and accompany the problem.

b) Identifying relevant data to be collected.

c) Researching what is known about the problem type.

d) Taking inventory of how the problem is currently addressed and the strengths and limitations of the current response.

e) Narrowing the scope of the problem as specifically as possible.

f) Identifying a variety of resources that may be of assistance in developing a deeper understanding of the problem.

g) Developing a working hypothesis about why the problem is occurring.

3) Response: The process, based on the analysis results, of identifying realistic responses appropriate to the scope of the problem and implementing them. This may require help from other city departments, agencies, and the community. Department members must identify a strategy(s) to resolve the community problem through;

a) Brainstorming for new interventions.

b) Searching for what other communities with similar problems have done.

c) Choosing among the alternative interventions.

d) Outlining a response plan and identifying responsible parties.

e) Stating the specific objectives for the response plan.

f) Carrying out the planned activities.

4) Assessment: The process of determining if the response to the problem was effective. Assessment will look at implementation of the response and the impact on the severity of the problem.

a) Determining whether the plan was implemented (a process evaluation).

b) Collecting pre- and post-response qualitative and quantitative data.

c) Determining whether broad goals and specific objectives were attained.

d) Identifying any new strategies needed to augment the original plan.

e) Conducting ongoing assessment to ensure continued effectiveness.

207.5 CRIMETRAC OPERATIONAL RESPONSIBILITIES

207.5.1 CRIME ANALYST

1) Coordinate the bi-monthly CrimeTrac meetings with all involved members.
2) Provide members with instruction for using the SARA model and facilitate crime reduction strategies when requested.

3) Encourage creative crime solving and prevention strategies at all levels utilizing geographic, statistical and crime theory knowledge.

4) Proactively deliver crime statistics, crime maps, investigative products and any other crime spree and trend information as soon as they are available or relevant.

5) Upon request, aid and assist all members in the creation and tracking of crime solving and prevention strategies.

6) Take a leadership role as directed supporting CrimeTrac meeting efforts.

207.5.2 PATROL OFFICERS/DETECTIVES

1) Generate creative crime solving and prevention strategies utilizing geographic, community and policing knowledge.

2) Utilize the SARA model to approach crime problems.

3) Make use of all policing tools and specialty units throughout the Department including established department partnerships, as needed, in assessing and implementing crime reduction activities.

4) Work with sergeants to formalize goals to solve reported crimes and prevent additional criminal activity.

5) Be accountable for generating strategies for a safe community.

207.5.3 SERGEANTS

1) Reinforce the use of the SARA model and facilitate crime reduction activities among patrol officers and detectives and report progress to commanders.

2) Encourage creative crime solving and prevention strategies utilizing geographic, community and policing knowledge by the patrol officers and detectives. Hold patrol officers, detectives and themselves accountable for generating strategies for a safe community.

3) Manage crime solving and prevention strategies generated by officers so that the strategies have tactical goals, long term strategic purposes and measurable results.

4) Ensure that crime strategies, crime analysis, results and assessments are properly housed in the Department SARA Library.

5) Communicate crime solving and prevention strategies with department sergeants, other shifts, and commanders.

6) Coordinate crime solving and prevention strategies with sergeants, other shifts, and commanders in order to manage comprehensive, rather than shift specific, strategies when possible.

7) Work with commanders to report results of crime solving and prevention strategies to all department members.

8) Utilize the jurisdictional crime trends to instruct and encourage patrol officers and detectives to prepare proactive, predictive policing strategies.

9) Create and/or supervise the maintenance of a database for crime solving and prevention strategies.
207.5.4 COMMANDERS
1) Reinforce the use of the SARA model and facilitate crime reduction activities among sergeants, patrol officers and detectives and report progress to deputy chiefs.
2) Confer with sergeants about how they are encouraging patrol officers and detectives to create crime solving and prevention strategies and how patrol officers and detectives are being challenged to incorporate this into their assigned responsibilities.
3) Confirm that crime strategies, crime analysis, results and assessments are properly housed in the Department SARA Library.
4) Ensure internal communication of crime solving and prevention strategies is maintained throughout the Department.
5) Coordinate crime solving and prevention strategies with department sergeants, shifts, and command staff in order to manage comprehensive, rather than shift specific strategies, when possible.
6) Understand jurisdictional crime trends. Instruct and encourage sergeants to prepare proactive, predictive policing strategies.
7) Supervise the maintenance of a database for crime solving and prevention strategies.

207.5.5 DEPUTY CHIEFS
1) Monitor and ensure proper instruction and facilitation of a SARA model among division personnel.
2) Require regular reports from commanders regarding crime solving and prevention strategies.
3) Confirm and track that crime strategies, crime analysis, results and assessments are properly housed in the Department SARA Library.
4) Ensure that command staff encourages comprehensive, rather than shift specific strategies, when possible.
5) Regularly communicate to the Chief of Police, through established CrimeTrac meetings, the creative crime solving and prevention strategies currently implemented, the long term goals of the strategies and the current and projected impact of the strategies.
6) Ensure that crime solving and prevention strategies align with the Department policies, goals, Mission Statement, Vision Statement and Core Values.
7) Prioritize crime solving and prevention strategies to maximize operational effectiveness.

207.5.6 CHIEF OF POLICE
1) Provide leadership direction while monitoring and ensuring proper instruction in use of the SARA model among department members.
2) Regularly assess the creative crime solving and prevention strategies being implemented through the established CrimeTrac meetings, the long term goals of the strategies, and the current and projected impact of the strategies.
3) Ensure that crime solving and prevention strategies align with the Department policies, goals, Mission Statement, Vision Statement and Core Values.

4) Ensure exchange of information at CrimeTrac meetings is open, supportive and strategically focused in promoting a safe community through timely, proactive action and accountability, as assessed through outcome measurements.

207.6 REVISIONS
Enacted: July 27, 2016
300.1 PURPOSE AND SCOPE
This policy provides guidelines on the reasonable response to resistance. 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.

300.1.1 DEFINITIONS (4.1.2)
Definitions related to this policy include:

Conducted Energy Device (CED) - A device using electricity to attempt to control a subject.

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

Less Lethal Force - The application of physical techniques or tactics, chemical agents or weapons to another person.

Reasonable Belief - That which an ordinary person of average intelligence and sound mind would believe.

Serious Bodily Injury (SBI) - Bodily injury which, either at the time of the actual injury or at a later time, involves substantial risk of death, a substantial risk of serious permanent disfigurement, a substantial risk of protracted loss or impairment of the function of any part or organ of the body or breaks, fractures or burns of the second or third degree.

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

300.2.1 DUTY TO INTERCEDE
Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law shall promptly report these observations to a supervisor.

300.2.2 REPORTING
An officer who witnesses another peace officer using force in excess of that permitted pursuant to CRS § 18-8-802 must report such use of force to a supervisor. Subsequent written notification shall be made within 10 days of the occurrence and include the date, time and place of the occurrence, the identity, if known, and description of the participants and a description of the events and the force used (CRS § 18-8-802(1)(b)).

300.3 RESPONSE TO RESISTANCE (USE OF FORCE, 4.1.1)
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 be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

300.3.1 USE OF FORCE TO EFFECT AN ARREST
An officer is justified in using reasonable and appropriate physical force upon another person when and to the extent that he reasonably believes it necessary (CRS § 18-1-707(1)): 
1) To effect an arrest or to prevent the escape from custody of an arrested person unless he knows that the arrest is unauthorized; or
2) To defend himself or a third person from what he reasonably believes to be the use or imminent use of physical force while effecting or attempting to effect such an arrest or while preventing or attempting to prevent such an escape.

Officers shall not apply force in excess of the force permitted by CRS § 18-8-803 to a person who has been rendered incapable of resisting arrest.

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:

1) Immediacy and severity of the threat to officers or others.
2) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
3) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, and the number of officers available vs. subjects).
4) The effects of drugs or alcohol.
5) Subject’s mental state or capacity.
6) Proximity of weapons or dangerous improvised devices.
7) The degree to which the subject has been effectively restrained and their ability to resist despite being restrained.
8) The availability of other options and their possible effectiveness.
9) Seriousness of the suspected offense or reason for contact with the individual.
10) Training and experience of the officer.
11) Potential for injury to officers, suspects and others.
12) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the officer.
13) The risk and reasonably foreseeable consequences of escape.
14) The apparent need for immediate control of the subject or a prompt resolution of the situation.
15) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
16) Prior contacts with the subject or awareness of any propensity for violence.
17) 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:

1) The degree to which the application of the technique may be controlled given the level of resistance.
2) Whether the person can comply with the direction or orders of the officer.
3) Whether the person has been given sufficient opportunity to comply.

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

300.3.4 CAROTID CONTROL HOLD
The use of any neck restraints are expressly prohibited except in circumstances where the use of deadly force is justified.

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

300.4 DEADLY FORCE APPLICATIONS (4.1.2)
Use of deadly force is justified in the following circumstances:

1) An officer may use deadly force to protect him/herself or others from what they reasonably believes would be an imminent threat of death or serious bodily injury.
2) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person 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 subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible. Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment threatening someone with a weapon. For example, an imminent danger may exist if an officer reasonably believes any of the following:
   i) The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.
   ii) The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.
300.4.1 SHOOTING AT OR FROM MOVING VEHICLES
Officers are not authorized to discharge their firearm at, or from, a moving vehicle, unless there is an imminent threat of death or imminent physical injury to the officer or to another person, and there is no reasonable avenue of escape.

Department members shall not place themselves in a position, increasing the likelihood to use their weapon to protect themselves against a moving vehicle. Officers should move to a position of safety rather than discharging a firearm at the vehicle or any occupants.

Shooting at a moving vehicle is strongly discouraged and must be the only objectively reasonable and necessary option under the circumstances.

Any time an officer shoots at a moving vehicle, their actions and decision-making will be subjected to strict scrutiny.

300.4.2 WARNING SHOTS (4.1.3)
Warning shots are strictly prohibited.

300.4.3 OTHER THAN FULL DUTY STATUS (4.2.3)
Any employee, whose action(s) or use of force in an official capacity results in death or serious physical injury, will be removed from operational assignments pending an administrative review.

300.5 REPORTING THE RESPONSE TO RESISTANCE (4.2.1)
Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why they believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

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

1) The application caused a visible injury.
2) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
3) The individual subjected to the force complained of injury or continuing pain.
4) Any application of a CED.
5) Any application of a less lethal impact tool.
6) Any application of a restraint device other than handcuffs, shackles or belly chains.
7) The individual subjected to the force was rendered unconscious.
8) An individual was struck or kicked with an apparent or complaint of injury.
9) An individual alleges any of the above has occurred.

300.6 MEDICAL CONSIDERATION (4.1.5)
Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until they can be medically assessed. Medical assistance shall be given to any subject requesting it.

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

The primary reporting officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

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

300.7 SUPERVISOR RESPONSIBILITY
When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

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

2) Ensure that any injured parties are examined and treated, as necessary or requested.

3) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.
4) Identify any witnesses not already included in related reports.
5) Review and approve all related reports.
6) Evaluate the circumstances surrounding the incident and initiate an Inquiry Form if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

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

300.7.1 WATCH COMMANDER RESPONSIBILITY
The Watch Commander shall review each use of force by any personnel within their command to ensure compliance with this policy and to address any training issues.

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

300.9 ADMINISTRATIVE REVIEW COMMITTEE (4.2.2)
An administrative review of each use of force incident will be completed for each incident. The Administrative Review should include a summary of the incident; race, gender, and age of subject to which force was applied; date, time, location, and circumstances of requiring force; documentation of injuries (officer and civilian); medical treatment provided; and acknowledgement of supervisory review, including any follow up actions.

The Chief of Police will appoint a committee that will review a select number of incidents quarterly.

Those incidents will be noted as the regular administrative review is conducted. These incidents will undergo further review because of specific issues identified during the first review.

This information will be used for training purposes, and help with the annual use of force analysis.

300.10 USE OF FORCE ANALYSIS (4.2.4)
At least annually, the Professional Standards Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

1) Date and time of incidents.
2) Types of encounters resulting in use of force.
3) Trends or patterns related to race, age and gender of subjects involved.
4) Trends or patterns resulting in injury to any person including employees.
5) Impact of findings on policies, practices, equipment, and training.
6) Policy revision recommendations.

**300.11 REVISIONS**

Enacted: July 27, 2016

Revised: January 23, 2018

Revised: July 18, 2018

Revised: September 11, 2018

Revised: October 15, 2019
301.1 PURPOSE AND SCOPE (1.2.5)

Law enforcement officers must be able to understand the basic laws of arrest. This policy will assist officers in establishing standards that will direct the exercise of police officer discretion in making decisions regarding when arrest is authorized. It is the policy of this Department to comply with all legal requirements pertaining to the arrest of an individual. The following is an overview of the laws applicable to arrest as defined by Federal and State law.

301.1.1 ARREST DEFINED

The Colorado Revised Statutes contain no statutory definition of arrest. Consequently, the point when arrest occurs has been developed through case law and involves an analysis of the circumstances in each case. However, some guidelines have emerged so that it is clear an arrest occurs when:

1) An officer has gained enough information to give him probable cause to believe that a crime has been committed for which the officer has the power to arrest, to believe that the person being arrested is the person who committed such crime and then takes physical custody of such person in order to charge the person with the criminal offense.

2) The circumstances that courts view as creating situations where detained persons will not feel free to end the encounter; i.e. when a person is taken into custody and thus considered "under arrest," are measured by the totality of the circumstances. Examples are:
   a) If an officer detains a person, based upon reasonable suspicion, beyond the minimally intrusive detention necessary to conduct an investigatory stop;
   b) An officer transports the suspect, without consent, to a different location.
      However an arrest does not necessarily occur when transporting for officer safety reasons or for a show-up by a victim or witness; or
   c) An officer detains a person by force or verbal commands and thereby creates circumstances that implicitly make it clear to a reasonable person that the person detained is not free to leave.

3) The "totality of the circumstances" standard analysis is based upon the officer's own experience and specialized training to make inferences from and deductions about the cumulative information available to the officer.
4) Whether a person has been arrested for constitutional purposes must not be determined on the basis of the officer's subjective state of mind, but on the objective reasonable person standard. Consequently, while an officer may not intend an arrest, the officer's actions measured by this standard and assessed by the totality of the circumstances may result in an arrest.

5) The actual point of arrest is important because when a legal arrest occurs, the arresting officer may detain a suspect for an extended period of time, the officer may conduct a search of the suspect or the suspect's property, as incident to arrest, the officer may transport and the officer may require the suspect to follow booking or other related procedures.

301.1.2 INVESTIGATORY DETENTION/NOT ARREST

1) The United States Supreme Court has held that investigatory detentions may be based upon less than probable cause. Such detentions must be based upon reasonable suspicion.
   a) Reasonable suspicion means that the officer must point to specific and articulable facts, together with rational inferences drawn from those facts, which reasonably suggest that criminal activity has occurred or is imminent.
   b) Probable cause means that an officer must have sufficient specific and reliable information to believe that, under the totality of the circumstances, it is more likely than not that the suspect has committed or is committing a crime.

2) Scope of an investigatory detention is limited.
   a) The detention must be based on reasonable suspicion, not merely a hunch or guess but specific facts and rational inferences.
   b) A pat down must be based upon reasonable belief that the suspect is armed because the search is not supported by probable cause and consequently must be very limited in its scope. The officer must have a reasonable basis to be concerned for their safety.
   c) An investigatory stop must also be reasonably related to the circumstances that initially justified the detention.
   d) An investigatory stop must be temporary and can last no longer than necessary to accomplish the purpose of the stop. In such case, the officer may continue the stop until the purpose of the stop is satisfied and reasonable suspicion is dispelled.
   e) An investigatory detention applies to stops that allow questions of an individual to ascertain their identity and may include a request for persons to exit a vehicle if the stop is in the context of a traffic stop.

3) Investigatory stops are not arrests.
   a) When an officer conducts an investigatory stop, so long as the stop does not exceed the scope of the stop and is based on articulable facts that lead to reasonable suspicion, the stop is not an arrest.
b) The investigatory stop may be an arrest if the seizure exceeds the purpose of the stop or under the totality of the circumstances, a reasonable person believes that the person would not be free to leave.

301.1.3 AUTHORITY TO ARREST

1) Officers, in compliance with the Colorado Revised Statutes, may arrest a person under the following conditions: (see CRS § 16-3-102)
   a) When the officer has a warrant or knowledge of a warrant commanding that such person be arrested.
   b) When any crime has been or is being committed by such a person in the officer's presence.
   c) When the officer has probable cause to believe that an offense was committed and has probable cause to believe that the offense was committed by the person to be arrested.

2) Officer's may arrest when pursuing a suspect if: (see CRS § 16-3-106)
   a) The officer has a warrant; or
   b) The officer has knowledge that a warrant has been issued; or
   c) In the absence of a warrant, an exigency exists (see Exigent Circumstances).

301.1.4 ARRESTS ON PRIVATE PROPERTY - GENERAL

1) Because a police officer's entry onto private property is an intrusion into a place where people generally have a greater expectation of privacy than in public places, or places open to the public, an officer's authority to arrest in such places is restricted under the Fourth Amendment
   a) Where the fourth amendment applies, the government's actions must be reasonable. The United States Supreme Court has repeatedly held that the "Touchstone of Reasonableness" is obtaining a valid warrant unless the officer is relying upon recognized exceptions to the warrant requirement.

2) If an area is privately owned but is open to the public, such as a retail store, an officer may exercise authority to arrest without meeting arrest warrant requirements.

3) To enter onto private property that is not open to the public, the general rule is that an arrest warrant is required. Without an arrest warrant, entry onto private property in order to make an arrest is valid only if an exception to the warrant requirement exists or if someone with authority to consent gives unequivocal consent to enter.

4) In addition to an arrest warrant, a search warrant is required to enter a third party premise to search for and arrest a suspect.

5) Officers shall place a location under surveillance while gaining a search warrant or until an exigency arises.

301.1.5 ARRESTS ON PRIVATE PROPERTY WITH A WARRANT OF ARREST

1) To execute an arrest warrant, an officer may enter private property of the suspect only when the officer reasonably believes the suspect will be present.
2) A third party premises may be entered only if the officer has a search warrant or has valid consent from such third party and he reasonably believes the suspect is present inside the premises.

3) Although it is preferable for the officer to have the arrest warrant in their possession when executing the warrant, an arrest may be made pursuant to the warrant even if it is not in their possession at the time, as long as the officer can verify that an arrest warrant exists. In such cases, when affecting the arrest, the officer must inform the suspect that an arrest warrant has been issued.

4) When an officer is attempting to arrest someone on private property, they should announce their authority and purpose and then wait a reasonable time to be admitted. The reasonableness of the waiting period will depend upon the circumstances of the situation.

5) All necessary and reasonable force may be used to effect entry upon any building or property or part thereof to make an authorized arrest.
   a) If a decision is made to make forcible entry, the least destructive manner of entry that can be executed will be used.
   b) Whenever an officer has had to use force to gain entry into private property, the officer will ensure that the premises are adequately secure before leaving.

301.1.6 ARREST ON PRIVATE PROPERTY WITHOUT A WARRANT OF ARREST

1) An arrest may be initiated on private property premises, without a warrant, if the officer is already lawfully present on the premises, such as executing a search warrant or responding to a request for help and the officer has probable cause to arrest.

2) An officer, who is not already lawfully on private property, may enter private property in order to make a warrantless arrest only in three situations:
   a) When the officer is in hot pursuit of a suspect for a crime other than a misdemeanor, petty offense or traffic charge; or
   b) When any other exigent circumstances arise for a crime whose penalty permits a jail sentence; or
   c) When someone with proper authority consents to the officer’s entry.

301.1.7 EXIGENT CIRCUMSTANCES

Exigent circumstances constitute justification for entering private property to effect a warrantless arrest.

1) Hot pursuit occurs when there is a continuous chase of a suspect who enters private property immediately preceding the arrival of police.
   a) An officer in hot pursuit may continue his chase onto the private property in order to apprehend the suspect being chased.
   b) The hot pursuit justification for entry and arrest may only be used when:
      i) There is no unnecessary delay in beginning the pursuit; and
ii) There is a continuous and uninterrupted pursuit (but not necessarily continuous visual surveillance of the suspect or continuous knowledge of his whereabouts); and
iii) There is a short lapse of time between the suspect's entry and the officer's entry.

c) Use of hot pursuit as justification for entry into private property to effect a warrantless arrest is prohibited as a matter of policy in cases where the suspect faces only misdemeanor, petty offense, or traffic charges.
d) An officer must announce his identity and purpose prior to forcing entry into private property in hot pursuit to effect an arrest, unless such announcement will:
i) Jeopardize the safety of persons within or of the officer or of fellow officers; or
ii) Result in the escape of a person sought; or
iii) Likely result in the destruction of evidence.

2) Emergencies: If an officer encounters a situation where the officer reasonably believes an emergency exists, the officer may arrest without a warrant. Considered together, the following factors tend to show exigent circumstances justifying a warrantless entry into a dwelling:
a) The officer has probable cause to arrest and has gained reason to believe the suspect is inside.
b) The crime which the suspect committed was one of violence (e.g., homicide, kidnapping, felonious assault, vehicular assault, sexual assault, robbery, arson, etc.) and/or the officer has reason to believe that further violence is occurring by the suspect.
c) The officer has announced their presence prior to requesting entry and circumstances arise that present a high likelihood that the suspect will escape or evidence could be destroyed if not immediately apprehended.

3) When exigent circumstances exist to justify entry onto private property to effect a warrantless arrest, an officer may dispense with an identification announcement prior to using force to effect entry if the officer has probable cause to believe the announcement will:
a) Jeopardize the officer's or others' safety; or
b) Result in the escape of the person sought; or
c) Result in the destruction of evidence.

301.1.8 CONSENT
1) If an officer is not in hot pursuit or exigent circumstances have not arisen, the officer may still gain entry by obtaining consent to enter. Consent should be used only as a last resort because it is often subject to question after the fact.

2) The key determinations to be made when entry onto a private property to effect a warrantless arrest is gained by obtaining consent are that:
a) The consent was given voluntarily; and
b) The person had the apparent authority to consent to the officer's entry.

3) To prove voluntariness, the officer:
a) Should explain to the person that he has the right to withhold consent.

b) Should avoid any hint of coercion in words or conduct (it is not coercive to state that if consent is not given a search warrant will be applied for).

c) Must use no trickery, deception or misrepresentation to gain consent.

4) If possible, the officer should obtain consent in writing.

5) In general, any persons with rights of control over or access to the premises, or part of the premises, equal to the suspect's (for example, a householder, spouse or cotenant) has the authority to consent to entry to private property.

   a) A landlord who has rented either the entire property or a room on the premises generally does not have equal control or access to the area rented.

   b) An adult child living with a parent may have greater control or access to private room than parents.

6) If consent is withdrawn before the suspect is found, the officer(s) should leave immediately.

301.1.9 PROTECTIVE CUSTODY

1) Under Colorado law, officers may detain a person for purposes of protective custody and such detention shall not constitute an arrest. (See CRS § 27-81-111)

2) An officer may take any person who is intoxicated and/or clearly dangerous to himself or others or gravely disabled into protective custody and transport such person to a treatment facility.

   a) The officer must act with probable cause and may use reasonable methods to protect them self from harm by the detainee, but shall make every reasonable effort to protect the health and safety of the detainee.

3) Officers do not need reasonable suspicion that an individual is involved in a criminal activity to make initial contact with someone they believe is intoxicated.

4) Officers must reasonably suspect that the statutory requirements for civil protective custody circumstances are applicable.

5) Once contact is made, the officer must determine if probable cause exists to place the individual into protective custody.

6) Legitimate, though unrelated, criminal activity is not in and of itself probable cause to take a person into protective custody.

7) The officer has discretion to determine if the individual is clearly dangerous either to the individual or others or gravely disabled and such decision is protected by qualified immunity unless there is no probable cause to believe the person is potentially harmful to themselves or others.

8) Scope of a Detainee Search

   a) Police may conduct a pat-down search of the detainee to protect themselves.

   b) Officers are not allowed to search containers under a protective custody without a search warrant or consent.

301.2 REVISIONS

Enacted: July 27, 2016
302.1 PURPOSE AND SCOPE
This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

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

302.3 USE OF RESTRAINTS
Only members who have successfully completed Thornton Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

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

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

302.3.1 RESTRAINT OF DETAINEES
Situations may arise where it may be reasonable to restrain 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 ensure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.
302.3.2 RESTRAINT OF PREGNANT PERSONS
Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event should these persons be restrained by the use of leg irons, waist chains or handcuffs behind the body.

No person who is in labor should be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary to prevent escape or injury.

302.3.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age should not be restrained unless they are suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure themselves, injure the officer or damage property.

302.3.4 NOTIFICATIONS
Whenever an officer transports a person with the use of restraints other than handcuffs or leg irons, the officer shall inform the supervisor 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.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS
Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person’s hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person’s back. Handcuffs shall be checked for proper fit and double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person’s size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.
302.5 APPLICATION OF SPIT HOODS
Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES
Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF KICKSTOP RESTRAINT SYSTEM (LEG RESTRAINT) DEVICES
Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:
1) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
2) Whether it is reasonably necessary to protect the suspect from their own actions (e.g., hitting their head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).
3) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

302.7.1 GUIDELINES FOR USE OF THE KICKSTOP RESTRAINT SYSTEM
When applying leg restraints the following guidelines should be followed:

1) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
2) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
3) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on their stomach for an extended period, as this could reduce the person’s ability to breathe.
4) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on their stomach.
5) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
6) When transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION
If an individual is restrained and released without an arrest report or summons, the officer shall document the details of the detention and the need for handcuffs or other restraints in the CAD notes for the call. Officers will at least note the reason the handcuffs were applied, and the amount of time the individual was detained.

If an individual is arrested, the use of handcuffs or other restraints shall be documented in the related arrest report:
1) The factors that led to the decision to use restraints. In the case handcuffs are used, every arrest report or custody sheet shall note that handcuffs were checked for proper fit and double-locked.

2) Supervisor notification and approval of restraint use, if necessary.

3) The types of restraint used.

4) The amount of time the person was restrained.

5) How the person was transported and the position of the person during transport.

6) Observations of the person's behavior and any signs of physiological problems.

7) Any known or suspected drug use or other medical problems.

### 302.9 TRAINING

Subject to available resources, the Training Unit Commander should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

1) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

2) Response to complaints of pain by restrained persons.

3) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.

4) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

### 302.10 REVISIONS

Enacted: July 27, 2016

Revised: March 23, 2018

Revised: November 13, 2019
305.1 PURPOSE AND SCOPE (4.2.3)
This policy provides the direction for the investigation of an incident in which a person is injured or dies as the result of an officer involved shooting, or dies, or receives serious bodily injuries, as a result of actions of an officer. In accordance with CRS 16-2.5-301, the City of Thornton Police Department (TPD) has partnered with the 17th Judicial District Critical Incident Investigation Team (CIIT) to investigate officer involved shootings or incidents in which an officer’s actions caused a death in its jurisdiction (OII). TPD will request that the CIIT investigate any OII.

305.2 DISCHARGE OF A FIREARM
When a member discharges a firearm while on-duty, or acting under the color of authority in an off-duty capacity, regardless of the member's intent and while in the 17th Judicial District, the incident will be handled as an officer involved incident and investigated by the CIIT. Three exceptions to this standard exist (any of which may be investigated, by the Detective Division, at the Chief of Police’s discretion):

1) Discharges during training exercises, approved qualification courses or authorized firearms practice sessions conducted by the Thornton Police Department.
2) Unintentional or negligent discharges;
   a) Where only city property is damaged
   b) Where there is minor property damage
   c) No person is placed in an unreasonable likelihood of harm
   d) No injuries are involved
3) Intentional discharges for the purpose of destroying a critically injured or vicious animal. These situations will be handled in accordance with current policy for destroying critically injured or vicious animals.

305.3 OFFICER INVOLVED INCIDENTS
For purposes of this specific policy, "officer involved" refers only to the officer(s) who actually discharged their firearm, or caused the death of another person, during the course of the event under investigation.
Any officer involved in a shooting or incident resulting in serious bodily injury or death must immediately, or as soon as practicable, notify a supervisor of the incident and location. A delay in the required notification is allowed, if necessary, to render first aid, maintain an arrest or prevent an escape of a subject, protect a crime scene or when the officer is incapacitated.

Until relieved by the next arriving officer, the officer involved will remain responsible for protecting the crime scene, rendering first aid and requesting necessary emergency medical aid. An exception will be made if the officer is physically unable to fulfill these duties.

The officer involved is required to:

1) Secure and preserve the scene.
2) Protect their firearm for examination.
3) Keep their firearm in their holsters (if the scene is secured and safe) until it is provided to a supervisor or a member of CIIT.
4) Keep their firearm in the condition that it was in at the conclusion of the incident.
5) Not unload their weapons unless directed by a member of CIIT.
6) Safely unload their weapon only as directed by a member of the CIIT.
7) Allow their weapon to be collected as soon as possible by a supervisor.
8) Advise their supervisor and the coordinator of the CIIT if evidence at the scene has been disturbed.

In circumstances where the officer involved is incapacitated and transported to a medical facility, or otherwise unable to respond directly to headquarters:

1) The scene supervisor will be responsible for ensuring that all involved officers’ firearms will be secured.
2) The firearm will remain in the condition in which it was received until transferred to the control of a member of CIIT for processing and safekeeping.

The involved officer(s) will not access media in any form, unless authorized, by a CIIT member.

When applicable, Body Worn Cameras will only be accessed in accordance with the Body Worn Camera Policy and viewed when permitted by that policy.

305.4 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer involved shooting, or incident resulting in serious bodily injury or death, the first uninvolved TPD officer will be the officer in charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

1) Secure and maintain the scene and identify and eliminate hazards for all those involved.
2) Take reasonable steps to obtain emergency medical attention for injured individuals.
3) Request additional resources from the Department or other agencies.
4) Coordinate a perimeter or pursuit of suspects.
5) Check for injured persons and evacuate as needed.
6) Brief the supervisor upon arrival.
7) Assign a transport officer to the involved officer.
8) Take reasonable steps to preserve evidence.

305.5 ON-SCENE SUPERVISOR RESPONSIBILITIES
The first uninvolved TPD supervisor on scene shall take command of the incident ensuring that all responding patrol officers complete their responsibilities, to include:

1) Report completion
2) Evidence preservation
3) Scene security

Reports by officers who do not provide a recorded interview will be completed by the end of the shift unless an exception is granted by a Detective Division command officer. Interviews of officers who are eyewitnesses will be video recorded whenever possible.

The on-scene supervisor will have the officer(s) involved transported to a designated waiting area at headquarters as soon as they are no longer needed at the scene. The incident should not be discussed between the person assigned to complete the transport and the officer involved.

305.5.1 PUBLIC SAFETY STATEMENT
The first uninvolved TPD supervisor on scene should ensure completion of the duties as outlined above, plus:

1) Take command of and secure the incident scene with additional TPD members until properly relieved by another supervisor or other assigned personnel or investigator.
2) Attempt to obtain a brief overview of the situation from any uninvolved officers.
   a) In the event that there are no uninvolved officers who can supply an adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer, requesting only public safety information such as at large suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses, and other pertinent information
3) Issue an administrative order to any TPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects, if necessary.
   a) Public safety information shall be limited to such things as at large suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information such as what type of incident the officer was investigating.
b) The supervisor should not attempt to order any involved officer to provide any information other than public safety information.

c) The supervisor shall provide any public safety information to the CIIT.

4) Provide all available information to the Watch Commander and the Communications Center. If feasible, sensitive information should be communicated over secure networks.

5) Ensure that involved officer(s) are transported (separately, if feasible) to a suitable location for further direction, as soon as practicable.

a) Each involved TPD officer should be given an administrative order not to discuss the incident with other involved officers or TPD members pending further direction from a supervisor.

b) When an involved officer's weapon is taken or left at the scene for other than officer safety reasons (e.g., evidence), if feasible, ensure that the officer is provided with a comparable replacement weapon.

**305.6 PERSONNEL ASSIGNED TO TRANSPORT THE INVOLVED OFFICER**

The officer(s) involved will be transported to headquarters and taken to a designated private room.

The CIIT detectives will be advised of the officer's location.

The officer involved should not be allowed to wash their hands, or change their appearance in anyway unless approved by a Detective Division command officer. If an officer has biohazards on their person, they may be allowed to de-contaminate themselves for safety reasons. Any other evidence that is observed or suspected will be preserved.

The officer involved should be provided with a Peer Support pamphlet.

Visitation to the involved officer(s) will be limited to an attorney and/or members of the department assigned to the investigation. All other individuals requesting visitation with an involved officer will first receive authorization from a Detective Division command officer. The transport officer will remain in the room with the involved officer(s) at all times except when the officer's attorneys are with the member with prior approval from a Detective Division command officer.

All movement of the involved officer(s) or visitors to the officer(s) will be noted by the transporting officer in their supplemental report.

In the event that the involved officer is injured and transported to a medical facility, the transporting officer will control access to the involved officer in the same manner as listed above until relieved by someone investigating the incident.

The transporting officer will advise the relieving officer of the status of the above.
Should the spouse, or significant other, be requested by the involved officer(s), all attempts to facilitate this will occur when reasonable. Once the spouse, or significant other, of the involved officer(s) has arrived at the police department, or medical facility, they may remain with the involved officer(s) when the involved officer(s) is not being interviewed, or other investigative procedures are not being performed.

305.7 RESTRICTED ACCESS TO INVESTIGATIVE AREAS
During investigations of OII, designated areas of the headquarters building will be off limits to all personnel not directly involved in the investigation.

Only those individuals who have a desk or function in given areas will be allowed inside the restricted area. The only other personnel allowed to enter the restricted area are: The Chief of Police, Deputy Chiefs, Division Command Officer, the On-call District Attorney, Crime Laboratory personnel, Professional Standards Unit personnel, Public Information Officer(s), and the attorney approved by the involved member(s).

If conflicts arise for use of designated areas, the CIIT will have priority over other needs, and the Detective Division command officer will resolve conflicts.

Only members of the CIIT, assigned personnel, and persons designated by the Detective Division command officer will respond to the scene of the incident.

305.8 INITIAL PROCEDURES
In an effort to ensure the officer(s) involved in the shooting, or death, are in the best position to provide an accurate and consistent interview, a recovery period of up to 48 hours (two sleep cycles) shall be permitted before a detailed interview will take place between the involved officer(s) and CIIT detectives, unless waived by the officer(s) involved.

Prior to the involved officer being released from duty, the following steps shall occur:

1) The involved officer(s) shall provide a blood sample, if reasonable suspicion to believe the officer is impaired by drugs or alcohol exists.

2) All weapons used or on the person of the involved officer(s) at the time of the incident will be recovered at the direction of CIIT, and an ammunition count will be conducted.

3) Such activity shall be documented by a member of CSI. Any weapons determined not to be involved in the incident will be returned to the officer(s) as soon as feasible.

4) A member of CSI shall document the condition of the officer(s) by taking still photographs and/or video of the officer(s).

5) The Chief of Police or designee will advise the member of their regular duty status being changed to administrative leave.

6) A date and time for the officer(s) to return to work to complete an interview with CIIT shall be set prior to the officer leaving.
CIIT detectives shall initiate all other investigative responsibilities immediately upon notification of the incident, regardless of the status of the involved officer(s).

305.9 NOTIFICATIONS
The following persons shall be notified as soon as practicable:

1) Chief of Police
2) Detective Division Deputy Chief
3) Patrol Division Deputy Chief
4) Administration Division Deputy Chief
5) 17th Judicial District Critical Incident Investigation Team
6) Adams County District Attorney’s Office
7) Professional Standards Unit Commander
8) Public Information Officer
9) City Manager
10) City Attorney

Secondary notifications can be made, if needed, to the following:

1) Psychological/peer support personnel
2) Coroner

305.10 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS
The CIIT will provide outside agency assistance in the investigation of officer-involved shootings or other officer involved critical incidents. TPD shall provide a department liaison to the CIIT team coordinators in charge of the investigation to assist with any needs that arise during the investigation and to assist with communication between TPD and the CIIT. The District Attorney will review officer-involved incidents that result in serious bodily injury or death or any CIIT special criminal investigation. This review will be limited to a determination of whether criminal charges should be filed.

305.11 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS
The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect’s crime occurred. For example, the Thornton Police Department would control the investigation if the suspect’s crime occurred in Thornton.

If crimes have been committed in other jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer(s), at the discretion of the Chief of Police and with concurrence from the other agency.
305.12 OTHER OFFICER AND PERSONNEL ASSIGNED
Responding patrol officers, Crime Scene Investigators, the Public Information Officer(s) and the Communications Center all play an important role in an officer involved shooting, or death, situation. They should perform their duties in a manner consistent with that of any major criminal investigation.

Officers and personnel that are not members of the CIIT should not discuss the incident with the officer(s) involved.

305.13 COMPLETION OF REPORTS
The CIIT will identify the officer(s) who shall provide an audio and/or video recording of their involvement in the incident. An audio and/or video recording will be considered the member’s report for purposes of the investigation, and as such, an officer who has provided an audio and/or video recording will not be required to complete a separate written report.

All other officers involved in the incident shall complete a written report before the end of watch, unless excused by a Detective Division command officer, or their authorized designee.

305.14 OTHER CRITICAL INCIDENTS
Other critical incidents where an officer’s actions are deemed the direct or proximate cause of serious bodily injury to another will be investigated at the direction of the Chief of Police, and may involve, but do not require, the services of the CIIT.

The North Metro Accident Team will investigate incidents involving motor vehicle crashes involving an officer and results in serious bodily injury or death.

305.15 ADMINISTRATIVE INVESTIGATION
In addition to all other investigations associated with an officer involved shooting or death, this department can conduct an internal administrative investigation, pursuant to the Personnel Complaints and Internal Investigations policy. This investigation will be conducted under the supervision of the Professional Standards Commander and will be considered confidential.

305.16 PEER SUPPORT
Peer Support will be provided as requested and consistent with the Peer Support, Employee Assistance and Critical Incident Stress Management Policy. This will be coordinated with the Peer Support Coordinator or their designee. Peer Support personnel will normally not be allowed to meet with the officers prior to their initial meeting with the CIIT. Peer Support will not discuss the incident with the involved officers until after their interview with the CIIT.
305.17 ADMINISTRATIVE REVIEW
Prior to the Chief approving the involved officer's return to any duty assignment, Investigative agencies will provide the Chief with a review and status of the investigation. Also prior to return to any duty assignment, involved officers will have confidential follow-up by a qualified mental health professional to ensure mental well-being prior to reintegration.

305.18 TRAINING
All officers receive initial, and on-going training regarding pre-incident education and preparation to include review of this policy.

305.19 REVISIONS
Enacted: July 27, 2016
Revised: January 15, 2018 (Formerly known as "Officer Involved Shootings and Deaths")
Revised: January 1, 2020
306.1 PURPOSE AND SCOPE
This policy provides guidelines for acquiring/issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of a firearm that are addressed in the Response to Resistance or Officer Involved Incidents Involving Shootings, Serious Bodily Injury and Deaths.

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

306.1.1 AUTHORIZATION TO CARRY FIREARMS (4.3.4)
Only certified personnel who have met all state and Colorado Peace Officer Standards and Training (POST) requirements and have been authorized by the Chief of Police shall have the peace officer privilege to carry a firearm both on and off duty (CRS § 16-2.5-101).

The Chief of Police has the authority to authorize other members of this department (such as CSI) to carry firearms as long as they meet the following requirements:

1) The member has obtained and is in possession of a current Colorado Concealed Carry Permit (CCW).
2) The member has met the qualifications and training requirements established by the Department.

306.2 POLICY
The Thornton Police Department will train its members in the use of 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.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS (4.3.1 a, 4.3.1 b)
Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Department Armorer. Except in an emergency
or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided or authorized by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member’s Division Deputy Chief. This exclusion does not apply to the carrying of a single folding pocket knife that is not otherwise prohibited by law.

Only department issued ammunition is authorized for on duty use.

306.3.1 HANDGUNS
Authorized primary on duty handguns shall be governed by the following:

1) Shall be either 9mm, .40 S&W or .45 ACP caliber handguns.
2) Shall be manufactured by Colt Series 70 or 80; Glock; SigArms; Smith & Wesson; including S&W 1911 and M&P Models; Kimber 1911 and Les Baer 1911.
   a) If Kimber or Les Baer, the handgun must be chambered for .45 ACP only. Polymer frames and/or high capacity magazines are prohibited.
   b) S&W Sigma handguns are prohibited except those officers who have been grandfathered.
   c) S&W M&P handguns must be capable of firing a chambered round with the magazine removed.
   d) SigArms shall not have DAK triggers.
   e) Glock handguns must have a standard trigger spring and a 5.5 pound connector.
   f) It is recommended that Kimber 1911 handguns with an external extractor be returned to the factory to be retrofitted with an internal extractor.
3) All 1911 handguns shall have a trigger pull weight of 4-5 pounds.
   a) All other double and single action trigger pulls shall meet the manufacturer's recommended minimum trigger weight pull.
4) Shall have a minimum barrel length of three inches and a maximum barrel length of five inches.
5) Officers must comply with the Firearms Qualification and Training portion of this policy to be authorized to carry a handgun.

306.3.2 SHOTGUNS
The authorized department issued shotgun is the Remington 870, 12 gauge pump action with an 18.5 inch barrel. Officers are authorized to purchase, at their own expense and carry on duty, their own shotgun with the following parameters:

1) It is of the same make, model and specification of the Department authorized shotgun.
2) It is inspected and authorized by the Department Armorer prior to duty use.
3) The weapon is subject to the same carry, inspection, qualification, maintenance and handling as the Department provided shotgun.

4) Under the supervision of the range staff, members shall sight in, mark their sights and qualify with their shotgun prior to placing it in service.

5) The weapon has iron sights only.

6) It has a mounted lighting system.

When not deployed, the shotgun shall be properly secured in a locking weapons rack in the patrol vehicle with the magazine loaded, the action closed on an empty chamber, the trigger pulled to release the hammer and the safety in the safe position.

306.3.3 LESS LETHAL

The authorized department issued less lethal shotgun is the Remington 870, 12 gauge pump action with an 18.5 inch barrel. The less lethal shotgun shall be a dedicated system and only use department issued ammunition.

When not deployed, the less lethal shotgun shall be properly secured in a locking rack in the patrol vehicle with the magazine loaded, the action closed on an empty chamber, the trigger pulled to release the hammer and the safety in the safe position.

306.3.4 PATROL RIFLES

The authorized department issued patrol rifle is the Colt M4 .223 carbine (Model LE6920). Officers are authorized to purchase, at their own expense and carry on duty, their own carbine with the following parameters:

1) It is manufactured by either Colt, Rock River Arms or Smith & Wesson.

2) It is approved by the Range Manager.

3) It is inspected and authorized by the Department Armorer.

4) The weapon is subject to the same carry, inspection, qualification, maintenance, and handling as the Department provided carbine.

5) It must be semi-automatic, have a 1:7, 1:8 or 1:9 twist rate, have a minimum barrel length of 16 inches and a maximum barrel length of 20 inches.

6) The internal working parts of the carbine shall remain within the original manufacturer's specification.

7) It must have iron sights, a single stage trigger and a mounted lighting system.

8) Officers shall provide, at their own expense, a suitable protective carrying case, a suitable tactical sling and at least two magazines of the same type of configuration issued by the Department.

9) Under the supervision of the range staff, members shall sight in with a 50 yard zero, mark their sights, and qualify with their carbine prior to placing it in service.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

1) Situations where the member reasonably anticipates an armed encounter.
2) When a member is faced with a situation that may require accurate and effective fire at long range.
3) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
4) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
5) When a member reasonably believes that a suspect may be wearing body armor.
6) When authorized or requested by a supervisor.
7) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured in a locking weapons rack in the patrol vehicle with the chamber empty, magazine loaded and inserted into the magazine well, the bolt forward with the dust cover closed and the selector switch in the safe position.

306.3.5 PERSONALLY OWNED DUTY SHOTGUNS AND PATROL RIFLES
Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

1) The firearm shall be in good working order and on the department list of approved firearms.
2) The firearm shall be inspected by the Department Armorer prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary. The make, model, color, serial number and caliber of the firearm shall be maintained by the Range Manager or their authorized designee.
3) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling and that the firearm functions properly.
4) Prior to the member carrying their patrol rifle, the member shall attend a four hour department patrol rifle training class. The certificate of attendance shall be placed in the member's range record and will include the make, model, color, serial number and caliber of the firearm.

306.3.6 AUTHORIZED SECONDARY HANDGUN
Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

1) The handgun shall be in good working order and on the department list of approved handguns.
2) Secondary handguns shall have a barrel length of no less than one and three quarter inches and chambered for .380 ACP, .38 Special, .357 magnum, 9mm, .40 S&W, or .45 ACP.
3) The purchase of the handgun shall be the responsibility of the member.

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

5) Members are permitted to carry a secondary handgun to be used in case of emergency, such as a malfunction of the primary handgun or disarming of the member.

6) The handgun shall be inspected by the Department Armorer prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary. The make, model, color, serial number and caliber of the handgun shall be maintained by the Range Manager or their authorized designee.

7) Ammunition shall be department issued.

8) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling and that the handgun functions properly.

9) While on duty and in a plainclothes or an administrative assignment, members are authorized to wear a secondary handgun in lieu of their primary handgun. If carried as a primary handgun, it must meet the specifications of an authorized primary handgun. The wearing of the secondary handgun does not have to be covered while in the Department building.

10) Members in these assignments choosing to wear a secondary handgun in lieu of their primary handgun must pass the primary handgun qualification course of fire during each quarter.

11) Members of the Department assigned full time in an undercover assignment with prior approval from the Chief of Police, or their authorized designee, may carry a Secondary Handgun as a Primary Handgun as long as it meets the definition of a Secondary Handgun. Members assigned to an undercover assignment are required to qualify with their Secondary Handgun as a Primary Handgun in quarterly qualifications.

306.3.7 AUTHORIZED OFF DUTY FIREARMS

The carrying of firearms by members while off duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off duty, based on their authority as peace officers, will be required to meet the following guidelines:

1) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
   a) The purchase of the personally owned firearm shall be the responsibility of the member.

2) The handgun shall be in good working order and on the Department list of approved primary and secondary handguns.

3) The handgun shall be inspected by the Department Armorer prior to being carried and thereafter shall be subjected to inspection whenever it is deemed necessary.
The make, model, color, serial number and caliber of the firearm shall be maintained by the Range Manager or their authorized designee.

4) Prior to carrying the off duty handgun, members shall qualify under the supervision of the range staff. Members shall be responsible to qualify with the off duty handgun in accordance with the Department qualification schedule. Members must demonstrate proficiency and safe handling and that the handgun functions properly.

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

6) If a member desires to carry more than one firearm while off duty, they may do so, as long as all requirements set forth in this policy for each firearm are met.

7) Members shall only use department authorized ammunition.

8) When armed, officers shall carry their badges and Thornton Police Department identification cards under circumstances requiring possession of such identification.

306.4 EQUIPMENT
Firearms carried on or off duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS AND MODIFICATIONS (4.3.1 d)
Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Range Manager.

Any repairs or modifications to the member’s personally owned firearm shall be done at their expense and must be approved by the Range Manager.

306.4.2 ACCESSORIES
With prior approval of the Range Manager, Officers are authorized to purchase, at their own expense, and carry approved firearm accessories. These accessories include but are not limited to:

1) slings
2) stocks
3) lighting systems
4) red dot optics

These accessories will not include magnified scopes or any accessory that is deemed to be of such poor quality that its reliability is in question. Accessories shall not alter the
actual mechanical function of the weapon system. Accessories shall be black or olive green in color only.

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

306.5 SAFE HANDLING, INSPECTION AND STORAGE (4.3.1 c, 4.3.1 f)
Members shall maintain the highest level of safety when handling firearms and shall consider the following:

1) Members shall not unnecessarily display or handle any firearm.
2) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Range Staff. Members shall not dry fire or practice quick draws except under Range Staff supervision.
3) Loading or unloading of a handgun shall not be done anywhere in the Department, except where clearing barrels are present.
4) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle in a safe manner.
5) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail facility or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail facility to persons from outside agencies are responsible for ensuring firearms are not brought into the jail facility.
6) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
7) Any firearm authorized by the Department to be carried on or off duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried.

It shall be promptly presented to the Range Manager or the Department Armorer for inspection and repair. Any firearm deemed in need of repair or service by the Range Manager or the Department Armorer will be immediately removed from service. If the firearm is the member’s primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.6 FIREARMS TRAINING AND QUALIFICATIONS (4.3.2, 4.3.3 a)
All members, commander and below, who carry a firearm while on duty are required to successfully complete four hours of quarterly training with their duty firearms. In addition to quarterly training, all members will qualify quarterly with their duty firearms. Members
will qualify with off duty and secondary firearms at least once a year. Training and qualifications must be on an approved range course.

At least annually all members, commander and below, carrying a firearm should receive practical training designed to simulate field situations including low light shooting.

All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:

1) Court Appearances.
2) Scheduled vacations.
3) Sick leave.
4) Emergency situations.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION (4.3.3 b, 4.3.3 c)
Those who fail to meet minimum standards or qualify on their first or second shooting attempt shall be provided remedial training and will be subject to the following requirements:

1) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
2) Members who fail to qualify with a firearm at any time during the quarter shall not be authorized to carry the firearm on or off duty until qualification has been achieved, and may be subject to corrective and/disciplinary action, if appropriate.
3) Members will have passed range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

Members who repeatedly fail to meet minimum standards will be removed from their field assignment and may be subject to disciplinary action.

306.7 FIREARM DISCHARGE
Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on or off duty, shall make a verbal report to their 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 Incidents Involving Shootings, Serious Bodily Injury and Deaths. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Response to Resistance Policy.

In all other cases, written reports shall be made as follows:

1) If on duty at the time of the incident, the member shall file a written report with their field supervisor or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
2) If off duty at the time of the incident, a written report shall be submitted or a recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.8 RANGE MANAGER DUTIES (4.3.1 e)
The range will be under the exclusive control of the Range Manager. All members attending will follow the directions of the Range Staff. The Range Supervisor will maintain a roster of all members attending the range and will submit the roster to the Range Manager after each range date. Failure of any member to sign in and out with the Range Supervisor may result in non-participation or non-qualification.

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

The Department Armorer has the responsibility of making periodic inspections, at least once a year, of all duty firearms carried by members of this department to verify proper operation. An official record on each weapon approved by the Department for official use is held by the Department Armorer, and SWAT manager for SWAT approved weapons. The Range Manager has the authority to deem any department issued or personally owned firearm unfit for service.

The member will be responsible for all repairs to their personally owned firearm. It will not be returned to service until it has been inspected by the Department Armorer and approved by the Range Manager.

The Range Manager has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Range Manager shall complete and submit to the Professional Standards Unit Commander documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Range Manager shall keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Professional Standards Unit Commander.

306.8.1 FIREARMS INSTRUCTOR PROFICIENCY (4.3.3 a)
Each firearms instructor shall meet the proficiency requirements required by the State of Colorado and POST.

306.9 FLYING WHILE ARMED
The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements
apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

1) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible as determined by the Department based on the law and published TSA rules.

2) Officers must carry their Thornton Police Department identification card, bearing the officer’s name, a full face photograph, identification number, the officer’s signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver’s license, passport).

3) The Thornton Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Thornton Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

4) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail their itinerary, and should include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

5) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by a TSA approved instructor.

6) It is the officer’s responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier’s check-in counter.

7) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of their assigned seat.

8) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on their person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

9) Officers should try to resolve any problems through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

10) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

1) The officer shall carry their Thornton Police Department identification card whenever carrying such firearm.
2) The officer is not the subject of any current disciplinary action.
3) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
4) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

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

306.11 REVISIONS
Enacted: July 27, 2016
Revised: May 5, 2017
310.1 PURPOSE AND SCOPE
This policy provides the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

310.1.1 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.

Domestic Violence (as defined by CRS § 18-6-800.3) - An act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. "Domestic Violence" also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

Intimate Relationship (as defined by CRS § 18-6-800.3) - A relationship between spouses, former spouses, past or present unmarried couples, or persons who are both parents of the same child regardless of whether the persons have been married or have lived together at any time.

Predominant Aggressor - Is defined as the person determined to be the most significant rather than the first, aggressor. Factors to consider include the history of domestic violence between people involved, the threats and fear level of each person and whether either person acted in self-defense.

310.2 POLICY
The Thornton 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’ access to appropriate civil remedies and community resources whenever feasible.

### 310.3 OFFICER SAFETY

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

### 310.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

1) Calls of reported, threatened, imminent or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

2) When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.

3) Officers should list the full name and date of birth of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

4) When practicable and legally permitted, video or audio record all significant statements and observations.

5) All injuries should be photographed, regardless of severity, taking care to preserve the victim’s personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Detective Division in the event that the injuries later become visible.

6) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

7) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or complete a warrantless arrest affidavit if appropriate.

8) If probable cause exists, seize any firearms or other dangerous weapons used in the offense, if appropriate and legally permitted, as evidence. Firearms or dangerous weapons should not be seized for safe keeping.

9) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have
violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

10) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:
   a) Marital status of suspect and victim.
   b) Whether the suspect lives on the premises with the victim.
   c) Claims by the suspect that the victim provoked or perpetuated the violence.
   d) The potential financial or child custody consequences of arrest.
   e) The physical or emotional state of either party.
   f) Use of drugs or alcohol by either party.
   g) Denial that the abuse occurred where evidence indicates otherwise.
   h) A request by the victim not to arrest the suspect.
   i) Location of the incident (public/private).
   j) Speculation that the complainant may not follow through with the prosecution.
   k) The racial, cultural, social, professional position or sexual orientation of the victim or suspect.

310.4.1 IF A SUSPECT IS ARRESTED
If a suspect is arrested, officers should:

1) Advise the victim that there is no guarantee the suspect will remain in custody.
2) Complete the required paperwork including a victim notification form, a domestic violence case summary, and a subpoena to testify if needed.
3) Advise the victim that a court order will be issued on their behalf if the suspect is released from jail on bond.
4) If children are present contact Adams County Human Services.

310.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:

1) Advise the parties of options, including but not limited to:
   a) Voluntary separation of the parties.
   b) Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim services unit).
2) Document the resolution in a report.
3) If children are present contact Adams County Human Services.

310.5 VICTIM ASSISTANCE
Victims may be traumatized or confused. Officers should:

1) Recognize that a victim's behavior and actions may be affected.
2) Provide the victim with the Department's victim rights information.
3) Alert the victim to any available victim advocates, shelters and community resources.
a) An officer may transport the alleged victim and children to a shelter regardless of whether there is a custody order, or an order of care and control, giving the alleged victim those rights.
b) The distance transported shall be a reasonable distance from the location at which the officer contacts the victim.
c) The shelter address and/or location shall not be listed in the report.

4) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.

5) Seek medical assistance as soon as practicable for the victim if they have sustained injury or complains of pain.

6) Ask the victim whether they have a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for their safety or if the officer determines that a need exists.

7) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

8) Assist the victim in obtaining emergency court orders if appropriate.

310.5.1 VICTIM ADVOCATE RESPONSE
When probable cause exists to believe that a crime of domestic violence has occurred, an officer shall notify a victim advocate to respond to the scene. If a victim requests that a victim advocate not respond to the scene, the officer shall encourage the victim to speak to the victim advocate by telephone. If the victim refuses to speak with a victim advocate at the time of call, the officer shall leave a message on the victim advocate voicemail extension and provide the information requested in the recording for later contact by the victim advocates. Officers will provide victims with the Department’s victim rights information.

An officer shall remain on scene with the victim advocate or have the victim transported to headquarters to ensure a safe environment for the victim and the advocate. At no time will a victim advocate be left alone at a residence and the victim advocate shall be given reasonable time to complete necessary work. A victim notification form shall be completed by the officer.

310.6 DISPATCH ASSISTANCE
All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Communication Specialists are not required to verify the validity of a court order before dispatching officers to a request for assistance. Officers should request that communication center specialist check whether any of the involved persons are subject to the terms of a court order.
310.7 FOREIGN COURT ORDERS
Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out of state court order shall be enforced, regardless of whether the order has been properly registered with this state.

310.8 VERIFICATION OF COURT ORDERS
Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

1) Ask the subject of the order about their notice or receipt of the order, their knowledge of its terms and efforts to respond to the order.
2) Check available records or databases that may show the status or conditions of the order.
3) Contact the issuing court to verify the validity of the order.
4) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report, their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

310.9 LEGAL MANDATES AND RELEVANT LAWS
Colorado law provides for the following:

310.9.1 STANDARDS FOR ARRESTS
Officers investigating a domestic violence report should consider the following:

1) If an officer has probable cause to believe an offender has committed an offense of domestic violence, an arrest shall be made (CRS § 18-6-803.6).
2) An officer is not required to arrest both parties involved in an alleged act of domestic violence when both claim to have been victims of such domestic violence (CRS § 18-6-803.6). If an officer receives complaints of domestic violence from two or more opposing persons, the officer shall evaluate each complaint separately to determine if a crime has been committed by one or more persons.
3) In determining whether a crime has been committed by one or more persons, the officer shall consider the following (CRS § 18-6-803.6):
   a) Any prior complaints of domestic violence.
b) The relative severity of the injuries inflicted on each person.
c) The likelihood of future injury to each person.
d) The possibility that one of the persons acted in self-defense.

4) If probable cause exists to believe an offender has violated a court order and that such offender had notice of the court order, an arrest shall be made (CRS § 18-6-803.5). If the circumstances make arrest impractical, the officer shall seek a warrant of arrest for the offender (CRS § 18-6-803.5).

5) If a restrained person is arrested for violating or attempting to violate any provision of a court order, the arresting officer shall make all reasonable efforts to contact the protected party to notify him/her of such arrest (CRS § 18-6-803.5).

6) No arrestee charged with Domestic Violence shall be allowed to bond from the Thornton Police Department.

7) Adams County Judicial policy allows one visit by the arrestee to their residence to retrieve personal belongings (i.e. clothes, not furniture) and tools of their trade. Officers shall remain on scene and allow the arrestee a reasonable amount of time to obtain personal belongings in a manner consistent with department policies, procedures and training.

310.9.2 REPORTS AND RECORDS
The Records Manager will maintain records on the number of domestic violence related calls reported to the Thornton Police Department and forward such records to the state as required (CRS § 18-6-803.9). The Records Unit shall forward copies of all Domestic Violence reports to the Victim Services Unit and the Detective Division.

In the event that an individual is arrested by the Thornton Police Department for violating a court order, the Records Manager shall forward to the issuing court a copy of the arrest report, a list of witnesses to the violation, and, if applicable, a list of any charges filed or requested against the restrained person. The Records Manager shall also ensure that a copy of the same information is provided to the protected party. The agency shall delete the address and telephone number of a witness from the list sent to the court upon request of such witness, and such address and telephone number shall not thereafter be made available to any person, except law enforcement officials and the prosecuting agency, without order of the court (CRS § 18-6-803.5).

If a restrained person is on bond in connection with a violation or attempted violation of a protection order in this or any other state and is subsequently arrested by the Thornton Police Department for violating or attempting to violate a protection order, the Records Manager shall notify the prosecuting attorney so that a motion may be filed with the court that issued the prior bond for the revocation of the bond and for the issuance of a warrant, if appropriate (CRS § 18-6-803.5).

310.9.3 SERVICE OF COURT ORDERS
Officers responding to a domestic violence call who encounter a person named in a court order that has not been otherwise served shall serve the person with a copy of the order (CRS § 13-14-102). Once the court order has been served by the officer, the
court order will be turned in to the Records Unit. The Records Unit will notify the appropriate court that the order has been served.

310.10 REVISIONS
Enacted: July 27, 2016
311.1 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 Thornton Police Department personnel to consider when dealing with search and seizure issues.

311.2 POLICY
It is the policy of the Thornton 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. The training may include annual updates by municipal and county attorneys, if needed.

311.3 SEARCHES (1.2.4)
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:

1) Valid consent
2) Incident to a lawful arrest
3) Legitimate community caretaking interests
4) Vehicle searches under certain circumstances
5) 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 their 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.

311.4 SEARCH PROTOCOL
Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

1) Members of this department will strive to conduct searches with dignity and courtesy.
2) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
3) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
4) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
5) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
   a) Another officer or a supervisor should witness the search.
   b) The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon or contraband.

311.5 DOCUMENTATION
Officers are responsible to ensure that any required reports are complete and include, at minimum, documentation of the following:

1) Reason for the search
2) Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
3) What, if any, injuries or damage occurred
4) All steps taken to secure property
5) The results of the search, including a description of any property or contraband seized Supervisors shall review reports to ensure the reports are accurate, that
actions are properly documented and that current legal requirements and Department policy have been met.

311.6 REVISIONS
Enacted: July 27, 2016
312.1 PURPOSE AND SCOPE
This policy establishes criteria for the execution of no-knock search warrants.

312.2 POLICY
1) In the interest of officer and citizen safety, the preservation of evidence, and to prevent the escape of suspects, the execution of no-knock search warrants is sometimes necessary.
2) The no-knock search warrant execution procedure shall be used only when the search warrant expressly authorizes forcible entry without prior announcement or when otherwise lawful and proper due to exigent circumstances.
3) Only no-knock search warrants which have been reviewed and approved by the District Attorney's Office will be executed.
4) In obtaining a no-knock search warrant, the affidavit shall articulate a reasonable suspicion that knocking and announcing by the police will be "dangerous, futile, or destructive" to the investigation.
5) The primary concern in obtaining a no-knock search warrant is whether announcing the officers' presence will result in danger to officers and others and/or lead to evidence destruction.
6) Safety will be the primary consideration in the no-knock execution of a search warrant.

312.3 PROCEDURE
1) The Chief of Police or their designee will be notified and approve prior to the application for a no-knock search warrant being made.
2) The Chief of Police or their designee shall review the no-knock search warrant for final authorization of service by the Department.
3) Preplanning to ensure safety will be conducted.
4) A Special Weapons and Tactics (SWAT) team will be utilized in the execution of the no-knock search warrant.

312.4 REVISIONS
Enacted: July 27, 2016
313.1 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 Thornton Police Department (34 USC § 11133).

313.1.1 DEFINITIONS

Definitions related to this policy include:

**Juvenile non-offender** - An abused, neglected, dependent, or alien juvenile who may be legally held for their own safety or welfare. Juvenile non-offenders include a juvenile taken into protective custody for being intoxicated or incapacitated by alcohol and clearly dangerous to the health and safety of him/herself under CRS § 27-81-111, and any runaway taken into temporary custody under CRS § 19-3-401. 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 their protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

**Juvenile offender** - A juvenile under 18 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (CRS § 19-1-103(18); CRS § 19-1-103(68)). Juvenile offenders include juveniles taken into custody for possession of a handgun under CRS § 18-12-108.5 (28 CFR 31.303).

**Non-secure custody** - When a juvenile is held in the presence of an officer or employee they shall not be placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

**Safety checks** - Direct visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

**Secure custody** - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.
Examples of secure custody include:

1) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
2) A juvenile handcuffed to a rail.
3) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
4) A juvenile being processed in a secure booking area when an unsecure booking area is available.
5) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
6) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
7) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

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

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

313.2 POLICY
The Thornton Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility for maintaining a positive relationship with juveniles and supporting the agency’s juvenile operations function will be shared by all Department members.

The 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 Thornton Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release. At no time shall a juvenile be processed through the holding facility at the Fossil Ridge Public Safety Center.

313.3 JUVENILES WHO SHOULD NOT BE HELD (44.2.2 b)
Juveniles who exhibit certain behaviors or conditions should not be held at the Thornton Police Department. These include:

1) Unconsciousness or having been unconscious while being taken into custody or transported.
2) Serious injuries or a medical condition requiring immediate medical attention.
3) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Civil Commitments Policy).
   a) If the officer taking custody of a juvenile believes that they may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.
4) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
5) Extremely violent or continuously violent behavior.
6) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

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 Thornton Police Department unless they have been evaluated by a qualified medical and/or mental health professional.

313.4 CUSTODY OF JUVENILES (44.2.1 a-d)
Officers should take custody of a juvenile and temporarily hold the juvenile at the Thornton Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Thornton Police Department without authorization of the arresting officer's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile’s parent, legal guardian, or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable. In no event shall a juvenile be held beyond six hours from the time of their entry into the Thornton Police Department (34 USC § 11133).

313.4.1 CUSTODY OF JUVENILE NON-OFFENDERS
Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at any Thornton 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).

313.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS (44.2.2 a)
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).

313.4.3 CUSTODY OF JUVENILE OFFENDERS
Juvenile offenders should be held in non-secure custody while at the Thornton Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

313.4.4 REQUIREMENTS FOR CUSTODY OF JUVENILE OFFENDERS
(44.2.2 d)
A juvenile offender may be taken into temporary custody (CRS § 19-2-502):

1) When there are reasonable grounds to believe that they have committed a violation of a statute, ordinance or court order that would subject an adult to an arrest.
2) Pursuant to a lawful warrant issued by a court pursuant to CRS § 19-2-503.

A juvenile offender shall not be held longer than is reasonably necessary to obtain basic identification information and to contact the juvenile's parents, guardian or legal custodian (CRS § 19-2-507(4)). If no responsible adult can be located within four hours, the juvenile assessment center shall be notified and be responsible for the placement of the juvenile. If the juvenile assessment center is closed and a parent, legal guardian or responsible adult cannot be contacted or will not respond to take custody of the juvenile, Adams County Human Services will be contacted.

The juvenile shall be released to the care of the juvenile's parents or other responsible adult unless a determination is made in accordance with CRS § 19-2-507(2) that the juvenile’s immediate welfare or the protection of the community requires that the juvenile be detained (CRS § 19-2-502(3)).

If the juvenile is not released to the care of their parents or other responsible adult, the juvenile shall be taken directly to the court, a detention facility or a shelter designated by the court, without unnecessary delay (CRS § 19-2-507(4)).

As an alternative to taking a juvenile offender to a detention facility or shelter, an officer may, if authorized by policy of the court, serve a written promise to appear for juvenile proceedings upon the juvenile and the juvenile’s parent, guardian or legal custodian (CRS § 19-2-507(5)).

When a juvenile is not released pending charges, the officer shall notify the screening team for the judicial district in which the juvenile was taken into custody (CRS § 19-2-507(1)).

313.5 ADVISEMENTS (44.2.2 e)
The screening team for the judicial district generally notifies the juvenile's parent, guardian or legal custodian that, if the juvenile is placed in detention or a temporary holding facility, all parties have a right to a prompt hearing to determine whether the
juvenile is to be further detained. The notification may be made to a person with whom
the juvenile is residing if a parent, guardian or legal custodian cannot be located. If the
screening team is unable to make the notification, officers may make it (CRS § 19-2-507).

313.6 JUVENILE CUSTODY LOGS
Any time a juvenile is held in custody at the Department, the custody shall be promptly
and properly documented in the juvenile custody log, including:

1) Identifying information about the juvenile.
2) Date and time of arrival and release from the Thornton Police Department.
3) Watch Commander notification and approval to temporarily hold the juvenile.
4) Any charges for which the juvenile is being held and classification of the juvenile as
   a juvenile offender, status offender or non-offender.
5) Any changes in status (e.g., emergency situations, unusual incidents).
6) Time of all welfare checks.
7) Any medical and other screening requested and completed.
8) Any temporary removal of the juvenile from a secure holding area shall be
documented on the log with date and time. The return of the juvenile will also be
documented with date and time.
9) Circumstances that justify any secure custody.
10) Any other information that may be required by other authorities, such as compliance
    inspectors or a local juvenile court authority.

The Watch Commander shall initial the log to approve the custody, including any secure
custody, and shall also initial the log when the juvenile is released.

313.7 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
Thornton Police Department shall maintain a constant, immediate, side-by-side
presence with the juvenile or the adult to minimize any contact. If inadvertent or
accidental contact does occur, reasonable efforts shall be taken to end the contact.

313.8 TEMPORARY CUSTODY REQUIREMENTS (42.2.2 c)
Members and supervisors assigned to monitor or process any juvenile at the Thornton
Police Department shall ensure the following:

1) The field supervisor should be notified if it is anticipated that a juvenile may need to
   remain at the Thornton Police Department more than four hours. This will enable the
field supervisor to ensure no juvenile is held at the Thornton Police Department more than six hours.

2) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

3) Personal visual checks and significant incidents/activities shall be noted on the log.

4) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore, an employee should inform a juvenile under their care that the juvenile will be monitored at all times, unless they are using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.

5) Juveniles shall have reasonable access to toilets and wash basins.

6) Food should be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

7) Juveniles shall have reasonable access to a drinking fountain or water.

8) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.

9) Juveniles should have privacy during family, guardian and/or lawyer visits.

10) Juveniles should be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

11) Blankets should be provided as reasonably necessary.

12) Adequate shelter, heat, light and ventilation should be provided without compromising security or enabling escape.

13) Juveniles shall have adequate furnishings, including suitable chairs or benches.

14) Juveniles shall have the right to the same number of telephone calls as an adult in custody.

15) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

### 313.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Thornton Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the field supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored in such a way as to protect the juvenile from abuse.
**313.10 PERSONAL PROPERTY**
The officer taking custody of a juvenile offender or status offender at the Thornton Police Department shall ensure a thorough search of the juvenile’s property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile’s presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Thornton Police Department.

**313.11 SECURE CUSTODY**
Only juvenile offenders 14 years of age or older may be placed in secure custody. Watch Commander approval is required before placing a juvenile offender in secure custody (Colo. Rev. Stat. Ann § 19-2-508).

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 themselves or others.

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

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody, rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile’s safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

**313.11.1 LOCKED ENClosures**
A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure to ensure there are no weapons or contraband and that the area is clean and sanitary. An inspection should be conducted when they are released. Any damage noted to the area should be photographed and documented.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

1) Anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces, and jackets, shall be removed.

2) The juvenile shall constantly be monitored by an audio/video system during the entire custody.
3) Juveniles shall have constant auditory access to department members.
4) The juvenile's initial placement into and removal from a locked enclosure shall be logged.
5) Unscheduled safety checks by department members shall occur no less than every 15 minutes.
   a) All safety checks shall be logged.
   b) The safety check should involve questioning the juvenile as to their well-being.
   c) Juveniles who are sleeping or apparently sleeping should be awakened.
   d) Requests or concerns of the juvenile should be logged.
6) Males and females shall not be placed in the same locked room.
7) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
8) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

313.12 JUVENILE SEARCHES (1.2.8 c)
Juveniles taken into custody will be searched appropriately and according to training guidelines.

The Thornton Police Department recognizes that it is a rare situation in which a juvenile would be subject to either a strip search or a body cavity search. However, in the highly unlikely circumstance that it is deemed necessary, the provisions contained in the Custody Searches policy will be strictly followed.

313.13 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY OF A JUVENILE
The Watch Commander will ensure procedures are in place to address the suicide attempt, death or serious injury of any juvenile held at the Thornton Police Department. The procedures will address:

1) Immediate request for emergency medical assistance if appropriate.
2) Immediate notification of the on-duty supervisor, Chief of Police and Detective Division supervisor.
3) Notification of the parent, guardian or person standing in loco parentis of the juvenile.
4) Notification of the appropriate prosecutor.
5) Notification of the City Attorney.
6) Notification of the Coroner if appropriate.
7) Notification of the juvenile court.
8) Evidence preservation.
313.14 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS (42.2.2 c)
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.

In any case where a juvenile is taken into temporary custody, officers should not attempt to interview or interrogate a juvenile offender or status offender unless one of the following occurs (CRS § 19-2-511):

1) A public defender or other counsel representing the juvenile is present.
2) A parent, guardian, or legal or physical custodian of the juvenile is present and the juvenile and their parent, guardian, or legal or physical custodian are advised of the following:
   a) The juvenile’s right to remain silent
   b) That any statements made may be used against him/her in a court of law
   c) The juvenile’s right to the presence of an attorney during the interrogation
   d) The juvenile’s right to have counsel appointed if they so request at the time of the interrogation
3) The juvenile and their parent, guardian, or legal or physical custodian have been fully advised of the juvenile's right and have expressly waived in writing the requirement that they be present during the juvenile's interrogation.

313.15 RESTRICTION ON FINGERPRINTING
The following juvenile offenders may be fingerprinted (CRS § 19-2-503.5):

1) A juvenile offender held for committing any of the following:
   a) A felony
   b) A Class 1 misdemeanor
   c) A misdemeanor under CRS § 42-4-1301 (driving under the influence or while impaired)
   d) A crime that includes an act of domestic violence as defined in CRS § 18-6-800.3(1)
2) A juvenile who has not been fingerprinted prior to their first appearance before the court and has been ordered by the court to report for fingerprinting

313.16 TRAINING
Department members should be trained on and familiar with this policy and any supplemental procedures.

313.17 REVISIONS
Enacted: July 27, 2016
Revised: August 31, 2018
314.1 PURPOSE AND SCOPE
This policy provides members of this department with direction and understanding of their role in the prevention, detection and intervention in incidents of the abuse of an at-risk person. It is the policy of the Thornton Police Department to treat reports involving at-risk adults as high priority criminal activity that is to be fully investigated regardless of the relationship between the victim and the suspect.

314.2 DEFINITIONS
Definitions related to this policy include (CRS § 26-3.1-101):

**At-risk adult** – An individual 18 years of age or older who is susceptible to mistreatment, self-neglect or exploitation because the individual is unable to perform or obtain services necessary for the individual's health, safety or welfare or lacks sufficient understanding or capacity to make or communicate responsible decisions concerning the individual's person or affairs.

**Exploitation** – An act or omission that:

Uses deception, harassment, intimidation or undue influence to permanently or temporarily deprive an at-risk adult of the use, benefit or possession of their money, assets or property.

1) Employs the services of a third party without authority and for the profit or advantage of the person or another person to the detriment of the at-risk adult.
2) Forces, compels, coerces or entices an at-risk adult to perform services for the profit or advantage of the person or another person against the will of the at-risk adult.
3) Misuses the property of an at-risk adult in a manner that adversely affects the at-risk adult's ability to receive health care or health care benefits or to pay bills for basic needs or obligations.

**Mistreatment** – An act or omission that threatens the health, safety or welfare of an at-risk adult or exposes the adult to an imminent risk of death, serious bodily injury or bodily injury. Mistreatment includes, but is not limited to:

1) Abuse which occurs where there is infliction of physical pain or injury, unreasonable confinement or restraint or subjection to criminal non-consensual sexual conduct.
2) Caretaker neglect, such as inadequate food, clothing, shelter, psychological care, physical care, medical care or supervision for the at-risk adult.

Self-neglect - An act or failure to act, whereby an at-risk adult substantially endangers their health, safety, welfare or life by not seeking or obtaining services necessary to meet their essential human needs.

314.3 REPORTING REQUIREMENTS
An officer should report an incident to the department of human services under any of the following circumstances:

1) The officer observed mistreatment, self-neglect or exploitation of an at-risk adult.
2) The officer has reasonable cause to believe that an at-risk adult has been:
   a) Mistreated.
   b) Self-neglected.
   c) Exploited and is at imminent risk of mistreatment, self-neglect or exploitation.
3) Any such mistreatment, self-neglect or exploitation of an at-risk adult is reported to the officer.

If an officer receives a report that an at-risk adult has been mistreated, self-neglected or exploited, the officer shall prepare a written report as soon as reasonably practicable but no later than 48 hours (CRS § 26-3.1-102(1)(c)). The report shall be forwarded to the county department of human services and the District Attorney's Office within 24 hours (CRS § 26-3.1-102(3)).

314.3.1 RECORDS UNIT RESPONSIBILITIES
The Records Unit is responsible for (CRS § 26-3.1-102(3)):

1) Providing a copy of the at-risk adult abuse report to the local office of the Adult Protective Services of the Colorado Department of Human Services. This requirement is applicable even if the initial call was received from a state agency.
2) Retaining the original at-risk adult abuse report with the initial case file.

314.4 OFFICER'S RESPONSE
All incidents involving actual or suspected abuse of an at-risk person shall be responded to, fully investigated and appropriately documented.

314.4.1 INITIAL RESPONSE
Officers may be called upon to force entry as the first responder to the scene of a suspected at-risk adult abuse. Entry should be immediate when it appears reasonably necessary to protect life or property. Officers must be prepared to provide emergency care pending the arrival of medical personnel if medical personnel are not already present.
314.4.2 SUPPORT PERSONNEL
The following persons should be considered if it appears an in-depth investigation is appropriate:

1) Patrol supervisor
2) Investigative personnel
3) Evidence collection personnel
4) County or State Protective Services Agency personnel
5) Ombudsman if the abuse is in a long-term care facility (CRS § 26-11.5-101-112)
6) Victim advocate

314.4.3 PROTECTIVE ORDERS AND EMERGENCY PROTECTIVE ORDERS
In any situation where an officer reasonably believes that a vulnerable person is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the officer may contact the county court or Adult Protective Services and request a temporary restraining or protective order against the person alleged to have committed or threatened such abuse if that person is not in custody. If an offense report is taken where it is clear there has been abuse against an elderly or at-risk adult, upon arrest of the suspect, the officer should assist with an emergency court order.

314.5 AT-RISK ADULT ABUSE REPORTING
Every allegation of at-risk adult abuse shall be documented. When documenting at-risk adult abuse cases the following information should minimally be included in the report (CRS § 26-3.1-102(2)):

1) The name, address and approximate age of the at-risk adult.
2) The name and address of the person responsible for their care, if there is one.
3) The name and address, if available, of the person who is alleged to have abused, neglected or exploited the at-risk adult.
4) The nature and extent of the alleged abuse, neglect or exploitation of the at-risk adult.
5) Any evidence of current or previous injuries.
6) The basis of the reporter's belief that the at-risk adult has been abused, neglected, exploited or isolated.
7) Any other information that would assist in the investigation of the report.

Reporting cases of elder person or at-risk adult abuse is confidential and will only be released as per the Records Release and Security Policy or as necessary for the coordination of a multiagency investigation of a report or for the provision of protective services to an at-risk adult (CRS § 26-3.1-102(7)).
314.6 AT-RISK ADULT ABUSE IN A CARE FACILITY
Officers shall investigate all allegations relating to the abuse, neglect or exploitation of an at-risk adult in a care facility or under the care of a facility. Officers shall immediately notify the Adult Protective Services of the Colorado Department of Human Services and the District Attorney’s Office whether a crime report was taken.

314.7 OBTAINING ARREST WARRANT
Officers should promptly seek a warrant for the arrest of any person for whom probable cause exists to believe the person is criminally responsible for the abuse, neglect or exploitation of an at-risk adult.

314.8 REVISIONS
Enacted: July 27, 2016
315.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Thornton Police Department members are required to notify the county department of human or social services of suspected child abuse.

315.1.1 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.

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 or law enforcement (CRS § 19-3-304; CRS § 19-1-103).

315.2 POLICY
The Thornton Police Department will investigate all reported incidents of alleged criminal child abuse and ensure the county department of human or social services is notified as required by law.

315.3 MANDATORY NOTIFICATION
Members of the Thornton Police Department shall notify the county department of human or social services when (CRS § 19-1-103; CRS § 19-3-308):

1) They receive a report of a known or suspected incident of interfamilial abuse or neglect.
2) They reasonably believe that the protection and safety of a child is at risk due to an act or omission on the part of persons responsible for the child’s care.
3) They receive a report of third-party abuse or neglect in which the person allegedly responsible for such abuse or neglect is under age 10.
4) They have probable cause to believe a child is a victim of human trafficking of a minor for sexual servitude (CRS § 18-3-504; CRS § 18-7-201.4).
For purposes of notification, abuse and neglect are acts or omissions that threaten the health or welfare of a child, including but not limited to suspicious injuries such as bruising, bleeding, or burns; sex offenses; emotional abuse; failure to provide adequate food, clothing, or care; or exposure to dangerous environments (CRS § 19-1-103).

Interfamilial abuse includes acts by a child’s parent, stepparent, guardian, legal custodian, or relative, by a spousal equivalent, or by any other person who resides in the child’s home or who is regularly in the child’s home for the purpose of exercising authority over or care for the child (CRS § 19-1-103).

Officers shall take into account accepted child-rearing practices of the culture in which the child participates, including but not limited to accepted work-related practices of agricultural communities, in determining abuse. Abuse does not include a reasonable exercise of parental discipline or acts that are reasonably necessary to subdue a child who is being taken into custody by law enforcement officers (CRS § 19-1-103).

315.3.1 NOTIFICATION PROCEDURE
Notification should occur as follows (CRS § 19-3-308):

1) Notifications shall be made immediately to the county department of human or social services.
2) A written summary of the investigation or case report shall be forwarded without delay to the county department of human or social services upon completion of any investigation undertaken.
3) Notification, when possible, shall include (CRS § 19-3-307):
   a) The name, address, age, sex, and race of the child.
   b) The nature and extent of the child’s injuries, including any evidence of previous cases of known or suspected abuse or neglect of the child or the child’s siblings.
   c) The names and addresses of the persons responsible for the suspected abuse or neglect, if known.
   d) The family composition.
   e) The source of the report and the name, address, and occupation of the person making the report.
   f) Any action taken by the reporting source.
   g) Any other information that the person making the report believes may be helpful.
   h) The military affiliation of the person suspected of committing the abuse or neglect if the person is a member of the armed forces or is a spouse, significant other, or family member residing in the home of a member of the U.S. armed forces.

An investigating officer and their supervisor shall notify the school district superintendent when there is a reasonable belief that an incident of abuse or neglect has been committed by a person acting in their official capacity as an employee of the school district (CRS § 19-3-308).
315.4 QUALIFIED INVESTIGATORS
Qualified investigators should be available for child abuse investigations. These investigators should:

1) Conduct interviews in child-appropriate interview facilities.
2) Be familiar with forensic interview techniques specific to child abuse investigations.
3) Present all felony cases of alleged child abuse to the prosecutor for review.
4) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
5) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
6) Participate in or coordinate with multidisciplinary investigative teams as applicable.

315.5 INVESTIGATIONS AND REPORTING
In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

1) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
2) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.
3) Any relevant statements the child may have made and to whom they made the statements.
4) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
5) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
6) Whether the child victim was transported for medical treatment or a medical examination.
7) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
8) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
9) Previous addresses of the victim and suspect.
10) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

Unless unavailable, the county department of human or social services shall be the agency responsible for the coordination of all investigations of all reports of known or suspected incidents of interfamilial abuse or neglect (CRS § 19-3-308).
This agency shall have the responsibility for the coordination and investigation of all reports of third-party abuse or neglect alleged to have been committed by persons 10 years of age or older (CRS § 19-3-308).

When the investigation involves a suspect who was acting in their official capacity as an employee of a school district, the investigating officer shall coordinate such investigation with any concurrent abuse investigation being conducted by the Department of Education or the school district to the extent that such coordination is possible and deemed appropriate (CRS § 19-3-308).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

**315.6 PROTECTIVE CUSTODY**

Before taking any child into protective custody, the officer should make reasonable attempts to contact the county department of human or social services. Generally, removal of a child from their 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 their 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 county department of human or social services.

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 (CRS § 19-3-401):

1) When a court order has been issued authorizing the removal of a child.
2) Without a court order when the child is seriously endangered in their surroundings or seriously endangers others and immediate removal appears to be necessary for the child’s protection or the protection of others.
   a) A child shall be removed from their home and placed in protective custody if an emergency exists because the child is seriously endangered, as described above, the safety or well-being of the child is immediately at issue, and there is no other reasonable way to protect the child without removing the child from their home.
3) Without a court order when an arrest warrant has been issued for the child’s parent or guardian on the basis of an alleged violation of CRS § 18-3-304.

4) A seriously endangered newborn child (less than 72 hours old) may be detained in a hospital, without a warrant, by an officer upon the recommendation of the county department of human or social services, a physician, a registered nurse, a licensed practical nurse, or a physician’s assistant, while an order of the court pursuant to CRS § 19-3-405(1) is being pursued. The newborn child must be released if a court order is denied.

315.6.1 COURT ORDERS
Unless already being addressed by the county department of human or social services, an officer should apply for a court order prior to taking a child into protective custody or as soon as practical thereafter when the officer (CRS § 19-3-405):

1) Believes that the circumstances or conditions of the child are such that continuing in their place of residence or in the care and custody of the person responsible for the child’s care and custody would present a danger to that child’s life or health in the reasonably foreseeable future.

2) Believes that the child is able to remain safely in their place of residence or in the care and custody of the person responsible for the child’s care and custody only if certain emergency protection orders are entered.

315.6.2 RELATED NOTIFICATIONS
If the county department of human or social services is unable to take custody of a child, officers taking a child into protective custody shall (CRS § 19-3-402):

1) Deliver the child, without unnecessary delay, directly to the court or to a place designated by the court.

2) At the earliest opportunity, notify the court that the child has been taken into protective custody.

3) Promptly file a brief written report with the court and any agency or person so designated by the court stating the facts that led to the child being taken into custody and the reason why the child was not released.

Whenever a child is taken into temporary protective custody, the child's parent, guardian, or legal custodian shall be notified without unnecessary delay (CRS § 19-3-402(1)). The notification shall include information regarding the right to a hearing.

315.6.3 SAFE HAVEN ACT PROVISIONS
A parent is not guilty of child abuse as defined in CRS § 18-6-401 if the parent surrenders their newborn infant (72 hours old or younger) to an on-duty firefighter or staff member at a hospital or community clinic emergency center under the safe haven provisions of CRS § 19-3-304.5. A supervisor and the county department of human or social services should be notified without delay.
315.7 INTERVIEWS
315.7.1 PRELIMINARY INTERVIEWS
Officers should record the preliminary interview with suspected child abuse victims, if possible.

Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

315.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW
An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

1) Exigent circumstances exist, such as:
   a) A reasonable belief that medical issues of the child need to be addressed immediately.
   b) A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
   c) The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
2) A court order or warrant has been issued.

315.8 MEDICAL EXAMINATIONS
If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

315.9 DRUG ENDANGERED CHILDREN
A coordinated response by law enforcement and human 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.
315.9.1 SUPERVISOR RESPONSIBILITIES
The Detective Division Supervisor should:

1) Work with professionals from the appropriate agencies, including the county department of human services, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

2) Activate any available interagency response when an officer notifies the Detective Division Supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

315.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

1) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

2) Notify the Detective Division Supervisor so an interagency response can begin.

315.10 STATE MANDATES AND OTHER RELEVANT LAWS
Colorado requires or permits the following:

315.10.1 RELEASE OF REPORTS
Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (CRS § 19-1-307; CRS § 24-72-304).

315.10.2 CHILD FATALITY PREVENTION REVIEW TEAMS
Local review teams are entitled to access all investigative information of law enforcement agencies regarding the death of a child. This department shall cooperate fully with any such team and investigation (CRS § 25-20.5-404; CRS § 25-20.5-408(1)).

315.10.3 SERVICE OF PROTECTION ORDER
Officers responding to a call for assistance who determine that a civil protection order has been issued and that the restrained person has not been personally served, shall serve the restrained person with a copy of the order (CRS § 19-1-104).

315.11 TRAINING
The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

1) Participating in multidisciplinary investigations, as appropriate.
2) Conducting forensic interviews.
3) Availability of therapy services for children and families.
4) Availability of specialized forensic medical exams.
5) Cultural competence (including interpretive services) related to child abuse investigations.
6) Availability of victim advocate or guardian ad litem support.

**315.12 REVISIONS**
Enacted: July 27, 2016
Revised: March 29, 2018
Revised: May 23, 2019
316.1 PURPOSE AND SCOPE
This policy provides guidance for handling missing person investigations.

316.1.1 DEFINITIONS
Definitions related to this policy include:

**At risk** - Includes persons who have dementia or related disability (as defined in CRS § 25-1-502), who have a verified developmental disability, or who are 60 years of age or older and have a verified impaired mental condition, whose whereabouts are unknown, and whose disappearance poses a credible threat to the safety and health of the person (CRS § 24-33.5-415.8). This term also includes persons who:

1) Are 13 years of age or younger.
2) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:
   a) Out of the zone of safety for their chronological age and developmental stage.
   b) Mentally or behaviorally disabled.
   c) Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
   d) Absent from home for more than 24 hours before being reported to law enforcement as missing.
   e) In a life-threatening situation.
   f) In the company of others who could endanger their welfare.
   g) Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
   h) Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.
3) Are children under the legal custody of the Colorado Department of Human Services or a county department of human or social services (CRS § 19-1-115.3).

Missing person - Any person who is reported missing to law enforcement when that person’s location is unknown. This includes persons whose safety or welfare is the subject of concern (CRS § 16-2.7-101(2)).
**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 Colorado Crime Information Center (CCIC), and the Colorado Bureau of Investigation (CBI).

### 316.2 POLICY

The Thornton 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 Thornton 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.

### 316.3 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases where the person resides in or was last known to be within the jurisdiction.

### 316.4 INITIAL INVESTIGATION (41.2.5 c)

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

1) Respond to a dispatched call as soon as practicable.

2) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

3) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).

4) Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 18 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 18 years of age or may be at risk.

5) Ensure that entries are made into the appropriate missing person networks, as follows:
   a) Immediately, when the missing person is at risk.
   b) In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.

6) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.

7) Collect and/or review:
a) A photograph and fingerprint card of the missing person, if available.
b) A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
c) Any documents that may assist in the investigation, such as court orders regarding custody.
d) Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

8) When circumstances permit and if appropriate, attempt to determine the missing person’s location through their telecommunications carrier (CRS § 18-9-312).
   a) If the officer has probable cause to believe the missing person is at risk of death or serious bodily injury, a supervisor should be notified and should determine whether to order the telecommunication provider to disclose the missing person’s location information without a court order.
   b) The supervisor shall ensure that a court order is obtained within 48 hours of the initial request for the location information.

9) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report.

When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

316.5 REPORT PROCEDURES AND ROUTING
Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

316.5.1 SUPERVISOR RESPONSIBILITIES
The responsibilities of the supervisor shall include, but are not limited to:

1) Reviewing and approving missing person reports upon receipt.
   a) The reports should be promptly sent to the Records Unit.
2) Ensuring resources are deployed as appropriate.
3) Initiating a command post as needed.
4) Ensuring applicable notifications and public alerts are made and documented.
5) Ensuring that records have been entered into the appropriate missing persons networks.
6) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
7) If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.
316.5.2 RECORDS UNIT RESPONSIBILITIES
The responsibilities of the Records Unit receiving member shall include but are not limited to:

1) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
2) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.
3) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
4) Forwarding a copy of the report to the Detective Division.
5) Coordinating with the NCIC Terminal Contractor for Colorado to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.5.3 COMMUNICATIONS CENTER RESPONSIBILITIES
Coordinating with the NCIC Terminal Contractor for Colorado to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (42 USC § 5780).

316.6 DETECTIVE DIVISION FOLLOW-UP
In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

1) Should re-contact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.
2) Should consider contacting other agencies involved in the case to determine if any additional information is available.
3) Shall verify and update CCIC, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
4) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
5) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
6) Should make appropriate inquiry with the Coroner.
7) Should obtain and forward medical and dental records, photos, X-rays, and biological samples, as applicable.
8) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the
Colorado Bureau of Investigation and enter the photograph into applicable missing person networks (34 USC § 41308).

9) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).

10) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

316.7 YOUTH SERVICES FOLLOW-UP FOR MISSING JUVENILES
The Youth Services supervisor will review missing juvenile cases on a monthly basis.

316.8 WHEN A MISSING PERSON IS FOUND
When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.

The Records Manager should ensure that, upon receipt of information that a missing person has been located, the following occurs:

1) Notification is made to the Colorado Bureau of Investigation.
2) Entries are made in the applicable missing person networks.
3) When a person is at-risk, the fact that the person has been found should be reported within 24 hours to the Colorado Bureau of Investigation.
4) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

316.8.1 UNIDENTIFIED PERSONS
Department members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying themselves should:

1) Obtain a complete description of the person.
2) Enter the unidentified person’s description into the NCIC Unidentified Person File.
3) Use available resources, such as those related to missing persons, to identify the person.

316.9 CASE CLOSURE
The Detective Division Supervisor may authorize the closure of a missing person case after considering the following:

1) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
2) If the missing person is a resident of Thornton or this department is the lead agency, the case should be kept under active investigation for as long as the person may still
be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
3) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
4) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.10 REVISIONS
Enacted: July 27, 2016
Revised: July 3, 2018
Revised: May 23, 2019
317.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

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

317.3 RESPONSIBILITIES
317.3.1 EMPLOYEE RESPONSIBILITIES
Members of the Thornton Police Department should notify their supervisor, Watch Commander or Detective Division Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES
A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Division Deputy Chief and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

1) Updating alerts
2) Canceling alerts
3) Ensuring all appropriate reports are completed
4) Preparing an after-action evaluation of the investigation to be forwarded to the Division Deputy Chief
317.4 AMBER ALERTS
America’s Missing: Broadcast Emergency Response (AMBER Alert™) is the recruitment of public assistance to locate an abducted child via a widespread media alert using the statewide Emergency Alert System (EAS). Utilizing local radio, television and press affiliates, the public will be notified of the circumstances of a child’s abduction and how the public can assist law enforcement in the child’s recovery.

The goal of the AMBER Alert program is the safe return of an abducted child by establishing an effective partnership between the community, the media and law enforcement (CRS § 24-33.5-415.7).

317.4.1 CRITERIA
An AMBER Alert may be activated by a law enforcement agency if (CRS § 24-33.5-415.7(2)):

1) The child is 17 years of age or younger.
2) The Department determines the child has been abducted.
3) There is a credible threat to the safety and health of the child.
4) The Department has sufficient descriptive information about the child or the person who is suspected of abducting the child, or other pertinent information, to believe a broadcast will assist in the recovery of the child.

317.4.2 PROCEDURE
In the event of a confirmed child abduction, the following procedures shall be followed:

1) The Public Information Officer, Watch Commander or Detective Division Supervisor will prepare an initial press release that includes all available information that might aid in locating the child, such as:
   a) The child’s identity, age and description.
   b) Photograph if available.
   c) The suspect’s identity, age and description, if known.
   d) Pertinent vehicle description.
   e) Details regarding time of the abduction, location of incident, direction of travel, potential destinations, if known.
   f) Whether there is reason to believe the suspect has a relationship to the victim.
   g) Name and telephone number of the Public Information Officer or other authorized individual to handle the media.
   h) Telephone number of the Colorado Bureau of Investigation to call for further information.
   i) A telephone number for the public to call with leads or information.
2) The Public Information Officer, Watch Commander or Detective Division Supervisor will notify the Colorado Bureau of Investigation. After the information is checked, an AMBER Alert will be issued and the Colorado statewide EAS will be activated.
3) Fax the press release to the local television and radio stations.
4) The individual responsible for making notifications shall also consider the following resources as the circumstances dictate:
   a) Colorado State Patrol
   b) FBI local office
   c) Prompt entry of information into the U.S. Department of Justice Missing Person System/National Crime Information Center (NCIC)
   a) National Center for Missing and Exploited Children (NCMEC) (800-843-5678)
   b) Department internet sites, communications and resources
5) As additional information pertinent to the case becomes available, it shall be forwarded to the Colorado Bureau of Investigation.
6) The investigation unit supervisor investigating the abduction or other individual responsible for making notifications shall prepare and forward to the previously described locations additional information regarding the search and investigation.
7) Upon closure of the child abduction, because the child has been found, or the end of the notification period, the investigation unit supervisor shall immediately notify the Colorado Bureau of Investigation with pertinent information (CRS § 24-33.5-415.7(4)).
8) After 24 hours the investigation unit supervisor investigating the abduction or other individual responsible for making notifications shall assess the need to continue the AMBER Alert.

317.5 BLUE ALERTS
Blue Alerts are for those instances where a person has killed or inflicted a life-threatening injury upon a peace officer. The Blue Alert program is a coordinated effort among the Colorado Bureau of Investigation, local law enforcement agencies and the state’s public and commercial television and radio broadcasters (CRS § 24-33.5-416.5; 8 CCR 1507-27).

317.5.1 CRITERIA
Supervisors may request a Blue Alert when a peace officer has been killed or has received a life threatening injury and the suspect or suspects have fled the scene of the offense (CRS § 24-33.5-416.5).

317.5.2 PROCEDURE
A supervisor, after confirming that the criteria for a Blue Alert have been met, may notify the Colorado Bureau of Investigation and request a Blue Alert broadcast.

317.6 SENIOR CITIZEN/PERSON WITH DEVELOPMENTAL DISABILITIES/DEMENTIA ALERT
To aid in the identification and location of missing senior citizens and missing persons with developmental disabilities or dementia disease, the Colorado Legislature created the Missing Senior Citizen, Missing Person with Developmental Disabilities, and Missing Person with Dementia and Related Disability Alert Program. This program is a
coordinated effort among the Colorado Bureau of Investigation, local law enforcement agencies, and the state’s public and commercial television and radio broadcasters.

317.6.1 CRITERIA
These alerts apply to the following missing persons (CRS § 24-33.5-415.8):

1) "Missing person with a dementia disease or related disability" means a person:
   a) Whose whereabouts is unknown.
   b) Who was a resident of Colorado at the time they were reported missing.
   c) Who has a dementia disease or related disability, as defined by CRS § 25-1-502.
   d) Whose disappearance poses a credible threat to their health and safety, as determined by a local law enforcement agency.

2) “Missing person with developmental disabilities" means a person:
   a) Whose whereabouts is unknown.
   b) Who was a resident of Colorado at the time they were reported missing.
   c) Who has a verified developmental disability
   d) Whose disappearance poses a credible threat to their health and safety, as determined by a local law enforcement agency.

3) “Missing senior citizen” means a person:
   a) Whose whereabouts is unknown.
   b) Who was a resident of Colorado at the time they were reported missing.
   c) Whose age at the time they were first reported missing was 60 years or older and who has a verified impaired mental condition.
   d) Whose disappearance poses a credible threat to their health and safety, as determined by a local law enforcement agency.

Confirmation, in the form of a signed statement from the family member, close friend, caregiver, doctor, or medical facility that the missing person is a senior citizen with an impaired mental condition, a person with developmental disabilities, or a person with dementia or related disability, is required to meet the criteria for the alert (CRS § 24-33.5-415.8; 8 CCR 1507-26).

317.7 MEDINA ALERTS
The goal of the Medina Alert system is to facilitate the immediate apprehension of person(s) who have killed or inflicted serious bodily injury upon another person during a motor vehicle accident, flees the scene and is an imminent threat to the safety of the public.

317.7.1 CRITERIA
A Medina Alert may be activated by a law enforcement agency if (CRS § 24-33.5-416.7(1)(a)):

1) A person kills or inflicts serious bodily injury upon a person during a motor vehicle accident,
2) Flees the scene,
3) And poses a serious and imminent threat to the safety of public.
4) Information concerning suspect or suspect vehicle.

317.7.2 PROCEDURE
A field supervisor, after confirming that the criteria for a Medina Alert have been met, may notify the Colorado Bureau of Investigation and request a Medina Alert broadcast.

317.8 REVISIONS
Enacted: July 27, 2016
Revised: May 23, 2019
318.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

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

318.3 CRIME VICTIM LIAISON
The Victim Services Supervisor will assign a victim advocate to provide law enforcement based advocacy. The Victim Advocate will be the point of contact for individuals requiring further assistance or information from the Thornton Police Department regarding updates of the status of the case, victim rights, financial and protective support and other available resources/services.

318.3.1 SPECIFIC VICTIM ADVOCATE DUTIES
The victim advocate should:

1) Ensure that the Department affords victims and witnesses the rights described in CRS § 24-4.1-302.5.
2) Facilitate the return of property to victims when it is no longer needed as evidence (CRS § 24-4.1-303).
3) Ensure child victims and child witnesses are provided appropriate services commensurate with their age and needs (CRS § 24-4.1-304).
4) Provide the victim with the contact information for the assigned investigator and district attorney, cold case information, and any other required information (CRS § 24-4.1-303).

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

318.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS
All reasonable attempts will be made to protect any victim or the victim’s immediate family from harm, harassment, intimidation or retaliation arising from their cooperation in the reporting, investigation or prosecution of a crime. Additionally, members of this department should make reasonable efforts to minimize contact between the victim and the victim’s immediate family and the defendant and the relatives of the defendant before, during and immediately after a judicial proceeding (CRS § 24-4.1-303(5)).

318.5 VICTIM INFORMATION
The Victim Services Supervisor shall ensure that victim information handouts are available and current. These should include as appropriate:

1) Shelters and other community resources for victims of domestic violence.
2) Community resources for victims of sexual assault.
3) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109; CRS § 18-3-407.5).
4) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
5) A clear explanation of relevant court orders and how they can be obtained.
6) Information regarding available compensation for qualifying victims of crime.
7) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender’s custody status and to register for automatic notification when a person is released from jail.
8) Notice regarding U Visa and T Visa application processes.
9) Resources available for victims of identity theft.
10) A place for the officer’s name, badge number and any applicable case or incident number.
11) Information regarding available compensation for qualifying victims of crime (CRS § 24-4.1-101 et seq.).
12) How to file a claim in their judicial district through the Victim Compensation Administrator or online through the Colorado Department of Public Safety Victim Compensation Program.
13) Information required pursuant to the Victim Rights Act (CRS § 24-4.1-301 et seq.).
14) Information related to the Colorado Organization for Victim Assistance (COVA).
15) Information regarding the ability of a victim of domestic violence, unlawful sexual behavior or stalking to terminate a landlord-tenant agreement pursuant to CRS § 38-12-402.
16) An advisement that the victim may apply to have a substitute address designated for public records and confidential mail forwarding (CRS § 24-30-2102).

318.6 WITNESSES
Officers should never guarantee a witness’ safety from future harm or that their identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

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

318.6.1 SPECIFIC REQUIREMENTS REGARDING WITNESSES
Officers should provide all witnesses with the applicable witness information handouts (CRS § 24-4.1-302.5; CRS § 24-4.1-304).

318.7 WITNESS INFORMATION
The Victim Services Supervisor shall ensure that witness information handouts are available and current. These should include information specifically related to witness rights and resources (CRS § 24-4.1-302.5; CRS § 24-4.1-304).

318.8 REVISIONS
Enacted: July 27, 2016
Revised: March 29, 2018
Revised: May 23, 2019
319.1 PURPOSE AND SCOPE
The Thornton Police 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 violence, threats or other harassment, this department will utilize all available resources to see that the crime(s) are investigated, and justice is served under the law. This policy has been developed to meet or exceed the provisions of the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act, and provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 FEDERAL JURISDICTION
Federal law prohibits discrimination-based acts. The U.S. Department of Justice (DOJ) may obtain jurisdiction over crimes of violence where the perpetrator has selected the victim because of the person's actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity or disability (18 USC § 245).

319.2 DEFINITIONS
Definitions related to this policy include:

Bias-motivated crime - A person commits a bias-motivated crime if, with the intent to intimidate or harass another person because of that person's actual or perceived race, color, religion, ancestry, national origin, physical or mental disability, or sexual orientation, they (CRS § 18-9-121(2)):

1) Knowingly causes bodily injury to another person.
2) By words or conduct, knowingly places another person in fear of imminent lawless action directed at that person or that person's property, and such words or conduct are likely to produce bodily injury to that person or damage to that person's property.
3) Knowingly causes damage to or destruction of the property of another person.
319.3 PREVENTING AND PREPARING FOR LIKELY BIAS-MOTIVATED CRIMES

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely bias-motivated crimes by among other things:

1) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of bias-motivated crimes to form, and cooperate with, prevention and response networks.
2) Providing victim assistance and follow-up.
3) Educating community and civic groups about bias-motivated crime laws.

319.4 PROCEDURE FOR INVESTIGATING BIAS-MOTIVATED CRIMES

Whenever any member of this department receives a report of a suspected bias-motivated crime or other activity that reasonably appears to involve a potential bias-motivated crime, the following should occur:

1) Officers will be promptly assigned to contact the victim, witness or reporting party to investigate the matter further as circumstances may dictate.
2) A supervisor should be notified of the circumstances as soon as practicable.
3) Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims or apprehension of present suspects), the assigned officers will take all reasonable steps to preserve available evidence that may tend to establish that a bias motivated crime was involved.
4) The assigned officers will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a bias motivated crime.
5) Depending on the situation, the assigned officers or supervisor may request additional assistance from investigators or other resources to further the investigation.
6) The assigned officers will include all available evidence indicating the likelihood of a bias-motivated crime in the relevant reports. All related reports will be clearly marked as "Bias-Motivated Crimes" and, absent prior approval of a supervisor, will be completed and submitted by the assigned officers before the end of the shift.
7) The assigned officers should also make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.
8) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid, e.g., a possible Temporary Restraining Order through the courts or District Attorney or City Attorney.
319.5 DETECTIVE DIVISION RESPONSIBILITIES
If a case is assigned to the Detective Division, the assigned investigator will be responsible for following up on the reported bias-motivated crime by:

1) Coordinating further investigation with the District Attorney and other appropriate law enforcement agencies.
2) Maintaining contact with the victim and other involved individuals, as needed.
3) Maintaining statistical data and tracking of suspected bias-motivated crimes as indicated or required by state law.

319.5.1 STATE BIAS-MOTIVATED CRIME REPORTING
This department shall report bias-motivated crime offenses in the form and manner and at regular intervals as prescribed by rules adopted by the Department of Public Safety. This shall be conducted by the Records Manager.

319.5.2 FEDERAL BIAS-MOTIVATED CRIME REPORTING
The Records Manager should include bias crime data reporting within the National Incident Based Reporting System (NIBRS), Uniform Crime Report (UCR) and Summary Reporting System (SRS) reports pursuant to Records Unit procedures and in compliance with (28 USC § 534(a)).

319.6 TRAINING
All officers of this department shall receive training on bias-motivated crime recognition and investigation and shall attend annual training which incorporates a bias-motivated crime training component.

319.7 REVISIONS
Enacted: July 27, 2016
Revised: March 29, 2018
Policy 320 – Standards of Conduct
Enacted: July 27, 2016
Revised: March 29, 2018

Standards: 1.1.2 and 26.1.1

320.1 PURPOSE AND SCOPE
This policy establishes standards of conduct that are consistent with the values and mission of the Thornton 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 member 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. (26.1.1)

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

320.3 DIRECTIVES AND ORDERS
Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification to disobey the order.

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

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.
Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

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

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

1) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
2) Failure to promptly and fully report any known misconduct of a member to their immediate supervisor or to document such misconduct appropriately or as required by policy.
3) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
4) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS
Members shall conduct themselves, whether on or off duty, in accordance with the United States and Colorado Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

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

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

320.5 CAUSES FOR DISCIPLINE
The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.
320.5.1 LAWS, RULES AND ORDERS
1) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.
2) Disobedience of any legal directive or order issued by any department member of a higher rank.
3) Violation of federal, state, local or administrative laws, rules or regulations.

320.5.2 ETHICS (1.1.2)
1) Using or disclosing one’s status as a member of the Thornton Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
2) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
3) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
4) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
5) Offer or acceptance of a bribe or gratuity.
6) Misappropriation or misuse of public funds, property, personnel or services.
7) Any other failure to abide by the standards of ethical conduct.
8) All personnel will attend ethics training, at a minimum, biennially.

320.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM
Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS
1) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
2) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
3) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
4) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal
activity or enterprise, except as specifically directed and authorized by this department.

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

320.5.5 ATTENDANCE
1) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
2) Unexcused or unauthorized absence or tardiness.
3) Excessive absenteeism or abuse of leave privileges.
4) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE
1) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member’s position with this department.
2) Disclosing to any unauthorized person any active investigation information.
3) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
4) Loaning, selling, allowing unauthorized use, giving away or appropriating any Thornton Police Department badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.
5) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

320.5.7 EFFICIENCY
1) Neglect of duty.
2) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.
3) Concealing, attempting to conceal, removing or destroying defective or incompetent work.
4) Unauthorized sleeping during on duty time or assignments.
5) Failure to notify the Department within 24 hours of any change in residence address and contact telephone numbers.
320.5.8 PERFORMANCE
1) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
2) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
3) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department related business.
4) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
5) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
6) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
   a) While on department premises.
   b) At any work site, while on-duty or while in uniform, or while using any department equipment or system.
   c) Gambling activity undertaken as part of an officer’s official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
7) Improper political activity including:
   a) Unauthorized attendance while on-duty at official legislative or political sessions.
   b) Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or, on department property except as expressly authorized by City policy, contract, or the Chief of Police.
8) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the collective bargaining agreement or contract, or the Chief of Police.
9) Any act on- or off-duty that brings discredit to this department.

320.5.9 CONDUCT
1) Failure of any member to promptly and fully report activities on their part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
2) Unreasonable and unwarranted force to a person encountered or a person under arrest.
3) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
4) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
5) Engaging in horseplay that reasonably could result in injury or property damage.
6) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
7) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
8) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member’s relationship with this department.
9) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
10) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
11) Activity that is incompatible with a member’s conditions of employment or appointment as established by law or that violates a provision of any contract to include fraud in securing the appointment or hire.
12) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
13) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

320.5.10 SAFETY
1) Failure to observe or violating department safety standards or safe working practices.
2) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver’s license, first aid).
3) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
4) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
5) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member’s appointing authority.
6) Unsafe or improper driving habits or actions in the course of employment or appointment.
7) Any personal action contributing to a preventable traffic accident.
8) Concealing or knowingly failing to report any on-the-job or work-related disease, injury or death as soon as practicable but no later than 24 hours (CRS § 8-43-102).

320.5.11 INTOXICANTS
1) Reporting for work or being at work while intoxicated or when the member’s ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
2) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
3) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

320.6 TRAINING (1.1.2)
The Professional Standards Unit Commander with ensure all members of the Thornton Police Department receive ethics training at least biennially and will include review of this policy.

320.7 REVISIONS
Enacted: July 27, 2016
Revised: March 29, 2018
322.1 PURPOSE AND SCOPE
This policy establishes a guide for a uniform procedure to ensure that all facts and circumstances relevant to any criminal or non-criminal incident are properly recorded. This guide will be known as the Thornton Police Department Report Writing Procedure and can be found in the procedure manual.

The failure of an employee to complete a required report in a timely manner as established by procedure might result in disciplinary action.

322.2 REVISIONS
Enacted: July 27, 2016
Revised: January 16, 2018
323.1 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.

323.2 RESPONSIBILITIES
The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. However, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Division Deputy Chiefs, Watch Commanders and the designated Public Information Officer (PIO) may prepare and release information to the media in accordance with this policy and the applicable law.

323.2.1 MEDIA REQUEST
Any media request for information or access to a law enforcement situation shall be referred to the designated Department Public Information Officer or, if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

1) At major scenes, in the absence of the Public Information Officer, a supervisor or designee may comment on or release any official information to the media reference incidents they are personally involved in or have knowledge of.
   a) All inquiries relating to internal investigations or cases in which the department is a party to a civil law suit shall be directed to the Chief of Police.
2) In situations involving multiple law enforcement agencies or other criminal justice agencies including, but not limited to, prosecutors and coroners, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.
3) Under no circumstance should any member of this department make any comments to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.
323.3 MEDIA ACCESS (54.1.3)
Authorized members of the media should be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities. Access by the media is subject to the following conditions:

1) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
2) Media representatives will be prevented from interfering with emergency operations and criminal investigations.
   a) Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.
3) No member of this department shall be required to submit to media visits or interviews without the consent of the involved employee.
4) Media interviews with individuals who are in custody shall not be permitted unless in compliance with a jail facility policy. Exceptions are only permitted with the approval of the Chief of Police and the express written consent of the person in custody.
5) A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

323.3.1 TEMPORARY FLIGHT RESTRICTIONS
Whenever the presence of media aircraft or other aircraft pose a threat to public or officer safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident. It should be requested through the appropriate control tower.

If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR § 91.137).

323.3.2 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.

323.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Public Information Officer. This log will consist of data classified as public and should generally contain:

1) The date, time, location, case number, type of crime, extent of injury or loss and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

2) The date, time, location, case number, name, birth date and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

3) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

At no time shall identifying information pertaining to a juvenile arrestee be publicly released without prior approval of a competent court or as permitted by state law.

At no time shall identifying information pertaining to a juvenile victim be publicly released without prior approval of a competent court when access to the data would reveal the identity of a victim or alleged victim.

At no time shall identifying information pertaining to a juvenile witness be publicly released without prior approval of a competent court when this department has determined that the identity of a juvenile witness reasonably requires protection.

Information concerning incidents involving persons whose identities are classified as private or confidential under state law shall be restricted from disclosure. Further detail is available in the Records Release and Security Policy.

Identifying information concerning deceased individuals should only be released to the media when the decedent's identity has been verified, the decedent's family has been notified when feasible and the release is approved by a supervisor.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated media representative, the custodian of records or if unavailable, to the Watch Commander. Such requests will be processed in accordance with policy and state law.
323.4.1 STATE 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 (see the Records Maintenance and Release and the Personnel Records policies). When in doubt, authorized and available legal counsel should be obtained. Examples of such restricted information include, but are not limited to:

1) The identities of involved officers when the release hinders a law enforcement purpose or reveals the identity of an undercover law enforcement officer and as otherwise required by law.
2) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
3) Information pertaining to pending litigation involving this department.
4) Information obtained in confidence or that uniquely describes stolen, lost, confiscated or recovered property.
5) Any information that is otherwise privileged or restricted under state or federal law.

323.5 REVISIONS

Enacted: July 27, 2016
Revised: March 29, 2018
324.1 PURPOSE AND SCOPE
This policy establishes the provision of community relations, public education and crime prevention programs to citizens.

324.2 POLICY
It is the policy of the Department to provide community relations, public information and crime prevention presentations to the citizens of Thornton while ensuring management oversight of such presentations.

324.3 PROCEDURE
1) Whenever a member of the department receives a request for a community presentation as described above, the person receiving the request will inform their division deputy chief of the request on a Community Presentation form via the chain of command.
2) The Division Deputy Chief will determine whether:
   a) To assign the presentation to personnel within the division.
   b) To request that the Administrative Deputy Chief assign the Community Relations Officer.
   c) To request that another division deputy chief assigns personnel from that division.
3) When the assignment is made, the Division Deputy Chief will complete the appropriate parts of the form and return it to the supervisor of the person being assigned.
4) When the assignment is completed by the member assigned, the member will ensure that an accurate accounting of persons in attendance is made on the Community Presentation form and returned to their division deputy chief via the chain of command.
5) Each division deputy chief shall report all community presentations given by personnel within their division’s monthly report to the Chief of Police, detailing:
   a) Name of the person requesting the presentation.
   b) Telephone number of the requesting person.
   c) Topic.
   d) Number of people in attendance.
6) The above procedure does not apply to the Community Relations Officer or others whose assignments include regular public presentations, (e.g.: School Resource Officers) when such presentations are in the normal course of their duties and are not of a nature which would cause notification to the Chief of Police and division deputy chief.

324.4 REVISIONS
Enacted: July 27, 2016
325.1 PURPOSE AND SCOPE
This policy has been established to provide for the acceptance of subpoenas and court notices and to ensure that employees appear in court when requested and present a professional appearance.

325.1.1 DEFINITIONS
Definitions related to this policy include:

**Department Administrative Staff** - Patrol Administrative Specialists.

**Immediate Service** - Required court appearance within 72 hours of the time of service and requires attempts to contact the named member.

**Uncontrolled On-Call** - When a member receives a subpoena or court notice of a type that allows them to not appear in court but to remain available by telephone so that the member may be directed to appear in court within a reasonable amount of time.

**Mandatory appearance** - Subpoenas and court notices which require a member’s physical appearance in the specified court at the specified time unless called off by the notice or issuing attorney. Failure to appear either intentionally or by negligence may result in disciplinary action.

325.2 COURT SUBPOENAS
Members who receive subpoenas or court notices related to their employment with this department are subject to the provisions of this policy. Members should be aware that their compliance is mandatory on all cases for which they have been properly subpoenaed or properly notified. This policy applies to civil and criminal subpoenas and notices. Members are expected to cooperate with the prosecution to ensure the successful conclusion of a case.

325.2.1 VALID SUBPOENAS
No subpoena or court notice shall be accepted for an employee of this department unless it has been properly served.
325.2.2 ACCEPTANCE OF SUBPOENA

1) Only the member named in a subpoena or the department administrative staff shall be authorized to accept service of a subpoena.
   a) Police officers or other department members working the front desk in the police department lobby are not authorized to accept service or take possession of any subpoena or any other legal notice at any time.
   b) Any authorized member accepting a subpoena shall immediately provide a copy of the subpoena to the department administrative staff. The administrative staff shall maintain a chronological log of all department subpoenas and provide a copy of the subpoena to each involved member.

2) Once a subpoena has been received by an authorized department member, a copy of the subpoena shall be promptly provided to the administrative staff as well as a copy to the individually named member.

325.2.3 REFUSAL OF SUBPOENA

Training, vacations and regularly scheduled days off are not valid reasons for refusing a subpoena or missing court. If, due to illness or injury, the named member is unable to appear in court as directed by a previously served subpoena, the employee shall, as soon as reasonably possible, inform the administrative staff or the Watch Commander of the expected absence. It shall then be the responsibility of the administrative staff to notify the issuing authority of the member's unavailability to appear.

In cases in which a government entity is not a party, if a subpoena is presented for service to an immediate supervisor or other authorized individual less than five working days prior to the date listed for an appearance, the supervisor or other authorized individual should tell the process server to serve directly to the named witness. If the named witness is not on duty, the supervisor shall inform the process server of the next available duty dates for the witness.

325.2.4 COURT ON CALL

To facilitate court standby agreements, employees are required to provide and maintain current information on their address and telephone number with the Department. Members are required to notify the Department within 24 hours of any change in residence address or home telephone number, and to provide an accurate and reasonably reliable means or method for contact.

In a criminal case, the prosecutor handling the case is the only person authorized to excuse a member from on call status. If the member has been subpoenaed by the defense, the defense attorney is the only person authorized to excuse an employee from on call status.

325.2.5 OFF DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off duty actions not related to their employment with the Thornton Police Department shall comply with the requirements of the subpoena. Members receiving these subpoenas are not compensated for their
appearance. Arrangements for time off shall be coordinated through the member's immediate supervisor.

325.2.6 FAILURE TO APPEAR
Any employee who fails to comply with the terms of any valid and properly served subpoena may be subject to discipline as well as court imposed civil and/or criminal sanctions for contempt of court.

325.2.7 SUBPOENA AND NOTICE CONFLICT RESOLUTION
If a member receives a subpoena or legal notice which is in conflict with approved, scheduled leave, the member shall follow the Processing Subpoenas and Notices for Legal Hearings Procedures.

325.3 CIVIL SUBPOENAS NOT INVOLVING A GOVERNMENT PARTY
The Department will compensate members who appear in their official capacity on civil matters arising out of the member's official duties. In such situations, the Department will also reimburse any member for reasonable and necessary travel expenses.

Except when acting as a witness for a government party, the Department will receive reimbursement for the member's compensation through the civil attorney of record who called the member as a witness. Any reimbursement received directly by the member shall be promptly turned over to the Department.

325.3.1 PROCEDURE
To ensure that the member is able to appear when required, that the member is compensated for such appearance and to protect the Department's right to reimbursement, members shall follow the established procedures for the receipt of a civil subpoena.

325.3.2 CIVIL SUBPOENA ACCEPTANCE
Subpoenas shall not be accepted in a civil action in which the member or the Department is not a party without properly posted fees pursuant to applicable law (CRCP Rule 45).

325.3.3 PARTY MUST DEPOSIT FUNDS
A private party in a civil action who seeks to subpoena a member must deposit the statutory fee, if any, for each day's appearance before such subpoena will be accepted. Parties seeking to have the employee make multiple appearances must make an additional deposit in advance to include mileage reimbursement and per diem allowed by law.
325.4 OVERTIME APPEARANCES
If the member appears on their off duty time, they will be compensated for a minimum of two hours, but through the duration of their appearance in court.

325.5 COURTROOM PROTOCOL
Members must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

325.5.1 PREPARATION FOR TESTIMONY
Before the date of testifying, the subpoenaed member should obtain a copy of relevant reports and become familiar with their content in order to be prepared for court.

325.5.2 COURTROOM ATTIRE
Members shall dress in uniform or business attire. Suitable business attire for men would consist of a coat, tie and dress pants. Suitable business attire for female members would consist of a dress jacket, dress blouse and skirt or slacks.

325.6 COURTHOUSE DECORUM
Members shall observe all rules of the court in which they are appearing, refrain from smoking or chewing gum in the courtroom and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

325.7 TESTIFYING AGAINST THE INTEREST OF THE STATE
Any member who is subpoenaed to testify, who has agreed to testify or who anticipates testifying or providing information on behalf of or at the request of any party other than the State of Colorado, any county, city, other unit of government or any of its officers and employees in which any of those entities are parties, will notify their immediate supervisor without delay. The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

This includes, but is not limited to, the following situations:

1) Providing testimony or information for the defense in any criminal trial or proceeding
2) Providing testimony or information for the plaintiff in a civil proceeding against any county, city, other unit of government or any government official or its officers and members, including, but not limited to, personnel and/or disciplinary matters
3) Providing testimony or information on behalf of or at the request of any party other than any county, city, other unit of government or any government official or its officers and members, including, but not limited to, personnel and/or disciplinary matters

325.8 REVISIONS
Enacted: July 27, 2016
326.1 PURPOSE AND SCOPE
This policy provides guidance to officers in the request for or answering the request for assistance from another law enforcement agency.

It is the policy of this department to provide assistance whenever reasonably possible. Assistance shall be consistent with applicable laws and the policies of this department when another law enforcement agency requests assistance. This department may also request an outside agency to provide assistance (CRS § 29-5-104).

The Department may, at the discretion of the Chief of Police, establish an agreement for reciprocal law enforcement with another agency, including those of neighboring states, provided those agreements meet statutory requirements pursuant to CRS § 29-1-206. An agreement may include:

1) Assisting other peace officers in the line of their duties and within the course of their employment.
2) Exchanging Department peace officers with peace officers of another agency on a temporary basis.

326.2 ASSISTING OUTSIDE AGENCIES
Generally, calls for assistance from other agencies are received via radio transmission and are routed to the Watch Commander or an on duty supervisor for approval. Any such response to assist an outside agency should be considered for authorization pursuant to law or an established mutual aid plan (see generally CRS § 24-33.5-713).

When an authorized employee of an outside agency requests the assistance of this department available officers shall respond and assist. If an officer receives a request in the field for assistance, that officer shall notify a supervisor. Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Only in exceptional circumstances will this department provide transportation of arrestees to another agency's facilities.

When such assistance is rendered, a case number will be issued to report action taken by Thornton Police Department personnel.
326.3 REQUESTING ASSISTANCE FROM OUTSIDE AGENCIES
If assistance is needed from another agency, the employee requesting assistance shall first notify a supervisor of their intentions. The initial officer or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting officer should secure radio frequencies for use by all involved agencies so that communication can be coordinated as needed. If necessary, reasonable effort should be made to provide radio equipment capable of communicating on the assigned frequency to any personnel who do not have compatible radios.

A resource to consider for obtaining mutual aid assistance could include the Colorado State Emergency Resource Mobilization Plan (CSERMP).

326.4 HAZARDOUS MATERIAL EMERGENCIES MUTUAL AID
The Incident Commander, in cooperation with other agencies, is charged with making an immediate appraisal of the situation and it’s potential. Responders should:

1) Establish scene management.
2) Detect the presence of hazardous materials.
3) Begin identification of hazardous materials.
4) Begin evacuation or direct citizens to shelter in place.
5) Consider personal protection/decontamination.
6) Isolate the incident and identify zones of activity.
7) Contain the incident without risking exposure.
8) Perform firefighting, rescue, emergency medical and other critical life-saving response activities in accordance with the City Emergency Operations Plan.
9) Contact the local Colorado state dispatch and request support if it occurs on any federal, state or county highway located outside of municipal city limits.
10) Seek additional resources if the event exceeds, or is expected to exceed, the capability of local resources including mutual aid and state or federal assistance. When requesting local, state or federal assistance, this Department should clarify if it is requesting assistance only or complete scene management.

326.5 MANDATORY SHARING
Equipment and supplies purchased with federal funds or grants with contingent sharing requirements should be documented and updated as necessary by the Professional Standards Unit Commander. The conditions relative to sharing, the training requirements connected to the use of the supplies and equipment, and those trained in the use of the supplies and equipment should be included in the documentation. Copies of the list should be provided to the Communications Center and the Watch Commander to ensure proper use in compliance with agreements.
326.6 REVISIONS
Enacted: July 27, 2016
328.1 PURPOSE AND SCOPE
This policy establishes guidelines by which the Thornton Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex offenders.

328.2 POLICY
It is the policy of the Thornton Police Department to identify and monitor registered sex offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

328.3 REGISTRATION
A Detective Division supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Employees assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator or administrative assistant shall ensure that the registration information is provided to the Colorado Bureau of Investigation (CBI) (CRS § 16-22-109; CRS § 16-22-110; CRS § 16-13-903).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

328.3.1 CONTENTS OF REGISTRATION
The registrant shall be required to complete the registration form provided by CBI.

Registration by a person who lacks a fixed residence shall be accepted unless it includes a location that would violate state law or local ordinance. The registrant shall be advised of any such violation and allowed five days to secure an alternate location (CRS § 16-22-108).
328.3.2 WAIVERS OF IN-PERSON RE-REGISTRATION
The Detective Division supervisor should (CRS § 16-22-108):

1) Establish procedures for determining whether a registrant is eligible for a waiver under CRS § 16-22-108.
2) Submit verification forms to CBI and other applicable law enforcement agencies.
3) Review existing waivers to confirm registrants still meet eligibility requirements for the waiver.
4) Notify victims, upon request by the victim, that a waiver has been authorized.

328.4 MONITORING AND TRACKING OF REGISTERED OFFENDERS
A Detective Division supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with their registration requirements after the initial registration. This verification should include:

1) Efforts to confirm residence using an unobtrusive method, such as an internet search, mailers/mail verifications, in person contacts or drive-by of the declared residence.
2) Review of information on CBI’s Convicted Sex Offender Registry website.
3) Contact with a registrant’s parole or probation officer.

Any discrepancies should be reported to the Detective Division supervisor.

A Detective Division supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Thornton Police Department personnel, including timely updates regarding new or relocated registrants.

328.4.1 MANDATORY CONFIRMATION
Following a registrant’s first registration with the Department, the residence verification referenced above shall occur as soon as possible after the registration and annually thereafter. Residence confirmation shall occur quarterly if the registrant is a sexually violent predator (CRS § 16-22-109).

328.4.2 CONTACT WITH CONFIRMED REGISTERED SEX OFFENDERS
In the State of Colorado, at the time of conviction, the court of jurisdiction will normally enter sex offender information into the NCIC system. Upon registration with the City of Thornton, the Sex Offender Registration and Tracking Unit (SORT) will gather required information from the offender and report to the Colorado Bureau of Investigations (CBI). CBI updates the data accordingly in NCIC/CCIC. Sworn members contacting registered sex offenders will receive notification either through Dispatch clearances or NCIC/CCIC checks of the sex offender's registration status.

Members in contact with a registered sex offender will conduct a field interview (FI) report. This field interview will be documented in our records management system by
the officer completing the field interview. The FI report will contain, at a minimum, the reason for the contact, notes that confirm the offender's current information was verified (such as address, employment, vehicle, phone numbers, etc.) to be the same as what is contained in the sex offender hit, to include what jurisdiction the offender is registered with. If there are any discrepancies in the information the offender provides, such as a change in address, the officer will notate these discrepancies in the notes/narrative section of the FI module.

Vehicle information is important to the tracking of sex offenders. Officers should inquire about vehicles even when the subject is on foot.

All FI reports related to confirmed sex offenders should note the originating jurisdiction for the sex offender, even if the offender is not currently registered with the City of Thornton. (NCIC/CCIC will indicated the current jurisdiction of the sex offender)

The member will select the box labeled “Sex Offender” under the FI Flags in the FI report.

Arrests for sex offender registration violations will only be conducted when an active warrant exists for failure to register or when directed by the SORT unit.

All states do not enter sex offender registry information into NCIC. During the course of any investigation, members suspecting that an individual should be registered as a sex offender should first clear the individual through NCIC/CCIC. If the individual is not listed in the CCIC Sex Offender Registry Information as a sex offender, but the member reasonably believes the individual should be registered as a sex offender, the member will complete a FI report.

328.5 DISSEMINATION OF PUBLIC INFORMATION

Employees will not unilaterally make a public notification advising the community of a particular registrant’s presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisors. The supervisor should evaluate the request and forward the information to the Chief of Police or the authorized designee if warranted. A determination will be made by the Chief of Police or the authorized designee, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be provided with CBI’s Convicted Sex Offender Registry website or the Thornton Police Department’s website.

The Records Manager shall release local registered offender information to residents in accordance with state law (CRS § 16-22-112; CRS § 24-72-301 et seq.) and in compliance with a Colorado Criminal Justice Records Act request.
328.5.1 RELEASE NOTIFICATIONS
Sex registrant information that is released shall include the written statement: “The Colorado sex offender registry includes only those persons who have been required by law to register and who are in compliance with the sex offender registration laws. Persons should not rely solely on the sex offender registry as a safeguard against perpetrators of sexual assault in their communities.

The crime for which a person is convicted may not accurately reflect the level of risk.” (CRS § 16-22-112(5))

328.5.2 MANDATORY DISSEMINATION
The Department shall release local sex offender information to residents in accordance with Colorado law and the rules set forth by the CBI. Information released shall include, at a minimum, the name, address or addresses, and aliases of the registrant; the registrant’s date of birth; a photograph of the registrant, if requested and readily available; and a history of the convictions of unlawful sexual behavior resulting in the offender being required to register pursuant to this article (CRS § 16-22-110; CRS § 16-22-112). Information concerning victims shall not be released.

The Department will also make the mandated community notifications regarding sexually violent predators. These community notifications shall only occur under the circumstances and in the manner specified by the Colorado Department of Public Safety’s Sex Offender Management Board (SOMB) (CRS § 16-13-904; CRS § 16-13-905; CRS § 16-13-906).

328.5.3 DISCRETIONARY DISSEMINATION
The Department may also provide local sex offender information to any other person the Department determines warrants notification. If the Department elects not to release registrant information to a non-resident, the Department may submit a request from the non-resident to CBI (CRS § 16-22-112).

328.5.4 INFORMATION AVAILABLE VIA THE INTERNET
The Department may post the following registered offender information on its website only if the person is adjudicated or convicted of the offenses in CRS § 16-22-112:

1) Offender information, including the offender’s name or aliases, photograph, sex, height, weight, name, address and offenses committed, as allowed by law
2) Educational information concerning protection from sex offenders that has been developed in conjunction with SOMB and a sexual assault victims’ advocacy group, or a link to educational information included on the CBI website
3) A link to the National Sex Offender Public Website
4) A link to the CBI Convicted Sex Offender Registry website
5) A link to other law enforcement agencies
328.5.5 PURGE OF LOCAL SEX OFFENDER REGISTRY
When a court order discontinuing a registrant’s duty to register is received by the Department, the Detective Division supervisor shall ensure that the registrant’s registration information is removed from the department local sex offender registry (CRS § 16-22-113).

328.6 NOTIFICATION PRIOR TO RELEASE OR DISCHARGE
Notification of a registrant’s release on parole will be made by the sentencing court, the probation department, community corrections, the county jail or the Colorado Department of Corrections (CDOC) (CRS § 16-22-106; CRS § 16-22-107).

Prior to registrants being discharged from the CDOC, this department shall verify that (CRS § 16-22-107(4)(a)):

1) The address provided by the person is a residence.
2) The occupants or owners of the residence know of the person’s history of unlawful sexual behavior.
3) The occupants or owners of the residence have agreed to allow the person to reside at the address.
4) If the registrant is being released on parole, the address complies with any conditions of the parole.

If any of the information required for verification is not true, the Department shall notify the CDOC that the person provided false information concerning the address at which they intend to reside (CRS § 16-22-107(4)(b)).

328.6.1 CONFIDENTIAL INFORMATION
The forms completed by persons required to register pursuant to Colorado law shall be confidential and shall not be open to inspection by the public or any person other than law enforcement personnel except as provided by law (CRS § 16-22-109(4)).

328.7 REVISIONS
Enacted: July 27, 2016
Revised: July 19, 2018
Revised: May 23, 2019
329.1 PURPOSE AND SCOPE
This policy provides guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

329.2 POLICY
The Thornton 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.

This policy will also address when appropriate notification will be made to the City Manager, City Council and Senior Leadership Team.

329.3 CRITERIA FOR NOTIFICATION (11.3.3)
Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Division Deputy Chief. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

Immediate Notification

The Chief of Police shall be notified of any major incidents occurring in the City of Thornton and any major incidents outside the City which directly and significantly affect the Police Department.

This notification must be made immediately (day or night) in the following situations:

1) Instances in which a Thornton police officer is seriously injured or killed
2) Instances in which a Thornton police officer seriously injures or kills an individual
3) Hostage situations and barricaded subject incidents which exceed 45 minutes in length
4) Homicides
5) Other situations in which it may be appropriate or advantageous to notify the Chief of Police

Other Timely Notification
The Chief of Police must be apprised immediately of the following major incidents occurring during regular business hours, or, if occurring after hours, by 0800 hours of the next business day.

1) Sexual assault
2) Suicides
3) Aggravated Assault
4) Robbery
5) Burglaries (First Degree) and commercial burglaries
6) Traffic fatalities/SBI
7) Incidents in which a firearm is discharged
8) Reported crime sprees
9) Assist other agencies
10) Other major felonies or incidents that are news worthy
11) Incidents where there may be a question as to the agency's liability or those which may result in heightened community interest
12) Instances in which it may be advantageous to notify the Chief of Police

329.4 CITY MANAGER NOTIFICATION
The Chief of Police or their authorized designee will immediately notify the City Manager in the following situations:

1) Instances in which a police officer is seriously injured or killed
2) Instances in which a police officer seriously injures or kills an individual
3) Hostage situations which exceed one hour in length
4) Other situations in which it may be appropriate or advantageous to notify the City Manager

The City Manager will receive timely notifications in the following situations:

1) Homicides
2) Sexual assaults
3) Suicides
4) Aggravated assaults
5) Robbery
6) Burglaries (First Degree) and commercial burglaries
7) Traffic fatalities/SBI
8) Incidents in which a firearm is discharged
9) Reported crime sprees
10) Assist other agencies
11) Other major felonies or incidents that are news worthy
12) Other situations in which it may be appropriate to notify the City Manager
329.5 CITY COUNCIL AND SENIOR LEADERSHIP TEAM NOTIFICATION

City Council and the Senior Leadership team will be notified by the Chief of Police, or their authorized designee, when an officer is seriously injured or killed.

City Council and/or the Senior Leadership Team will receive timely notification in the following situations:

1) Instances in which a police officer seriously injures or kills an individual
2) Homicides
3) Hostage situations
4) Sexual assault
5) Suicides
6) Aggravated assault
7) Robbery
8) Burglaries (First Degree) and Commercial burglaries
9) Traffic fatalities/SBI
10) Incidents in which a firearm is discharged
11) Reported crime sprees
12) Assist other agencies
13) Other major felonies or incidents that are news worthy
14) Other situations in which it may be appropriate or advantageous to notify City Council and the Senior Leadership Team

329.6 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander or Field Supervisor is responsible for making the appropriate notification.

The Watch Commander or Field Supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification and shall attempt to make the notification as soon as practicable. Notification should be made by using the call notification protocol posted in the Communications Center.

329.6.1 STAFF NOTIFICATION

In the event an incident occurs as identified in the Criteria for Notification above, the Chief of Police shall be notified along with the affected Division Deputy Chief and the Detective Division Deputy Chief if that division is providing assistance.

329.6.2 DETECTIVE NOTIFICATION

If the incident requires that an officer or investigator respond from home, the immediate supervisor of the appropriate detail shall be contacted.
329.6.3 TRAFFIC UNIT NOTIFICATION
In the event of a traffic fatality or major injury, the Traffic Sergeant shall be notified. The Traffic Sergeant will then contact the appropriate on call investigator. The Traffic Sergeant will notify the Traffic Commander.

329.6.4 PUBLIC INFORMATION OFFICER (PIO)
After members of the staff have been notified, the Public Information Officer shall be called if it appears the media may have a significant interest in the incident.

329.7 MAJOR INCIDENT NOTIFICATION REPORT
1) The appropriate division deputy chief shall notify the Chief of Police as soon as possible of any major incidents which occur during business hours.
2) The Major Incident Notification Report shall be completed by the appropriate supervisor as soon as practicable but prior to the end of watch.
3) The appropriate supervisor shall email the Major Incident Notification Report to the email group entitled "Police".

329.8 REVISIONS
Enacted: July 27, 2016
Revised: August 30, 2018
330.1 PURPOSE AND SCOPE
The investigation of cases involving death include those ranging from natural causes to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The importance of a thorough death investigation cannot be emphasized enough.

Death investigations shall be conducted pursuant to CRS § 30-10-606.

330.2 INVESTIGATION CONSIDERATIONS
Death investigation cases require certain actions be taken. Emergency Medical Services shall be called in all suspected death cases. A supervisor shall be notified in all death investigations.

330.2.1 CORONER REQUEST
The Coroner shall be called as soon as practicable after the scene is safe and secure in all deaths. Investigating officers shall investigate and work in cooperation with the Coroner involving any of the following circumstances (CRS § 30-10-606(1)):

1) The death is, or may be, unnatural, as a result of external influences, injury or violence.
   a) It is due to the influence of, or is the result of, intoxication by alcohol, drugs or poison.
   b) It is the result of an accident, including an accident at the workplace.
   c) It involves the unexpected or unexplained death of an infant or child.
2) There is no physician in attendance, or when the physician is at the scene but is unable to certify the cause of death.
3) The death occurs within 24 hours of admission to a hospital.
4) The death is the result of a criminal abortion, including any situation where such abortion may have been self-induced.
5) It is the result of a disease that may be hazardous or contagious, or may constitute a threat to the health of the public.
6) The death results from the action of a peace officer, or while the person was in the custody of law enforcement officials or incarcerated in a public institution.
7) The death was sudden, and happened to a person who was in apparent good health.
8) The body is unidentifiable, decomposed, charred or skeletonized.
9) The death occurs under circumstances that the Coroner determines may warrant further inquiry in order to determine the cause and manner of death, or that requires further law enforcement investigation.

In cases involving any of the above mentioned circumstances, the body of the deceased shall not be removed from the place of death prior to the arrival of the Coroner. This restriction shall not apply if the Coroner grants permission for removal or removal is necessary to identify the victim, protect property from damage, preserve evidence, or protect life, health or safety.

When the Coroner arrives at the scene, law enforcement personnel shall make all reasonable accommodations to allow them to collect time sensitive information.

If a suicide note is found at the place of death, investigating officers shall take custody of the note as evidence.

330.2.2 SEARCHING DEAD BODIES
The Coroner or an assistant and authorized investigators are generally the only persons permitted to move, handle or search a body. Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Coroner, the investigating officer shall first obtain verbal consent from the Coroner when practicable.

Whenever personal effects are removed from the body of the deceased by the Coroner, a receipt shall be obtained. This receipt shall be attached to the death report.

330.2.3 DEATH NOTIFICATION
When reasonably practicable, and if not handled by the Coroner, notification to the next of kin of the deceased person shall be made, in person, by an officer. If the next of kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Coroner may be requested to make the notification. The Coroner needs to know if notification has been made. Assigned officers may need to talk to the next of kin.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports and properly retained.

330.2.4 DEATH INVESTIGATION REPORTING
All incidents involving a death shall be documented according to the Thornton Police Department Report Writing procedure.
330.2.5 SUSPECTED HOMICIDE
If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The on call Detective Division Sergeant shall be notified to determine the possible need for a detective to respond to the scene for further immediate investigation.

330.2.6 EMPLOYMENT RELATED DEATHS OR INJURIES
Any member of this agency who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment should ensure that the regional Occupational Safety and Health Administration (OSHA) office is notified by telephone or teletype with all pertinent information.

330.3 REVISIONS
Enacted: July 27, 2016
332.1 PURPOSE AND SCOPE
This policy provides guidance for handling private person arrests and detentions made pursuant to CRS § 16-3-201, CRS § 16-3-202(2) and CRS § 16-19-115.

332.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS
Officers should use sound discretion in determining whether to advise an individual of the arrest process.

1) When advising any individual regarding the right to make a private person arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest, as listed below.

2) Private individuals should be discouraged from using force to effect a private person arrest. Absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

332.3 ARRESTS BY PRIVATE PERSONS
A private person may arrest another under the following circumstances (CRS § 16-3-201, CRS § 16-3-202(2) and CRS § 16-19-115):

1) For any crime that has been or is being committed or attempted in their presence.

2) When directed by any peace officer to assist a peace officer.

3) When there is reasonable information that the accused has been charged in the courts of a state with a crime punishable by death or imprisonment for a term exceeding one year.

   a) The accused shall be taken before a judge without unnecessary delay and a complaint must be made against the accused under oath by the private person making the arrest.
332.4 OFFICER RESPONSIBILITIES
Any officer presented with a private person who has made a private person arrest must determine whether there is probable cause to believe that such an arrest would be lawful.

1) Should any officer determine that there is no probable cause to believe that a private person arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, to determine the lawfulness of the arrest and protect the public safety.
   a) Any officer who determines that a private person arrest appears to be unlawful should promptly release the arrested individual. The officer must include the basis of such a determination in a related report.
   b) Absent probable cause to support a private person arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

2) Whenever an officer determines that there is probable cause to believe that a private person arrest is lawful, the officer may exercise any of the following options:
   a) Take the individual into physical custody for booking.
   b) Release the individual upon a misdemeanor summons or pending formal charges.

332.5 REPORTING REQUIREMENTS
In all circumstances in which a private person is claiming to have made an arrest, the individual must complete a signed witness statement which must be included in the initial report. If the person fails or refuses to do so, the arrested subject shall be released unless the officer has an independent reason to take the person into custody.

332.6 REVISIONS
Enacted: July 27, 2016
333.1 PURPOSE AND SCOPE
This policy provides guidance to members when communicating with individuals with Limited English Proficiency (LEP) (42 USC § 2000d).

333.1.1 DEFINITIONS
Definitions related to this policy include:

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

Limited English 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 Thornton 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).

333.2 POLICY
It is the policy of the Thornton 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.
333.3 TYPES OF LEP ASSISTANCE AVAILABLE
Thornton 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.

333.4 CUSTODIAL INTERROGATIONS
Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. Miranda warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible.

See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

333.5 BOOKINGS
When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

333.6 COMPLAINTS
The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP Coordinator.
Investigations into such complaints shall be handled in accordance with the Complaints and Performance Reviews policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Complaints and Performance Reviews policy should be translated or otherwise communicated in a language accessible manner.

333.7 TRAINING
To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide training on this policy and related procedures, including how to access department authorized telephonic and in person interpreters and other available resources.

The Professional Standards Unit Commander shall maintain records of all LEP training provided and will retain a copy in each member's training file in accordance with established records retention schedules.

333.8 REVISIONS
Enacted: July 27, 2016
334.1 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.

334.1.1 DEFINITIONS
Definitions related to this policy include:

**Auxiliary aids** - These are used to communicate with people who are deaf, hard of hearing or have impaired speech. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; use of a notepad and a writing utensil to exchange written notes; use of a computer or typewriter; use of an assistive listening system or device to amplify sound; use of a teletypewriter (TTY), videophones (video relay service or VRS); or use of a qualified interpreter.

**Deaf or hard of hearing** - An individual who has or is regarded as having substantially limited hearing with or without assistance. This includes a person who has a functional hearing loss of sufficient severity to prevent aural comprehension, even with the assistance of hearing aids (CRS § 13-90-202(6)).

**Qualified interpreter** - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified interpreters should have a valid certification of competency accepted by the Commission for the Deaf and Hard of Hearing (CRS § 13-90-202(8)).

334.2 POLICY
It is the policy of the Thornton 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.
334.3 AMERICANS WITH DISABILITIES (ADA)
COORDINATOR
The Chief of Police shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107). The ADA Coordinator shall be appointed by, and directly responsible, to the Administration Division Deputy Chief or the authorized designee.

The responsibilities of the ADA Coordinator shall include but not be limited to:

1) Working with the City ADA coordinator regarding the Thornton Police Department’s efforts to ensure equal access to services, programs, and activities.
2) Developing reports, new procedures, or recommending modifications to this policy.
3) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs, and activities.
4) Ensuring that a list of qualified interpreter services is maintained and available to each Watch Commander and Communications Manager. The list should include information regarding the following:
   a) Contact information
   b) Availability
5) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.
6) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.
7) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs, and activities.

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

1) 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 they completely understand the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.
2) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
3) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
4) 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.

334.5 INITIAL AND IMMEDIATE CONSIDERATIONS
Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

1) The methods of communication usually used by the individual.
2) The nature, length and complexity of the communication involved.
3) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Thornton Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

334.6 TYPES OF ASSISTANCE AVAILABLE
Thornton Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or
service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled.

A person who is disabled may choose to accept department provided auxiliary aids or services or they may choose to provide their own.

Department provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

334.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

334.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

1) Available within a reasonable amount of time but in no event longer than one hour if requested.
2) Experienced in providing interpretation services related to law enforcement matters.
3) Familiar with the use of VRS and/or video remote interpreting services.
4) Certified in either American Sign Language (ASL) or Signed English (SE).
5) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
6) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

334.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an
available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

### 334.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

### 334.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

1) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

2) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

### 334.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source.
If the individual’s express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

### 334.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are taken into custody and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

### 334.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

1. Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
2. Exchange of written notes or communications.
3. Verbal communication with an individual who can speech-read by facing the individual and speaking slowly and clearly.
4. Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
5. Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.
Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

334.13.2 QUALIFIED INTERPRETER OR AUXILIARY SERVICE REQUIRED FOR VICTIMS AND WITNESSES
An officer shall make arrangements to provide a qualified interpreter or auxiliary service to assist in an interview or questioning of a victim or witness who is deaf or hard of hearing, or deaf-blind and uses sign language for effective communication (CRS § 13-90-204(1)(f)).

334.14 CUSTODIAL INTERROGATIONS
In an effort to ensure that the rights of individuals who are deaf, hard of hearing, deaf-blind, or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. Miranda warnings shall be provided to suspects who are deaf, hard of hearing, or deaf-blind by a qualified interpreter or by providing a written Miranda warning card (CRS § 13-90-204(1)(d)).

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible.

See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

334.14.1 WAIVER
Any waiver to a qualified interpreter or auxiliary service shall be in writing. The person may have access to counsel for advice and shall have actual, full knowledge of the right to effective communication (CRS § 13-90-208).

If there is no waiver, Miranda warnings shall be given by the interpreter prior to any attempt to interrogate or take a statement from the person (CRS § 13-90-204(1)(d)).

334.15 ARRESTS AND BOOKING
If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that they prefer a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard
of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee’s health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

334.16 COMPLAINTS
The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the department ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

334.17 COMMUNITY OUTREACH
Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

334.18 TRAINING
To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department will provide periodic training that should include:

1) Awareness and understanding of this policy and related procedures, related forms and available resources.
2) Procedures for accessing qualified interpreters and other available resources.
3) Working with in-person and telephone interpreters and related equipment.

The Professional Standards Unit Commander shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Professional Standards Unit Commander shall maintain records of all training provided, and will retain a copy in each member’s training file in accordance with established records retention schedules.
334.18.1 CALL TAKER TRAINING
Emergency call takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, hard of hearing or who have speech impairments. Such training and information should include:

1) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.
2) ASL syntax and accepted abbreviations.
3) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.
4) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all the Communications Center members who may have contact with individuals from the public who are deaf, hard of hearing or have impaired speech. Refresher training should occur every six months.

334.19 REVISIONS
Enacted: July 27, 2016
Revised: May 23, 2019
335.1 PURPOSE AND SCOPE
This policy is to describe the procedures to follow when a student is arrested on or in school property.

335.2 STUDENT ARREST REPORTING
In the event a school student is arrested on or in school property, the arresting officer shall include in the report the necessary information. The officer shall notify the chief administrative officer of the school or the appropriate designee of the arrest of a pupil.

335.2.1 STUDENT ARREST AFTER NOTIFICATION
Based upon the circumstances of the investigation, it may be appropriate to notify the school prior to the arrest. Prior notification and assistance from the school may reduce disruption to school operations and other students.

335.2.2 STUDENT ARREST BEFORE NOTIFICATION
Based upon the circumstances of the investigation, it may be appropriate to arrest the student before notifying the school. This may be appropriate if the student is a flight risk, if prior notification will impede the investigation or if notification creates additional risks to students, faculty, the officer or the public.

Proper notification to the school after the student's arrest should then be made when circumstances reasonably allow.

335.2.3 PARENTAL NOTIFICATION
Upon arrest, it is the arresting officer's responsibility to ensure the parents of the arrested student are properly notified. Notification shall be made by the officer, regardless of subsequent notifications by the juvenile detention facility. Notifications should be documented and include the charges against the student and information as to where the student will be taken.

335.3 REVISIONS
Enacted: July 27, 2016
336.1 PURPOSE AND SCOPE
This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation, nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

336.1.1 DEFINITIONS
Definitions related to this policy include (CRS § 18-1-1101):

Disposed of - Evidence that is destroyed, thrown away or returned to the owner or their designee.

DNA - Deoxyribonucleic acid.

DNA evidence - All evidence collected in a criminal investigation, which evidence may be reasonably believed to contain DNA that is relevant to a disputed issue in the investigation and prosecution of the case.

DNA profile - An identifier obtained as a result of a specific DNA analysis.

336.2 POLICY
The Thornton Police Department will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable.

336.2.1 FELONY OFFENSES
As part of the booking process, or later if impractical during booking, the Department shall collect a biological DNA sample on every adult arrested or charged with a felony on or after September 30, 2010 (CRS § 16-23-103(1) and CRS 16-23-103(3)).

336.3 PROCEDURE
Upon a determination that any individual is required to provide DNA samples under Colorado law, the designated trained employee shall obtain DNA samples in accordance with this policy and proper protocol.
336.3.1 BLOOD SAMPLES
A blood sample shall be drawn in a medically acceptable manner by a licensed professional nurse, a licensed practical nurse, a paramedic, a qualified medical technician, a licensed physician or other person licensed by the state for this purpose.

336.3.2 BUCCAL SWABS
Buccal swab samples (taken from the inside of the mouth) may only be procured by employees who have successfully completed approved training in the collection of buccal swabs and with the use of approved buccal swab collectors.

336.3.3 FULL PALM PRINTS AND PHOTOGRAPHS
If the offender has not been fingerprinted and photographed, full palm print impressions shall be obtained on the prescribed forms and the offender shall be photographed. Both the fingerprints and the photographs shall be forwarded to the Colorado Bureau of Investigation (see generally CRS § 16-21-104).

336.3.4 USE OF FORCE TO OBTAIN SAMPLES
An authorized employee may use reasonable force against an individual who is required to provide a DNA sample when and to the degree the employee reasonably believes the force is reasonably necessary to collect the sample (CRS § 16-23-103(5)).

1) If, after a written or oral request, a qualified person refuses to provide any or all of the required DNA samples, an authorized employee of this department may use reasonable force to obtain such sample under the following conditions:
   a) Prior to the use of reasonable force, the authorized employee shall take and document reasonable steps to secure voluntary compliance.
   b) Prior to the use of reasonable force, the authorized employee shall obtain written authorization from a supervisor, which shall minimally include that the individual was asked to provide the sample and refused.
   c) If the authorized use of reasonable force includes a cell extraction, such extraction shall be recorded on video.
   d) Notify the on duty Watch Commander.

2) If the circumstances appear that the force required to obtain the sample may be excessive or unnecessary and is therefore unreasonable, the employee should stop the attempt and promptly complete an information report on the effort (CRS § 16-23-103(3)). In the report, the employee should at a minimum:
   a) Identify the persons present.
   b) Provide a description of the effort to obtain the DNA sample and the behaviors of the subject that prevented acquisition of the sample.
   c) Submit the report to a supervisor.

The supervisor should, as soon as possible, forward the report to the prosecuting attorney with a cover letter requesting that the court order the subject to submit to the acquisition process, thereby making any noncompliance contempt of the court. This letter is a request for authorization from the court to employ an alternative method of
sampling that will allow officers to obtain a sample with no or minimal force, including but not limited to, sedation and sampling by a medical professional.

For the purpose of this section, the "use of reasonable force" shall be defined as the force that an objective, reasonable, trained and competent authorized employee faced with similar facts and circumstances would consider necessary and reasonable to gain compliance.

336.4 PROCESSING DNA SAMPLES
All DNA samples and related materials shall be promptly forwarded to the Colorado Bureau of Investigation or accredited DNA laboratory using the Colorado Bureau of Investigation mailing tubes, labels and instructions for prompt analysis (CRS § 16-23-103(6), CRS § 16-23-104).

336.4.1 SUFFICIENT SAMPLE
DNA evidence that is subject to preservation pursuant to CRS § 18-1-1103 shall be preserved in an amount and manner sufficient to develop a DNA profile, based on the best scientific practices at the time of collection, from the biological material contained in or included on the evidence (CRS § 18-1-1104(2)).

If DNA evidence is of such a size, bulk or physical character as to render retention impracticable, the property and evidence technician shall remove and preserve portions of the evidence likely to contain DNA related to the offense in a quantity sufficient, based on the best scientific practices at the time of collection, to permit future DNA testing.

The preserved DNA evidence shall, whenever possible, include a sample sufficient to allow for independent testing by the defendant. After preserving the necessary amount of the DNA evidence, the remainder of the evidence may be properly destroyed as allowed by law.

336.4.2 NOTICE OF A REJECTED SAMPLE
In the event the Colorado Bureau of Investigation notifies the Department that a DNA sample or print impression is not usable, the individual whose original sample or impression was provided is required to submit to collection of additional samples. The Department shall thereafter take all reasonable steps to collect additional samples from any such individual and promptly transmit these samples as required.

336.4.3 FOLLOW UP NOTICE TO THE COLORADO BUREAU OF INVESTIGATION
Within two years of submitting any DNA specimen, this department shall notify the Colorado Bureau of Investigation whether the individual remains a suspect in a criminal investigation. It shall be the responsibility of the Colorado Bureau of Investigation to thereafter purge samples of any individual who is no longer a suspect in any criminal investigation from the DNA database.
336.4.4 RECORDS, RETENTION AND PRESERVATION
The Department shall maintain a DNA record for the statutory period of a DNA specimen collection from an eligible individual from the date of collection.

1) DNA evidence collected in reference to a criminal investigation of a felony that does not result in or has not resulted in charges being filed shall be preserved for the length of the statute of limitations for the felony crime that was investigated (CRS § 18-1-1103(1)).

2) Except as provided in CRS § 18-1-1105, CRS § 18-1-1106 and CRS § 18-1-1107, the Department shall preserve the DNA evidence for the life of a defendant who is convicted, if the sample was collected in a criminal investigation that resulted in a conviction listed in CRS § 18-1-1102(1) and CRS § 18-1-1103(2).

3) A court may order the department to preserve existing biological evidence for DNA testing at the request of a defendant (CRS § 18-1-414(2)).

336.5 RECORD SECURITY
It is unlawful for any person to knowingly misuse or disclose to an unauthorized entity a DNA sample collected or profile obtained for DNA database purposes.

336.6 LITIGATION
The Chief of Police or the authorized designee shall immediately notify the Colorado Bureau of Investigation's DNA Legal Unit in the event this department is named in a lawsuit involving the DNA Data Bank sample collection, sample use or any aspect of the state's DNA Data Bank Program.

336.7 EXPUNGEMENT OF DNA EVIDENCE
A person may qualify for expungement and destruction of DNA evidence. This department will destroy DNA evidence after written notice is received from the Colorado Bureau of Investigation (CRS § 16-23-105).

336.8 DISPOSITION OF DNA EVIDENCE
In cases described in CRS § 18-1-1102(1)(c) and CRS § 18-1-1102(1)(d), the department may seek to dispose of DNA evidence by providing notice to the District Attorney who prosecuted the charges (CRS § 18-1-1105(2)).

If the District Attorney determines that the DNA evidence should not be disposed of, the District Attorney will provide notice. Upon receipt of the notice, the department shall preserve the DNA evidence until such time that a court order is obtained to dispose of the DNA evidence (CRS § 18-1-1105(4)).

If the department does not receive notice from the District Attorney within a reasonable amount of time, the department may file a motion with the court that entered the conviction in the case, asking for a court order to dispose of the DNA evidence.
The department may not request permission to dispose of DNA evidence in cases described in CRS § 18-1-1102(1)(a) and CRS § 18-1-1102(1)(b) (CRS § 18-1-1105(1)).

336.8.1 DISPOSITION OF VICTIM DNA EVIDENCE
If DNA evidence is being held that is the property of the victim, the victim may request the District Attorney to review whether the DNA evidence may be returned. If the District Attorney determines the DNA evidence may be returned, the District Attorney may file a petition with the court for the return of the DNA evidence. Upon proper receipt, the department will release DNA evidence belonging to the victim (CRS § 18-1-1107).

336.9 TRAINING
All officers are required to complete DNA training, such as that provided by the Colorado Peace Officer Standards and Training (POST) online training module (CRS § 24-31-311).

336.10 REVISIONS
Enacted: July 27, 2016
**337.1 PURPOSE AND SCOPE**
This policy establishes the guidelines for Thornton Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

**337.2 POLICY**
The Chaplains Program is established to provide unbiased pastoral support without discrimination to all members of the Thornton Police Department, both sworn and non-sworn, active duty, retired or disabled, their families and the citizens of the community. This includes the services of an on call chaplain for counseling, consultation, crisis intervention and related appropriate services. The Thornton Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. It is not the intent of the Chaplains Program to suppress or advance any particular religious ideology or sect.

The Department will have a liaison representative. The liaison will manage the Chaplains Program. The Administration Division Deputy Chief is assigned to oversee the Department Chaplains Program for the Thornton Police Department.

The Chaplains Program will be administered and coordinated by a Lead Chaplain (President) selected by the members of the program, the Department liaison, and subject to the approval of the Chief of Police.

**337.3 REQUIREMENTS**
Candidates for the Chaplain Program shall meet the following requirements before formally being designated as a law enforcement chaplain:

1) Must be above reproach, temperate, prudent, respectable, hospitable, able to teach, not be addicted to alcohol or other drugs, must not be not contentious and must be free from excessive debt. Must manage their household, family and personal affairs well. Must have a good reputation with those outside the church.

2) Must be ecclesiastically certified and/or endorsed, ordained, licensed or commissioned by a recognized religious body.

3) Must successfully pass an appropriate level background investigation.
4) Must have at least five years of successful ministry experience within a recognized faith community.
5) Must possess a valid driver's license.
6) Must have a good reputation in the community.

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

337.4 SELECTION PROCESS
Chaplain candidates are encouraged to participate in the ride along program before and during the selection process. Chaplain candidates shall successfully complete the following process prior to deployment as a chaplain:

1) Submit the appropriate written city volunteer application.
2) Include a recommendation from their faith's community elders, board or council.
3) Interview with the Administration Division Deputy Chief and chaplain supervisor.
4) Successfully pass an appropriate level background investigation.
5) Complete a one year probationary period.

337.5 DUTIES AND RESPONSIBILITIES
Chaplains are volunteer members of the Department, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable Department policies. The duties of a chaplain include, but are not limited to:

1) Assisting in making notification to families of Department members who have been seriously injured or killed.
2) After notification, responding to the hospital or home of the Department member.
3) Visiting sick or injured law enforcement personnel in the hospital or at home.
4) Attending and participating in, when requested, funerals of active or retired members of the Department.
5) Assisting other personnel in the diffusion of a conflict or incident when requested by on scene staff.
6) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or Field Supervisor aids in accomplishing the mission of the Department.
7) Being on call, and if possible on duty, during major demonstrations or any public function that requires the presence of a large number of Department personnel.
8) Counseling personnel with personal problems, when requested.
9) Attending Department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
10) Being responsible for the organization and development of spiritual organizations in the Department.
11) Responding to all major disasters, such as floods, bombings and similar critical incidents.
12) Providing liaison with various religious leaders of the community.
13) Assisting public safety personnel and the community in any other function of the clergy profession, as requested.
14) Be a part of in-service training classes.
15) Being willing to train to enhance effectiveness.
16) Promptly facilitating requests for representatives or leaders of various denominations.
17) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while on duty unless the receiving person has solicited spiritual guidance or teaching. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any services or any subsequent actions or follow up that was provided while on duty as a chaplain for the Thornton Police Department.

337.6 CLERGY-PENITENT CONFIDENTIALITY
No person who provides chaplain services to members of the department may work or volunteer for the Thornton Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent privilege and shall inform department members when it appears reasonably likely that the department member is discussing matters that are not subject to the clergy-penitent privilege. In such cases, the department chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Thornton Police Department employees concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

337.7 COMMAND STRUCTURE
1) Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the Lead Chaplain and/or Watch Commander.
2) The Chief of Police or designee shall make all appointments to the Chaplain Program and will designate a Lead Chaplain/Chaplain Commander.
3) The Lead Chaplain shall serve as the liaison between the Chaplain Unit and the Chief of Police. The Lead Chaplain will arrange for regular monthly meetings, act as chairperson of all chaplain meetings, prepare monthly schedules, maintain records
on all activities of the Chaplain Unit, coordinate activities that may concern the members of the Chaplain Unit and arrange for training classes for chaplains.

337.8 OPERATIONAL GUIDELINES

1) Generally, each chaplain will serve with Thornton Police Department personnel a minimum of eight hours per month.
2) At the end of each watch, the chaplain will complete a Chaplain Shift Report and submit it to the Chief of Police or the authorized designee.
3) Chaplains shall be permitted to ride with officers during any shift and observe Thornton Police Department operations, provided the Watch Commander has been notified and has approved the activity.
4) Chaplains shall not be evaluators of employees.
5) In responding to incidents, a chaplain shall never function as an officer.
6) When responding to in progress calls for service, chaplains may be required to standby in a secure area until the situation has been deemed safe.
7) Chaplains shall serve only within the jurisdiction of the Thornton Police Department unless otherwise authorized by the Chief of Police or the authorized designee.
8) Chaplains will not carry any weapons while serving as a member of the Chaplain Unit.
9) Chaplains shall not make public statements related to their service in the Chaplains Unit to any member of the media.
   a) All statements will be issued through the Department's Public Information Officer (PIO) or other persons designated by the Chief of Police.
10) The Lead Chaplain ("President") may publish additional directives for members of the Chaplains Program.
   a) Any such directives shall be routed through the Department liaisons and approved by the Chief of Police.
11) Proselytizing while on duty is not appropriate.

337.8.1 UNIFORMS AND BADGES

A distinct uniform, identification and the necessary safety equipment will be provided for the chaplains. This uniform may be similar to that worn by the personnel of this department. Each chaplain will be issued an identification card and chaplain's jacket. The jacket may be worn only when a chaplain is participating in a volunteer department function (e.g.: call-out, ride along, training, etc.).

337.9 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training may include stress management, death notifications, post-traumatic stress syndrome, burnout for officers and chaplains, legal liability and confidentiality, ethics, responding to crisis situations, the law enforcement family, substance abuse, suicide, officer injury or death, victim service training and sensitivity and diversity, as approved by the Professional Standards Unit Commander.
337.10 ELECTION OF OFFICERS

Once each year, the Chaplains Unit officers shall be elected by a simple majority vote and serve a (1) year term.

Officers' Responsibilities:

1) President
   a) Provide over the monthly meetings.
   b) Maintain chaplains’ on call schedule.
   c) Select chaplain(s) for official functions.
   d) Maintain the Chaplains Unit roster and provide it to the Chief of Police and department liaison.
   e) Recruit new chaplains.

2) Vice President
   a) Act on behalf of the President in their absence.
   b) Coordinate in-service training for the Chaplains Unit.
   c) Recruit new chaplains and participate in the interview process.

3) Secretary
   a) Maintain meeting minutes and distribute the minutes to all members.
   b) Recruit new chaplains and participate in the interview process.
   c) In the event of a department situation where it is deemed to require assistance from multiple chaplains, the Secretary will notify all TPD chaplains.

337.11 REVISIONS

Enacted: July 27, 2016
338.1 PURPOSE AND SCOPE
The City of Thornton operates a public safety camera system for the purpose of creating a safer environment for all those who live, work and visit the City. This policy explains the purpose of the cameras and provides guidelines for their operation and for the storage of captured images.

338.2 POLICY
Cameras may be placed in strategic locations throughout the City at the direction or with the approval of the Chief of Police or their designee. These cameras can be used for detecting and deterring crime, to safeguard against potential threats to the public, to manage emergency response situations during natural and man-made disasters, and to assist City officials in providing services to the community.

338.3 PROCEDURE
The following procedures have been established for the effective operation of the public safety camera system.

338.3.1 MONITORING
Images from each camera will be recorded on a 24-hour basis every day of the week. These images will be transmitted to monitors installed at the front desk and the Communications Center.

When activity warranting further investigation is reported or detected at any camera location, the dispatcher may selectively view theappropriate camera and relay any available information to responding units. The Watch Commander or the Communications Center personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety camera system to be set up at a location other than the Communications Center for monitoring by other than police personnel when the provision of such access is in furtherance of this policy.

Recorded data may be used for a variety of purposes, including criminal investigations and monitoring of activity around high value or high threat areas. In addition, the public safety camera system may be useful for the following purposes:
1) To assist in identifying, apprehending and prosecuting offenders.
2) To assist in gathering evidence for criminal and civil court actions.
3) To help emergency services personnel maintain public order.
4) To monitor pedestrian and vehicle traffic activity.
5) To help improve the general environment on the public streets.
6) To assist in providing effective public services.

338.3.2 TRAINING
Personnel involved in video monitoring will be appropriately trained and continuously supervised.

338.3.3 PROHIBITED ACTIVITY
Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will not be used to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists. All reasonable efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group.

338.4 MEDIA STORAGE
All media will be stored in a secure area with access restricted to authorized persons.

Recordings not otherwise needed for official reasons shall be retained as required by the organization's records retention schedule. Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

338.5 REVIEW OR RELEASE OF VIDEO IMAGES
The review or the release of video images shall be done only with the authorization of the Chief of Police or the authorized designee and only with a properly completed request. Video images needed for a criminal investigation or other official reason shall be collected and booked in accordance with current department evidence procedures. Any release of video images will be in compliance with the policy regarding Release of Department Security Video.

338.5.1 PUBLIC AND OTHER AGENCY REQUESTS
Recorded videos are classified as public records (CRS § 24-72-202(6)(a) and CRS § 24-72-202(7)). Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be submitted to the Records Unit Manager, who will promptly research the request and submit the results through the Chief of Police to the City Attorney's office for further handling. Every reasonable effort should be made to preserve the data requested until the request has been fully processed by the City Attorney's office.
338.6 ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM
The Administration Division Deputy Chief or the authorized designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this policy and any proposed policy changes. The results of each review will be documented and maintained by the Administration Division Deputy Chief or the authorized designee and other applicable advisory bodies. Any concerns or deviations from this policy will be addressed promptly and effectively.

338.7 REVISIONS
Enacted: July 27, 2016
339.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

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

339.2 POLICY
It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when a parent or caregiver is arrested. The Thornton 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.

339.3 PROCEDURES DURING AN ARREST
When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases, this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

1) Inquire about and confirm the location of any children or dependent adults.

2) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

3) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or
dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that they will receive appropriate care.

339.3.1 AFTER AN ARREST
Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

1) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
   a) Officers should consider allowing the person to use their cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
2) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver’s judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that they know and trust because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
   a) Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
3) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
4) Notify the Department of Human Services, if appropriate.
5) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver’s arrest and of the arrangements being made for the care of the arrestee’s dependents. The result of such actions should be documented in the associated report.
339.3.2 DURING THE BOOKING PROCESS
During the booking process, the arrestee should be allowed to make additional
telephone calls to relatives or other responsible individuals as is reasonably necessary
to arrange for the care of any child or dependent adult. These telephone calls should be
given as soon as practicable and are in addition to any other telephone calls allowed by
law.

If an arrestee is unable to resolve the care of any child or dependent adult through this
process, a supervisor should be contacted to determine the appropriate steps to
arrange for care. These steps may include additional telephone calls or contacting a
local, county or state services agency.

339.3.3 REPORTING
1) For all arrests where children are present or living in the household, the reporting
member will document the following information:
   a) Name
   b) Sex
   c) Age
   d) Special needs (e.g., medical, mental health)
   e) How, where and with whom or which agency the child was placed
   f) Identities and contact information for other potential caregivers
2) For all arrests where dependent adults are present or living in the household, the
reporting member will document the following information:
   a) Name
   b) Sex
   c) Age
   d) Whether they reasonably appear able to care for themselves
   e) Disposition or placement information if they are unable to care for themselves

339.3.4 SUPPORT AND COUNSELING REFERRAL
If, in the judgment of the responding officers, the child or dependent adult would benefit
from additional assistance, such as counseling services, contact with a victim advocate
or a crisis telephone number, the appropriate referral information may be provided.

339.4 DEPENDENT WELFARE SERVICES
Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of
any child or dependent adult, the handling officer should contact the appropriate welfare
service or other department-approved social service to determine whether protective
custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult
be transported to the police facility, transported in a marked law enforcement vehicle or
taken into formal protective custody.
Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

339.5 TRAINING
The Professional Standards Unit Commander is responsible to ensure that all members of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

339.6 REVISIONS
Enacted: July 27, 2016
Revised: March 29, 2018
340.1 PURPOSE AND SCOPE
Service animals play an important role in helping to overcome the limitations often faced by people with disabilities. The Thornton Police Department recognizes this need and is committed to making reasonable modifications to its policies, practices and procedures in accordance with Title II of the Americans with Disabilities Act (ADA) to permit the use of service animals that are individually trained to assist a person with a disability.

340.2 SERVICE ANIMALS
The ADA defines a service animal as any dog or miniature horse that is individually 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 owner’s disability (28 CFR 35.104).

Service animals also include assistance dogs that are in the process of being trained and are accompanied by a trainer (CRS § 24-34-803).

340.2.1 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.

Service animals may be used in a number of ways to provide assistance, including but not limited to:

• 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.
• 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.

340.3 MEMBER RESPONSIBILITIES
Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Thornton Police Department affords to all members of the public.

If an animal 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 owner 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 animal. Each incident must be considered individually. 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 as are reasonably available to an individual with the disability.

If it is apparent or if an officer is aware the animal is a service animal, the owner should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the officer should ask the individual only the following questions:

• Is the animal required because of a disability?
• What task or service has the animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal, and no further question as to the animal's status should be asked. The person should not be questioned about his/her disabilities nor should the person be asked to provide any license, certification or identification card for the service animal.

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their owner in all areas that other customers or members of the public are allowed.
Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice.

340.4 REVISIONS
Enacted: July 27, 2016
341.1 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, certified officers and civilian personnel.

Volunteers can be an important part of any organization and have proven to be a valuable asset to law enforcement agencies. Volunteers help to increase department 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.

341.1.1 DEFINITIONS
Definitions related to this policy include:

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

341.1.2 VOLUNTEER ELIGIBILITY
Requirements for participation as a Thornton Police Department volunteer include:

1) Residency in the City of Thornton.
2) At least 18 years of age for all positions other than Explorer.
3) At least 14 years of age for Explorer.
4) A valid driver's license if the position requires vehicle operation.
5) Liability insurance for any personally owned equipment, vehicles or horses utilized during volunteer work.
6) No conviction of a felony, any crime of a sexual nature, any crime related to assault, any crime related to moral turpitude or any crime related to impersonating a law enforcement officer.
7) No conviction of a misdemeanor crime within the past 10 years, excluding petty traffic offenses.
8) No condition of mental illness or chemical dependency that may adversely affect the person's ability to serve in the position.
9) Physical requirements reasonably appropriate to the assignment.
10) A personal background history and character suitable for a person representing the Department, as validated by a background investigation.

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualification of the individual.

**341.2 VOLUNTEER MANAGEMENT**

**341.2.1 VOLUNTEER COORDINATOR**
The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator or the authorized designee shall be responsible for the following:

1) Recruiting, selecting and training qualified volunteers for various positions
2) Maintaining records for each volunteer
3) Tracking and evaluating the contribution of volunteers
4) Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers
5) Maintaining a record of volunteer schedules and work hours
6) Completion and dissemination as appropriate of all necessary paperwork and information
7) Planning periodic recognition events
8) Administering discipline when warranted
9) Maintaining liaison with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering

**341.2.2 SCREENING**
All prospective volunteers should complete the volunteer application form.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

1) Traffic and criminal background check
2) Employment
3) References
4) Credit check

A truth verification exam may be required of each applicant depending on the type of assignment.

A volunteer whose assignment requires the use of, access to or places the volunteer in the vicinity of criminal histories, investigative files or information portals shall require
submission of prints and clearance through the Colorado Bureau of Investigation. All non-escorted volunteers are required to satisfactorily complete the CBI security test.

341.2.3 TRAINING
Volunteers will be provided with an orientation program to acquaint them with the department, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Depending on the assignment, training may include the following:

1) Role of the volunteer
2) Department policies
3) Training specific to the procedure manual for the volunteer position
4) Scenario-based searching methods
5) Basic traffic direction and control
6) Roadway incursion safety
7) Vehicle operations, including specialized vehicles

Training should reinforce to volunteers that they should not intentionally represent themselves as, or by omission infer, that they are certified officers or other full-time members of the Department.

They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department. Whenever a rule, regulation or guideline in this manual refers to a certified officer, it shall also apply to a volunteer, unless by its nature it is inapplicable.

341.2.6 FITNESS FOR DUTY
No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

1) Driver's license
2) Medical condition
3) Arrests
4) Criminal investigations
5) All law enforcement contacts
All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

341.2.6 DRESS CODE
As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by certified officers.

No volunteer shall wear his/her uniform or identifiable parts of that uniform while off-duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

341.3 SUPERVISION OF VOLUNTEERS
Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers, provided the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

1) Take the time to introduce volunteers to employees on all levels.
2) Ensure volunteers have work space and the necessary office supplies.
3) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

341.4 CONFIDENTIALITY
With appropriate security clearance, volunteers may have access to private and confidential information, such as criminal histories or investigative files. Unless otherwise directed by a supervisor, the duties of the position or department policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.
Each volunteer will receive training in data practices. Subsequent unauthorized disclosure of any private or confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

341.5 PROPERTY AND EQUIPMENT
Volunteers will be issued an identification card that must be worn and visible at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

341.5.1 VEHICLE USE
Volunteers assigned to duties that require the use of a city owned vehicle must first complete the following:

1) A driving safety briefing
2) Verification that the volunteer possesses a valid driver's license
3) Verification that the volunteer carries current vehicle insurance

The Volunteer Coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked patrol car unless there is a prominently placed sign indicating that it is out of service and is being operated for maintenance purposes only; that it is being operated during an approved skills course; that it is being used to transport equipment; that it is being used to provide supplementary assistance under the direction of an on duty certified officer. Volunteers are not authorized to operate a Department vehicle for enforcement patrol operations or under emergency conditions (lights and siren).

341.5.2 RADIO AND MCT USAGE
Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using the law enforcement radio or MDT and shall comply with all related provisions. The Volunteer Coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.
341.6 DISCIPLINARY PROCEDURES/TERMINATION
A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through the Chief of Police. The hearing shall be limited to a single appearance before the Chief of Police or the authorized designee.

Volunteers may resign from volunteer service with this department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

341.6.1 EXIT INTERVIEWS
Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

341.7 EMERGENCY CALL OUT FOR VOLUNTEER PERSONNEL
The Volunteer Coordinator shall develop a plan outlining an emergency call out procedure for volunteer personnel.

341.8 REVISIONS
Enacted: July 27, 2016
Revised: March 29, 2018
343.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

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

- Personal use of social media by department members (see the Member Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes.
- 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).

343.1.1 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.

343.2 POLICY
The Thornton 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.

343.3 AUTHORIZED USERS
Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department approved equipment during the normal course of duties to post and monitor department related social media, unless they are specifically authorized to do otherwise by their supervisors.
The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member’s chain of command.

343.4 AUTHORIZED CONTENT
Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

1) Announcements.
2) Tips and information related to crime prevention.
3) Investigative requests for information.
4) Requests that ask the community to engage in projects that are relevant to the department mission.
5) Real time safety information that is related to in progress crimes, geographical warnings or disaster information.
6) Traffic information.
7) Press releases.
8) Recruitment of personnel.

343.4.1 INCIDENT SPECIFIC USE
In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g. crime alerts, public safety information, and 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.

343.5 PROHIBITED CONTENT
Content that is prohibited from posting includes, but is not limited to:

1) Content that is abusive, discriminatory, inflammatory or sexually explicit.
2) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
3) Any information that could compromise an ongoing investigation.
4) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Thornton Police Department or its members.
5) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.
6) Any content posted for personal use.
7) Any content that has not been properly authorized by this policy or a supervisor.
Any member who becomes aware of content on a department’s social media site that they believe is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

343.5.1 PUBLIC POSTING PROHIBITED
Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

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

343.7 RETENTION OF RECORDS
The Administration Division Deputy Chief should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

343.8 TRAINING
Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

343.9 REVISIONS
Enacted: July 27, 2016
344.1 PURPOSE AND SCOPE
This policy establishes guidelines regarding incidents involving vicious animals.

344.2 POLICY
1) The Department recognizes the serious nature of dealing with domesticated vicious animals. This issue is highly sensitive and has potential to invoke claims of Constitutional Fourth Amendment rights violations.
2) It is the policy of the Thornton Police Department for members to respond to all incidents involving vicious animals.
3) All members shall receive approved training in how to respond to incidents involving vicious animals.
4) All members shall comply with the provisions of the Use of Force Policy.
5) The application of physical force by officers shall be in compliance with the training standards established by the Department.
6) When an officer reasonably believes their life or that of another is in imminent danger, the officer is authorized to use whatever reasonable force is necessary to defend that life or prevent serious bodily injury.

344.3 DOMESTICATED VICIOUS ANIMALS DEFINED
Domesticated Vicious Animal - Any animal that displays a behavior of apparent offensive aggression, especially if the offensive aggression invokes a feeling of fear that the vicious animal has a great potential for causing serious bodily injury or death to an individual or another animal.

344.4 PROCEDURE
1) The Communications Center shall gather as much specific information about the vicious animal call as possible.
2) Animal Control should be dispatched to all vicious animal calls when they are in service.
   a) If an Animal Control Officer is not available, then an available field supervisor should respond.
3) Officers will utilize information provided to them to formulate a response strategy prior to arrival. Options available could be:
a) If a vicious animal is confined, keep it confined until Animal Control or a field supervisor arrives with the proper tools.
b) If the incident involves an animal on animal attack, keep the animals confined until Animal Control or a supervisor arrives.
c) Officers have the option to stay inside the patrol vehicle if a vicious animal is on the loose, unless a threat of imminent danger to an individual exists.

4) Prior to lethal deployment, officers are strongly encouraged, if possible, to utilize less than lethal options.

5) When no Animal Control officers are available, a minimum of a two officer response is required on all domesticated vicious animal calls. Officers will utilize firearms deployment procedures and department policy for lethal and less than lethal weapons.

6) A command officer shall be notified as soon as practical when an officer has utilized lethal force on a domesticated vicious animal.

7) Crime Scene Investigations shall be notified and respond to the scene of all domesticated vicious animal shootings by officers.

8) All incidents involving domesticated vicious animals will be thoroughly documented in accordance with the Thornton Police Department Report Writing Manual. Officers should describe in detail the behavior and environment of the domesticated vicious animal.

344.5 REVISIONS
Enacted: July 27, 2016
346.1 DEPARTMENT PHILOSOPHY (41.3.8 a)
The Department Philosophy regarding body-worn cameras (BWC) is that their use is to enhance safety, mutual accountability, the preservation of evidence, and documentation.

346.2 PURPOSE AND SCOPE
The body-worn camera (BWC) is an “on-the-body” audio and video recording system assigned to an officer as an additional means of documenting specific incidents in the field. This policy establishes the use, management, storage and retrieval of the data stored on the department issued BWC. Specific uses of the BWC are:

1) To capture crimes in-progress, whether perpetrated against the officer or the community and to maintain this evidence for presentation in court.
2) To document initial police response, the discovery of evidentiary items and the actions of the police pursuant to an investigation including calls for service or self-initiated police contacts.
3) To mitigate potentially confrontational interactions with members of the public through the presence of the BWC.
4) To prevent and resolve complaints made against officers during the course of their police duties.
5) To serve in training and performance feedback, ensuring the professionalism of all police officers.

This policy does not replace Portable Audio/Video Recorders and is specific to the use of body worn cameras.

346.3 DEFINITIONS
Definitions related to this policy include:

**Body-Worn Camera (BWC)** - Equipment worn by a Department member that captures audio/video and audio signals and includes at a minimum a camera, microphone, and recorder.
**Buffering Mode** - The BWC continuously loops a video recording for up to 30 seconds before the officer starts the recording. While buffering, video and audio is being recorded.

**BWC Docking Station** - A router with built-in docking stations physically installed in the Department. The docking station simultaneously recharges the device while uploading all digitally encrypted data to the Web Based Storage Facility.

**BWC System Administrator** - The supervisor over the Technical Services Unit is the BWC System Administrator and they will maintain and insure the integrity and efficiency of the data management and file retention systems. They will work with the Records Manager on completing Open Records Requests.

**Event Mode/Recording Mode** - Once activated by pressing the record button, the BWC saves the recorded buffered video and continues to record both audio and video.

**Media or Data** - For the purposes of this policy, references to media or data include photographs, audio recordings and video and audio footage captured by the BWC device. The media is stored digitally and encrypted.

**Privatized Video** - Citizen recorded video or digital media.

**Records Custodian** - The Records Manager is the Records Custodian. They are responsible for working with the BWC Administrator to complete requests for video in compliance with Colorado Open Records requests, State law, Court orders and policy.

**Restricted Access Video** - BWC video of a critical incident or other internal investigation video stored in the BWC system.

**Web-Based Storage Facility** - A virtual warehouse that stores digitally encrypted data in a highly secure environment accessible to personnel based on assigned levels of security clearance (i.e., an online Web based digital media storage facility).

**346.4 POLICY**

There are many situations where the activation of the BWC is appropriate and/or required and this policy is not intended to describe every possible circumstance. It is understood that not all situations will clearly start out as necessitating documentation by the BWC nor will all recorded events have a clear ending for when the BWC is no longer required. Officers are expected to follow departmental policy and procedure, utilizing ethical and legal discretion as well as good judgment when activating and deactivating the BWC.

All officers (Watch Commanders, Sergeants and below in uniformed on-duty patrol assignments) are required to use BWC in accordance with the policies of the Thornton Police Department. BWC’s will also be worn while performing Special Duty Assignments or working in an overtime capacity.
The Department recognizes there are certain circumstances where officers in a proactive (non-dispatched) capacity may become involved in a situation requiring immediate action to prevent injury, make an arrest and/or prevent the destruction of evidence or escape. When these situations occur, officers must activate the BWC, unless doing so places them or others in jeopardy. If the immediate activation of the BWC is not feasible due to an immediate risk to the safety of the officer or others, the officer will activate the BWC at the first available opportunity after the immediate threat has been addressed.

This policy as well as the overall use of the BWC program will be reviewed on an annual basis by the department Research and Planning section.

346.5 RECORDING PROCEDURES (41.3.8 b)
Members must always remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy.

Members may use their discretion to determine whether to advise a citizen they are being recorded. However, if asked, members will advise citizens they are being recorded.

All officers will activate the BWC’s recording mode after being dispatched and prior to arriving to the following calls for service and prior to any officer initiated contacts involving actual or potential violations of the law including:

1) Traffic stops
2) Pedestrian, citizen and/or vehicle contacts
3) All calls requiring the presence of a Crisis Intervention Team (CIT) officer
4) Reported weapons calls
5) All calls involving suicidal individuals
6) When engaging in a foot chase (if the BWC was not placed in EVENT mode prior to the foot chase, officers are required to place the BWC into EVENT mode as soon as the situation has stabilized and it is safe to do so).
7) Any encounter that becomes adversarial
8) When engaging in a forced entry
9) To assist in documenting warrantless or consensual searches of individuals, vehicles, buildings and other places.
   a) The BWC will be utilized to record the request and consent. This recording is intended to enhance a documented consent; it is not intended to replace the use of the Consent to Search form.
   b) All consents to Miranda and searches will be documented in the officer’s report.
   c) The BWC should be used to record the search itself.
10) To assist in documenting an individual’s Miranda Advisement.
    a) The BWC will be utilized to record the advisement and the subject’s responses when practical. This recording is intended to enhance a documented consent. It
is not intended to replace the use of Thornton Police Department Advisement Form.

b) The existence of a recorded advisement will be documented in the officer’s report or supplement.

11) All arrests and/or citations
12) Any situation that the officer believes the use of the BWC would be appropriate or would provide valuable documentation if not already activated per policy.
13) The existence of BWC recorded video will be documented in an officer’s report or supplements.

346.6 DEACTIVATION (41.3.8 b)

Once recording mode has been activated, the BWC will remain on and not be turned off unless the initial incident that caused the activation has concluded; upon request of the victim or witness; or as ordered by a supervisor.

1) If there is a break in the recording of a case related incident, the officer shall verbally indicate the intent to stop recording before stopping the device, and upon reactivation, state that recording has been restarted. The incident should also be documented in their report and include the reason why that break occurred.

2) If an officer is on a perimeter post or assigned to a static post where they are not in contact with citizens, involved in an enforcement action or actively part of the investigation, then they may deactivate the BWC to conserve battery life. The BWC will be reactivated if any of these fail to apply.

3) Once the situation has stabilized, if it is necessary to discuss issues or concerns with an officer, supervisor, doctor, nurse or paramedic in private, or if the information to be conveyed is not part of an investigative case, the BWC may be switched to a non-recording mode. As soon as the private conversation is completed, the BWC will be returned to recording mode so long as the situation still falls under the definition of required use.

4) Generally, members of the public have a reasonable expectation of privacy in their homes. Officers should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the officer that such privacy may outweigh any legitimate law enforcement interest in recording.

5) When interacting with an apparent crime victim, the member should, as soon as feasible, ask the victim if they want the member to discontinue use of the BWC. If the victim responds affirmatively, the member should immediately discontinue use of the BWC; keeping in mind the member must use good judgment in weighing the value of preserving evidence versus the victim’s wishes.

6) When interacting with a person seeking to anonymously report a crime, or assist in an ongoing law enforcement investigation, a member should, as soon as feasible, ask that person if they would like the member to discontinue use of the BWC. If the
person seeking to remain anonymous responds affirmatively, the member should immediately discontinue use of the BWC. Section (a) above still applies.

346.6.1 CESSATION OF RECORDING
Once activated, the BWC should remain on continuously until the officer reasonably believes that their direct participation in the incident is complete or the situation no longer fits the criteria for activation.

If there is a break in the recording of a case related incident, the officer shall verbally indicate the intent to stop recording before stopping the device, and upon reactivation, state that recording has been restarted. The incident should also be documented in their report and include the reason why that break occurred.

Examples of breaks include, but are not limited to:
1) There is a malfunction to or accidental deactivation of the BWC.
2) The officer becomes involved in significant periods of inactivity, such as report writing, waiting for a tow truck, or other breaks from direct participation in the incident.
3) The officer is placed on a related assignment that has no investigative purpose, such as outer scene security, a traffic post, etc.

346.7 RESTRICTED USE OF BWC SYSTEM AND/OR STORED MEDIA
Officers will only use a BWC that has been approved and issued by the Department.

All audio, images and media associated with the BWC are the property of the Department and these items are not to be copied, released or disseminated in any form or manner outside the parameters of this policy without the expressed written consent of the Chief of Police, or their authorized designee.

Under no circumstances will any employee of the Department make a personal copy of any recorded event without the written consent of the Chief of Police (e.g. using a cellular telephone or other recording device to record BWC media). Lead investigators may create a secondary copy of a BWC recording subsequent to an official investigation and will ensure that the copy remains attached to the case file.

Under no circumstance, except those instances involving an investigation of department personnel, will a conversation between department employees be recorded without all parties to the conversation being aware of the fact that it is being recorded. Conversations that are not required to be captured as evidence in the furtherance of completing a police report and/or subsequent police investigation will not be recorded.

The BWC will not be activated in places where a reasonable expectation of privacy exists (such as detox, medical, and/or healthcare facilities, locker rooms or restrooms,
etc.) unless the activation is for the purpose of official law enforcement activity such as a call for service or if the activation is required by policy.

(a) Officers will only use the BWC in patient care areas of a healthcare facility and/or ambulances when the recording is for official purposes and caution should be used to record only the parties involved in the event being investigated.

Officers are not authorized to playback BWC media for citizen viewing.

Officers shall ensure the BWC is switched to the “OFF” position (power off) upon entering Department Headquarters or the Sub-Station with the exception of dealing with a citizen in the lobby or a detainee in the temporary holding facility. Upon exiting Department Headquarters or the Sub-Station, Officers will then switch the BWC to the “ON” position (power on).

346.8 OFFICER RESPONSIBILITIES (41.3.8 e, 41.3.8 f, 41.3.8 g)

Officers will not use the BWC system until they have successfully completed the required training.

Officers will ensure the following when assigned a BWC at the beginning of each shift/tour of duty:

1) Officers are responsible for the care and maintenance of the BWC assigned to them. The BWC is to be operated and maintained according to the manufacturer’s instructions, recommendations and training. If an officer has BWC equipment that is not functioning or appears to be damaged/broken, they will immediately notify their supervisor.

2) The BWC is properly affixed upon the officer’s uniform in accordance with departmental procedure. Wearing the BWC in any other area or configuration is a violation of this policy. Each officer will ensure that their BWC is positioned correctly and verify the BWC field of view by use of a viewer (department issued cellphone or tablet). The BWC will be worn for the entire shift whenever the officer is reasonably expected to interact with members of the public, arrestees, or inmates in an enforcement, custodial, or investigative capacity. Officers participating in training, a modified duty assignment, or working in an administrative capacity (e.g. lengthy report completion at a PD building), can remove the BWC and re-affix it as necessary.

3) In order to record all situations required by this policy, the officer must maintain the BWC in a constant state of operational readiness. Operational readiness means that the BWC has adequate battery life/available storage, remains properly affixed to the officer’s uniform and is set to non-recording, or buffering mode.

Officers will document the use of the BWC within reports and supplements, citations/summons, CAD notes, and custody sheets. The use only needs to be
documented one time in a report or document, not on each individual form used in a report.

Under most circumstances, notification has shown to diffuse incidents, however, there may be times that this is impractical or that the notification could diminish lines of communication. Officer discretion should be utilized and favor notification over non-notification.

Officers are authorized to review their own BWC recording when preparing official written documentation of a specific event. Officers may only review recordings from their assigned BWC.

The viewing will be utilized as a tool when completing written reports to ensure accuracy. The following are exceptions to the above:

1) If the officer is involved in, or witness to, a response to resistance incident that per policy requires reporting the incident to a supervisor, the officer may be authorized to view their BWC recording after the Supervisor has been consulted. The viewing of any BWC recording will only be permitted after the Supervisor has viewed the footage and given permission for the officer to view it.

2) If the officer is involved in, or witness to, a critical incident as defined in the Policy Officer Involved Incidents Involving Shootings, Serious Bodily Injury and Deaths, the officer may be authorized to view their BWC recording only after the approval of the Adam’s County Critical Incident Investigation Team supervisor or their designee.

Immediately following an on-duty assignment (or after the total hours if worked in conjunction with a Special Duty Assignment), officers shall upload BWC data by placing the BWC into the department docking station at their work location.

346.9 DETECTIVE RESPONSIBILITIES (41.3.8 f)
Detectives will not use the BWC system until they have successfully completed the required training. When a detective is using one of the BWCs, they must follow the officer responsibilities listed in §346.8. Exceptions may be made to account for plain-clothes attire, or external vest wear.

346.10 SUPERVISOR RESPONSIBILITIES (41.3.8 f, 41.3.8 g)
Supervisors will not use the BWC system until they have successfully completed the required training. Supervisors will follow the officer’s responsibilities in §346.8 in regards to BWC use, as well as the additional responsibilities listed here.

When an incident arises that requires the immediate retrieval of BWC media for chain of custody purposes (including, but not limited to: serious crime scenes, officer involved shootings, critical incidents or other incidents as determined by policy/supervision) a supervisor will respond to the scene and ensure the BWC remains affixed to the officer in the manner it was found and the BWC data remains uncompromised. In circumstances in which a “Public Safety Statement” is to be provided, the supervisor will
ensure the statement is captured on either the supervisor’s or Officer’s BWC. Through
direct and uninterrupted supervision, the supervisor or their designee is responsible for
the care and custody of the BWC until it has been removed and secured by the lead
investigator.

Supervisors are required to review BWC media under the following circumstances
and/or when the following reports are generated:

1) Response to Resistance Report
2) Incidents involving injury prior to arrest, or while in custody
3) Incidents involving forced entry
4) The supervisor is investigating a specific act of officer conduct.

Supervisors may also choose to review BWC media under the following circumstances:

1) The officer's immediate supervisor has placed a member on a performance
improvement plan to address identified behavioral or performance deficiencies.
2) Commending and counseling officers.
3) Requests to review BWC recordings outside of these parameters must be made to
and approved by the officer’s commander or above.
4) The aforementioned is not meant to limit or restrict the Department's review as part
of an official investigation.
5) Supervisors and the Professional Standards Unit is responsible for conducting
random audits to ensure officers are using BWC in accordance with this policy. If
noncompliance is observed, §346.13 will be followed.

All audits of BWC media will be documented in memorandum form and forwarded to the
Professional Standards Unit via the Chain of Command. The memorandum shall
include a summary of the call/incident, listing the officer(s) full name(s), the findings of
the audit and if the officer(s) were in compliance or not of the BWC policy. The
memorandum will be placed into Audit Files and retained for 12 months

When a supervisor is notified of a malfunctioning camera, the supervisor will ensure that
the camera is operational prior to deploying the camera. If the supervisor is unable to
deploy the camera, the BWC Program Administrator will be notified.

All officers, with the rank of commander or higher, will have access to view BWC media
for the officers assigned to their respective assignments, except for cases that have
restricted access.

All viewing of BWC media is documented in an electronic audit trail. Supervisors will
ensure that every officer has turned in their assigned BWC prior to going off-duty.

346.11 SURREPTITIOUS USE OF THE BWC (41.3.8 c)
Colorado law permits an individual to surreptitiously record any conversation in which
one party to the conversation has given his/her permission (CRS § 18-9-303). Officers
may surreptitiously record any conversation during the course of a criminal investigation
in which the officer reasonably believes that such a recording will be lawful and beneficial to the investigation.

No member of this Department may surreptitiously record a conversation of any other member of the Department except when lawfully authorized by the Chief of Police for conducting a criminal or administrative investigation.

346.12 DATA MANAGEMENT AND FILE RETENTION AND DISCLOSURE (41.3.8 d)

All BWC media will be uploaded to the web based storage facility, and is considered a Criminal Justice Record. The retention period is based upon the classification code category. The classification code can be changed to another classification code or have its retention status changed for the benefit of an investigation or organizational needs. Classification, descriptions and retention are as follows:

1) **NON EVENT AND INCIDENT ONLY** - A miscellaneous activation of the BWC which does not meet the requirements of any other classification. An activation of the system where there may be some liability or possibility of a complaint or future action. Examples may include moving items from the roadway, motorist assists, traffic control, traffic stops with warning only, general citizen contact, contacts in which there was a violation of the law but the officer has chosen to issue a verbal warning. These recordings should be available for a period of time to address any complaints or issues that could be resolved by reviewing the recording. Retention period will be 30 days.

2) **TRAFFIC** - Traffic stops or contacts involving a citizen, vehicle, bicycle, pedestrian, etc. where the officer issues a traffic citation into Municipal Court or County Court for traffic related offenses. All incidents involving traffic accidents will be classified in the Case Report designation. Retention is 90 days.

3) **CASE REPORT** - Any BWC recording of an incident that requires a case report number. These recordings are subject to general policy and procedure regarding the retention of case related evidence such as the Statute of Limitations or other designations by the Colorado State Archivist or City of Thornton records retention schedules. Most of these recordings will involve misdemeanor, felony and other serious non-criminal investigations.

4) **RESTRICTED** - Any BWC recording that documents an incident, which is deemed sensitive in nature can have access restricted to select individuals by the Chief of Police or their designee. Examples could include cases involving use of force resulting in SBI, officer involved shootings, allegations of criminal actions by an officer or by a citizen with an officer as a victim, and investigations alleging misconduct. Access to restricted BWC recordings must be approved by the Chief of Police or authorized designee. These recordings are subject to general rules and policies regarding the retention of case related evidence.
Access to all BWC stored media will be restricted to authorized users and the viewing of any BWC footage will be restricted to legitimate law enforcement or administrative purposes.

Evidentiary recordings are maintained separately from administrative recordings. They are treated as evidence.

Any request for BWC media made from outside the Department, including other law enforcement agencies, the District Attorney’s or City Attorney’s Office, and/or any city agency will comply with both the records disclosure and records management policies of the Department.

346.13 FAILURE TO PROPERLY UTILIZE THE BODY WORN CAMERA SYSTEM

If the BWC was not utilized as required by this policy, an entry into the Early Intervention System will be done under the incident type of Body-Worn Camera Violation (BWCV).

Supervisors will document the incident in a BWC Violation (BWCV) entry in the department Early Intervention System when the member:

- Failed to activate the camera.
- Activated the camera late.
- Activated camera late and did not record a use of force.
- Turned off the camera early.
- Turned off the camera upon request, but failed to re-activate the camera at conclusion of contact.
- Failed to document the camera usage in their written document or report.

Note that these entries are for when the member does not follow the policy. Should the camera be turned off or become detached during a struggle or other incident, this entry will not be used.

When a supervisor is entering a BWCV incident in Early Intervention System, the supervisor will check the specific member’s history for prior BWCV entries. The supervisor will recommend discipline for multiple BWCV entries.

1) First incident is a BWCV entry only.
2) Second incident is a BWCV entry forwarded to a Command Officer for possible disciplinary action.
3) Third incident is a BWCV entry forwarded to the appropriate Chief for review and possible disciplinary action.
346.14 BWC ADMINISTRATOR AND RECORDS MANAGER RESPONSIBILITIES
The BWC system will be administered jointly through the Records Manager and the Technical Services Unit (for hardware) they are responsible for:

1) Providing administrative support with regard to the BWC system.
2) Assigning personnel for the purpose of providing BWC media evidence with both the District Attorney’s and the City Attorney’s Office. All requests for evidence will be in writing from the respective agency
   a) Requests from the District Attorney’s Office
      i) All BWC media evidence will be shared with the District Attorney’s Office as needed and requested for incident and case review.
      ii) Personnel will locate the BWC media case folder that was created by the investigator and provide to the District Attorney’s Office.
      iii) Any subsequent BWC media evidence will be added to the case folder and provided to the District Attorney’s Office.
   b) Requests from the City Attorney’s Office
      i) These incidents are typically not investigated by a detective or other investigator and the BWC media folder needs to be created. The BWC media needs to be added to the newly created case folder and then provided to the City Attorney’s Office.
      ii) Assisting in data collection reporting including, but not limited to, monthly usage audits, video storage audits, viewing audits and other audits as requested.

346.15 TRAINING UNIT RESPONSIBILITIES (41.3.8 f)
Prior to using any BWC equipment in the field members must complete an approved training program to ensure proper use and operation of the equipment.

Additional training may be required at periodic intervals including annual in-service training to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in law, policy, and equipment design or intended use.

The Training Unit is responsible for:

1) Ensuring officers are trained in the use of the BWC system and equipment prior to issuance.
2) When a BWC media may have training value, the incident number and a brief description of the event will be forwarded by the submitting officer through the chain of command to the Chief of Police or their designee. The Chief of Police will forward the request to the Training Unit for review to determine value and relevancy of the recording for training purposes, and to ensure it conforms to current training
protocol. The Chief will determine if there are any potential adverse effects of using the video.

a) The Training Unit will determine the benefit of using the BWC media versus other training curriculum and forward their recommendation to the Chief of Police.

b) The involved officer(s) will be notified when BWC media is being considered for training use. The officer(s) may submit any concerns about the use of the media through their chain of command to their Deputy Chief.

c) Recordings may be used for training purposes only after any criminal case is adjudicated, and any other administrative review is complete.

d) Recordings will not be used to embarrass or ridicule officers or the public.

e) Develop scenario-based training regarding submitted videos.

346.16 TECHNICAL SERVICES UNIT (41.3.8 e)

1) Providing support and ensuring that the BWC equipment meets the standards and requirements of the Thornton Police Department, Colorado State Laws and minimum standards set for by Colorado POST.

2) Assisting in data collection reporting including but not limited to, monthly usage audits, video storage audits, viewing audits and other audits as requested.

3) Tracking, assigning and issuing BWC’s to department personnel

4) Providing technical support for malfunctioning BWC equipment and facilitate all warranty repairs with the vendor.

346.17 REVISIONS

Enacted: August 26, 2019

Revised: October 12, 2019
347.1 PURPOSE AND SCOPE (26.1.3)
This policy is intended to prevent agency members from being subjected to discrimination or sexual harassment.

347.2 POLICY
The City, and by extension the Department, is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against employees in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the City and the Department may be more comprehensive than state or federal law. Conduct that violates this Policy or City Administrative Directive 2-5 may not violate state or federal law but still could subject an employee to discipline.

347.3 DISCRIMINATION PROHIBITED
347.3.1 DISCRIMINATION
1) The City is committed to providing a work environment that is free of harassment and unlawful discrimination. Consistent with the City's respect for the rights and dignity of each member, harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, genetic information, or any other characteristic protected by law, will not be sanctioned or tolerated. Sexual harassment is strictly prohibited.

2) Harassment on the basis of any other protected characteristic is also strictly prohibited. In general, harassment is any verbal or physical conduct that denigrates or shows aversion toward an individual because of race, color, religion, sex, national origin, age, disability, sexual orientation, genetic information, or any other characteristic protected by law, and that:
   a) Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
b) Has the purpose or effect of unreasonably interfering with an individual's work performance; or
c) Otherwise adversely affects an individual's employment.

3) Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on City premises or circulated in the workplace. Any individual found to have engaged in sexual or any other form of harassment will be disciplined as appropriate, up to and including termination.

4) Any member who believes she or he has been harassed in violation of this policy by a co-worker, supervisor or agent of the City, or by anyone while working, should promptly report the facts and the names of the individuals involved to her or his supervisor or, in the alternative, to the Director of Human Resources. During non-business hours, if the member is unable to reach his or her supervisor, or if it is inappropriate for the member to contact his or her supervisor, the member may contact any other supervisor or manager in the member’s department to report the incident and/or to obtain immediate emergency action. Any member who observes harassment is also encouraged to report the incident promptly.

5) Members must immediately report to their supervisor all complaints, observed incidents or suspected incidents of harassment in violation of this policy. The Human Resources Department will promptly investigate all reports and complaints of harassment as confidentially as possible and recommend appropriate action after consulting with Human Resources and City Attorney staff.

6) A prompt and thorough investigation of the alleged incident will be conducted and appropriate action will be taken. Consistent with adequate investigation and appropriate corrective action, and to the extent permitted by law, any complaint of harassment will be treated as confidential.

7) The department will not in any way retaliate against a member, potential member or former member who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report. Retaliation against any individual for reporting a claim of harassment or cooperating in the investigation of such a complaint will not be tolerated.

347.3.2 SEXUAL HARASSMENT
Sexual harassment is strictly prohibited. Sexual harassment is any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; when submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment.
347.3.3 ADDITIONAL CONSIDERATIONS
Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

1) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Colorado Civil Rights Division.
2) Bona fide requests or demands by a supervisor that a member improves their work quality or output, that the member report to the job site on time, that the member complies with City or department rules or regulations, or any other appropriate work related communication between supervisor and member.

347.4 RESPONSIBILITIES
1) This Policy applies to all members. All members shall follow the intent of these guidelines in a manner that reflects Department Policy, professional law enforcement standards and the best interests of the City, the Department and the respective mission.
2) Members shall promptly report any discriminatory, retaliatory or harassing conduct or known violations of this Policy to a supervisor. Any member who is not comfortable with reporting violations of this Policy to their immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Human Resources Director or the City Manager.
3) Any member who believes, in good faith, that they have been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this Policy.

347.4.1 SUPERVISOR RESPONSIBILITIES
Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

Each supervisor and manager shall:

1) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including sexual harassment or retaliation.
2) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
3) Ensure subordinates understand their responsibilities under this Policy.
4) Ensure that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
5) Notify the Chief of Police or the Human Resources Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

347.4.2 SUPERVISOR’S ROLE
Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory.

Supervisors and managers shall be aware of the following considerations:

1) The behavior of supervisors and managers should represent the values of the Department and professional law enforcement standards.
2) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent employees.
3) Supervisors and managers must act promptly and responsibly in the resolution of such situations.
4) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline in a manner that is consistent with established procedures.

347.4.3 RESPONSIBILITIES UPON RECEIPT OF COMPLAINTS
Upon receipt or notification of a complaint filed with the Colorado Civil Rights Division, the Chief of Police, the Human Resources Director, an authorized designee shall assign the complaint for action. The person assigned the complaint is responsible to ensure completion of the following (CRS § 24-34-301, et seq.):

1) Provide a written answer to the complaint within the time required after receiving it.
2) Supply and explain all relevant information, data or papers upon request.
3) Respond to all telephone or mail inquiries from the Colorado Civil Rights Division.
4) Attend all meetings, hearings or fact-finding conferences when requested.

347.5 INVESTIGATION OF COMPLAINTS
Various methods of resolving a complaint may exist. During the pendency of any investigation, the supervisor of the involved members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination or harassment shall be fully documented and promptly and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.
347.5.1 SUPERVISORY RESOLUTION
Members who believe they are experiencing discrimination, harassment or retaliation are encouraged to inform the individual that their behavior is unwelcome. However, if the employee feels uncomfortable, threatened, has difficulty expressing their concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

347.5.2 FORMAL INVESTIGATION
If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted pursuant to the Administrative Investigations Policy.

The Professional Standards Unit is charged with the formal investigation of discriminatory acts and has full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any member involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

A formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency, and dates of occurrences and names of any witnesses. Reporting shall be in compliance with this policy. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Human Resources Director or the City Manager.

347.5.3 EQUAL OPPORTUNITY COMPLAINTS
No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe they have been harassed or discriminated against are entitled to bring complaints of employment discrimination to federal, state and local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this Policy does not in any way affect those filing requirements.

347.6 TRAINING
All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that they have been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during their term of employment.
All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

347.6.1 QUESTIONS REGARDING DISCRIMINATION OR SEXUAL HARASSMENT
Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, manager, commander, Deputy Chief, the Chief of Police, Director of Human Resources or the City Manager, or they may contact the Colorado Civil Rights Division.

347.7 REVISIONS
Enacted: January 10, 2020
350.1 PURPOSE AND SCOPE
This policy intends to provide guidance for petitioning and serving Extreme Risk Protection Orders (otherwise known as "Deputy Zackari Parrish III Violence Prevention Act"), and the disposition of firearms obtained pursuant to district or county court orders in accordance with Colorado Revised Statutes.

An Extreme Risk Protection Order (ERPO) is intended to temporarily prevent individuals who are at high risk of harming themselves or others, from possessing firearms. Family, household members, and law enforcement agencies may obtain an ERPO, whether temporary or continuing, when there is evidence that the respondent poses a significant danger, including the danger that is a result of an unstable mental health crisis or violent behavior. An ERPO prohibits the respondent from possessing, acquiring, or otherwise controlling firearms. It, therefore, requires the respondent to surrender any firearms and/or concealed weapons permits that they own or possess. With an ERPO, there is no separate "Order to Surrender Weapons," although a search warrant may be required to conduct a lawful search absent consent. The order itself is the order to surrender all firearms.

350.2 POLICY
It is the policy of the Thornton Police Department to serve granted ERPO's in its jurisdiction when a Colorado County or District Court has determined an individual poses a significant risk to self or others in the near future by having firearms in their custody, control, possession, and also prohibits purchasing or receiving firearms. The Thornton Police Department will only petition for an Extreme Risk Protection Order in the most critical and imperative situations, and will strongly encourage family or household members to petition for an ERPO themselves through the appropriate court.

Members of the Thornton Police Department will only petition for, and serve, ERPO's in which the respondent is a resident inside the city limits of Thornton.

Due to the nature of these orders, the respondent may be uncooperative and present a substantial danger to the petitioner(s) and law enforcement. The Thornton Police Department will rely heavily on the respondent's voluntary compliance and cooperation while also striving to use the lowest level of police intervention to successfully serve the ERPO documents.
If the Department is notified about an ERPO that is not within the city limits, they will notify the Courts about the error.

### 350.3 DEFINITIONS

The following definitions apply to this policy, unless the context clearly requires.

**Antique/Relic Firearm** - These firearms are broadly defined as:

1. Any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured on or before 1898; or
2. Any replica of any firearm described in subparagraph (a) if such replica
   a) Is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition, or
   b) Uses rimfire or conventional centerfire fixed ammunition which is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade; or
3. Any muzzle-loading rifle, muzzle-loading shotgun, or muzzle-loading pistol which is designed to use black powder or a black powder substitute, and which cannot use fixed ammunition.

**Concealed Carry Weapon (CCW)/Concealed Handgun Permit (CHP)** - Carrying concealed weapon permit or concealed handgun permit relate to a state-issued permit authorizing the permit carrying individual to carry a concealed handgun where permitted by law.

**Civil Rule 4 and Rule 304** - The Colorado Rules of Civil Procedure Rule 4 and Colorado Rules of County Court Civil Procedure 304, which sets the rules for the civil court order process in District Court and County Court, respectfully. As it pertains to this policy, these rules require a temporary extreme risk protection order (TERPO), copy of notice and petition to be served at the respondent's residence to the respondent or any family member that is 18 years of age or older.

Service of the TERPO, a notice of hearing and petition can also be served at the workplace and in other places consistent with Rule 4 or Rule 304. In contrast, the ERPO must be served to the respondent personally regardless of location.

**Extreme Risk Protection Order (ERPO)** - Means either a temporary order (TERPO) or a continuing order (ERPO, also referred to as a "three-hundred-sixty-four day extreme risk protection order") granted pursuant to C.R.S. § 13-14.5-101 to 114. The order is a civil restraining order prohibiting the named individual (respondent) from controlling, owning, purchasing, possessing, receiving, or otherwise having custody of any firearms.

**Family/Household Member** - As it relates to the respondent, the family or household member includes:

1. A person related by blood, marriage or adoption to the respondent
2) A person who has a child in common with the respondent, regardless of whether such person has been married to the respondent or has lived together with the respondent at anytime
3) A person who regularly resides or regularly resided with the respondent within the last 6 months
4) The domestic partner of the respondent
5) A person who has a biological or legal parent-child relationship with the respondent, including stepparents and stepchildren and grandparents and grandchildren
6) A person who is acting or has acted as the respondent legal guardian
7) A person in any other relationship described in CRS § 18-6-800.3.

**Federal Firearms License (FFL)** - An individual or company that possesses a federal license to sell/transfer firearms.

**Firearm** - Any handgun, automatic, semi-automatic, revolver, pistol, rifle, shotgun, or other instrument or device capable or intended to be capable of discharging bullets, cartridges, or other explosive charges as described in CRS § 18-1-901(3)(h).

**InstaCheck (CBI)** - The process through CBI that verifies personal identifying information provided on an application to purchase a firearm.

**Petitioner** - The person who petitions for an Extreme Risk Protection Order pursuant to the law. A petitioner may be a family or household member of the respondent or a law enforcement officer or agency.

**Respondent** - The person who is identified as the respondent in a petition filed pursuant to the law. The subject of the TERPO or ERPO.

**Search Warrant** - A corresponding warrant under CRS § 16-3-301.5 authorizing a search of an individual’s residence or property where firearms are stored.

### 350.4 SERVICE REQUIREMENTS

Serving a temporary extreme risk protection order (TERPO) has different requirements from issuing a continuing ERPO.

If the respondent of a granted TERPO lives within the jurisdiction of the City of Thornton, the courts will forward a copy of the order to the Thornton Police Department. The order should be personally served on the respondent within five days of notice. If the service cannot be completed within five days, the petitioner shall be contacted in an effort to gather more information on the respondent’s whereabouts. It should be noted that if the respondent was present in the court during the hearing, no further service is required. The court must receive the return of service, and the receipt of firearms collected or a statement that no firearms were collected within 72 hours of service.
Service of a continuing ERPO must be done in person regardless of location. The Department typically will not have to serve the continuing order, unless the respondent is not present during the hearing.

Service of extreme protection orders, related notices, and search warrants take precedence over service of other documents unless the other documents are of a similar emergency nature.

350.5 ACCEPTANCE, STORAGE, AND RETURN OF FIREARMS

There are two methods by which members shall be in the position to accept weapons based on the issuance of the temporary ERPO. Voluntary surrender by the respondent, as directed in the language of the temporary ERPO, or seizure by the department, during a lawful search pursuant to a search warrant, plain view search, or consent.

350.5.1 VOLUNTARY FIREARM SURRENDER

According to orders set by the court in the ERPO, the respondent has 24 hours to surrender all firearm(s) listed in the court order, or in their control or possession. The order will require the surrender of the firearm(s) to law enforcement, or a federal firearms licensee for transfer, storage, or sale. They may also be transferred to a family member if the firearm is classified as an antique, or relic.

1) If the firearms are surrendered to law enforcement, members shall give the option to the respondent of where they want the firearm(s) to go. The options allow for a transfer to a federal firearms licensee for storage or sale, or storage with law enforcement. Be advised, this law does not require a federal firearms licensee to accept the firearm, they have the option to refuse.

2) If the respondent indicates no preference, officers will take custody of the firearm for storage at a secure law enforcement facility. If applicable, and set forth in the temporary order, members shall also take custody of the respondent’s concealed carry permit. Members shall be required to issue a property receipt accounting for every firearm surrendered, and the concealed carry permit, if applicable. Members shall issue a copy of the inventory of items seized to the respondent prior to termination of the contact. Additionally, members must ensure the original copy of the receipt is filed with the courts, and a copy is retained with the original report. The original receipt for the firearm(s) that have been surrendered must be submitted to the court within 72 hours.

3) Photographs of all surrendered firearms will be taken. The respondent may request a copy of the photographs, and a copy of the photographs will be attached to the receipt for Department purposes.

4) With the surrendering of weapons, members will not seize any ammunition or magazines associated with the firearm(s).
350.5.2 FIREARMS SEIZURE

1) If the department is the petitioner, and a temporary ERPO is issued, the process begins with the issuance of the order. Along with the search warrant, if obtained, at the hearing. Members will then serve the order to the respondent. After the respondent has been properly served with the temporary ERPO, members shall take custody of the respondent’s firearm(s) pursuant to the previously obtained search warrant, or other lawful search (plain view or consent). If applicable, and named in the warrant, members will also seize the respondent’s concealed carry permit. Similar to the voluntary surrender, once members have seized all of the firearms in question, either seized through a lawful search, or in plain view, the respondent will have the option of the disposition of their firearms. They may chose transfer to a federal firearms dealer, or police custody. If they offer no preference the firearms will remain in police custody.

2) Just as with the voluntary surrender of firearm(s), upon completion of the search, a receipt shall be issued to the respondent articulating all items seized. The original will be filed with the court, and a copy filed with your original report. The original to court needs to be submitted within 72 hours.

3) Photographs of all seized firearms will be taken. The respondent will be given a copy of the photographs, and a copy of the photographs will be attached to the receipt for Department purposes.

4) If after the firearms are in the possession of the department, another party claims verifiable title to the firearms, the firearms should be released to him or her. The department must also confirm the party is eligible to be in possession of a firearm(s), via a CBI InstaCheck. This transaction must also be documented, and notification made to the court.

5) As with the surrendering of weapons, when the department is seizing the weapons by order or warrant, members will not seize any ammunition or magazines associated with the firearm(s).

350.5.3 RETURN OF FIREARMS

1) If the temporary ERPO, or continuing ERPO, is terminated or expires without renewal, the Department has no more than three days to return the firearm(s) to the respondent.

2) The three day window for the return of the firearm(s) will begin upon the completion of an InstaCheck by the Colorado Bureau of Investigation. The Department will be notified of the termination of the order by the court.

3) The Department will then, via a CCIC notification, request the InstaCheck be completed by the Colorado Bureau of Investigation. CBI will notify the Department of the status of the respondent via CCIC.

4) If applicable, the respondent’s concealed carry permit will be returned at the same time as the firearm(s). Any firearm(s) surrendered by the respondent or taken into custody by a lawful order, that remain unclaimed by the respondent, or lawful owner for at least one year from the date the temporary ERPO, or continuing ERPO
expiration, whichever is later, becomes the property of the department. The firearm(s) will then be disposed of in accordance with department policy and procedure for the disposal of firearms in police custody.

5) Full documentation of the disposition of the firearm(s) needs to be submitted to the respondent, to the courts, and in the case disposition report.

350.6 PROCESSES

1) Extreme risk protection orders, whether temporary or permanent, are judicial orders issued by county or district courts pursuant to a petition having been filed by either:
   a) A family or household member, or
   b) A law enforcement officer or agency and demonstrating to the court relevant evidence included but not limited to any of the following:
      i) A recent or credible threat of violence by the respondent against self or others, whether or not such violence or credible threat involves a firearm;
      ii) A pattern of acts or credible threat of violence by the respondent within the past year, including but not limited to acts or credible threats of violence by the respondent against self or others;
      iii) A violation by the respondent of a civil protection order issued pursuant to article 14 of Title 13, CRS;
      iv) A previous or existing extreme risk protection order issued against the respondent and a violation of a previous or existing extreme risk protection order;
      v) A conviction of the respondent for a crime that included an underlying factual basis of domestic violence as defined in Section 18-6-800.3 (1);
      vi) The respondent's ownership, access to, or intent to possess a firearm;
      vii) A credible threat of or the unlawful or reckless use of a firearm by the respondent;
      viii) The history of use attempted use, or threatened use of unlawful physical force by the respondent against another person, or the respondent's history of stalking another person as described in Section 18-3-602 CRS;
      ix) Any prior arrest of the respondent for a crime listed in Section 24-4.1-302
      x) or Section 18-9-202 CRS;
      xi) Evidence of the abuse of controlled substances or alcohol by the respondent;
      xii) Whether the respondent is required to possess, carry, or use a firearm as a condition of the respondent's current employment; and
      xiii) Evidence of recent acquisition of a firearm or ammunition by the respondent.

2) An ERPO prohibits the respondent from possessing, acquiring, or otherwise controlling firearms. It therefore requires the respondent to surrender any firearms the respondent owns or possesses.

3) The Department's responsibilities may vary depending upon whether the petitioner is a private citizen or law enforcement. The department is not compelled to participate in every private process, and this policy does not imply the Department will become involved when it is not in the public's best interest for it to do so.
350.6.1 LAW ENFORCEMENT PETITIONER
The Department may petition for a TERPO if it is reasonably believed a person poses a significant risk of causing personal injury to self or others by having in the respondent's custody and/or control a firearm by purchasing, possessing, or receiving a firearm. Department members who wish to petition for a TERPO shall do so through the Detective Division.

1) The legal address for the Thornton Police Department shall be used for all matters pertaining to the petition.

2) Members shall seek the Detective Division Deputy Chief's permission prior to filing a petition for a TERPO, and the City Attorney's review and approval of the role and obligations created by the petition.

3) The Petition shall:
   a) Allege that the respondent poses a significant risk of causing personal injury to self or others by having in his or her custody or control a firearm or by purchasing, possessing or receiving a firearm;
   b) Be accompanied by an affidavit, signed under oath and penalty of perjury, stating the specific statements, actions or facts that give rise to a reasonable fear of future dangerous acts by the respondent.
   c) Identify the number, types, and locations of any firearms the petitioner believes to be in the respondent's current ownership, possession, custody or control;
   d) Identify whether the respondent is required to possess, carry, or use firearms as a condition of the respondent's current employment;
   e) Identify whether there is a known existing domestic violence protection order or emergency protection order governing the petitioner or respondent; and
   f) Identify whether there is a pending lawsuit, complaint, petition, or other action between the parties to the petition.

4) The Department may seek an ex parte extreme risk protection order, without prior notice to the respondent, by including in the petition an affidavit, based on personal knowledge, that the respondent poses a significant danger of causing personal injury to him or herself or others in the near future by having in his or her custody or control, purchasing, possessing, or receiving a firearm and relying on the facts related to section 350.6.1c above.

5) The Department shall make a good-faith effort to provide notice of the order to a member of the respondent's household or another family member, and to any known third party who may be at risk of violence. The Department shall also provide referrals to appropriate resources, including domestic violence, behavioral health, and counseling resources.

6) Concurrent Search Warrant Application - When the Thornton Police Department is the petitioner, the law requires a member to also seek a search warrant to seize any firearm in the respondent's possession. Unlike other search warrant applications, the 17th Judicial District Attorney’s Office will not conduct a legal review of the
application. The member shall, therefore, receive a legal review of the application from the City Attorney prior to tendering the application to the court.

a) The search warrant application shall:
   i) Comply with all provisions of 16-3-303 CRS, and provide facts to establish by probable cause:
      (1) That the named person is a named respondent in a TERPO;
      (2) The named person is in possession of one or more firearms;
      (3) Identify the location of the firearm(s); and
      (4) Include any other information relied upon by the affiant and why the affiant considers such information credible and reliable.
   ii) In most cases, the affiant and applicant shall be a detective with experience in drafting search warrant applications, and who is assigned to the Detective Division.

b) Once the warrant has been signed by a court of jurisdiction, firearms and other items named in the warrant become contraband according to the law, and law enforcement officers are authorized to execute the warrant and seize the identified contraband.

7) Renewing a temporary ERPO, or continuing ERPO:
   a) The Department shall solicit participation and advice from the City Attorney who shall review and approve the process in advance of such a request being filed with the court.
   b) If the respondent continues to be a threat, the order can be extended beyond its initial period of issue. When practicable, the Detective Division shall review all continuing ERPOs obtained by the Department to determine if renewal is appropriate. If the Department determines that the order should be renewed, the original affiant shall file the renewal paperwork with the court. The request shall be filed with the court within 63 days before the original order's expiration date.

350.6.2 NON-LAW ENFORCEMENT PETITIONER - DEPARTMENT PARTICIPATION ON ERPO HEARING

The Department may participate in a hearing to determine whether the respondent poses a significant risk of personal injury to themselves or others by possessing a firearm. The Department has designated the Thornton Police Detective Division as the personnel to be alerted about and attend these court proceedings along with a representative from the City Attorney's Office.

1) When a family or household member petitions the court to remove firearms, the petitioner is expected to notify the law enforcement agency where the respondent lives of the upcoming hearing date and time.

2) When practicable, and upon adequate advance notice by the petitioner, the Department shall attend the hearing to collect any information that is noteworthy and affects the Department's role in serving the provisions of the ERPO.

3) The Department will notify the City Attorney about the hearing, so they can attend.
350.7 REVISIONS
Enacted: January 1, 2020
400.1 PURPOSE AND SCOPE
This policy provides guidance to department members that affirms the Thornton 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).

400.1.1 DEFINITIONS
Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on 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 (CRS § 24-31-309).

400.2 POLICY (1.2.9)
The Thornton 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.

400.3 BIAS-BASED POLICING PROHIBITED (1.2.9 a)
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.
400.4 MEMBER RESPONSIBILITIES
Every member of this department shall perform their duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of racial- or bias-based profiling to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

Officers shall provide, without being asked, a business card to any person who was detained in a traffic stop and was not cited or arrested. The business card shall include identifying information including, but not limited to, the officer’s name, division, precinct and badge or other identification number and a telephone number that may be used, if necessary, to report any comments, either positive or negative, regarding the traffic stop (CRS § 24-31-309(4)(a)).

400.4.1 REASON FOR CONTACT
Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, Field Interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

400.5 SUPERVISOR RESPONSIBILITIES
Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints and Internal Investigations Policy. Supervisors should ensure that the identity of a person filing a bias-based profiling complaint is kept confidential to the extent permitted by law or unless necessary for further processing of the complaint (CRS § 24-31-309).

1) Supervisors should discuss any issues with the involved officer and their supervisor in a timely manner.
   a) Supervisors should document these discussions, in the prescribed manner.
2) Supervisors should periodically review portable audio/video recordings, Mobile Computer Terminal, (MCT) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
   a) Supervisors should document these periodic reviews.
   b) Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
3) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
4) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

400.6 STATE REPORTING
The Department shall compile, on at least an annual basis, any information derived from complaints of profiling that are received due to the distribution of business cards as provided in this policy. The information shall be made available to the public but shall not include the names of officers or the names of persons alleging profiling (CRS § 24-31-309).

400.7 ADMINISTRATION (1.2.9 c)
Each year, the Professional Standards Commander shall review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, citizen or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the information compiled from complaints, as provided in this policy and the annual report, and discuss the results with those they are assigned to supervise.

400.8 TRAINING (1.2.9 b)
Training on fair and objective policing and review of this policy should be conducted as directed by the Professional Standards Unit.

All sworn members will attend regular training on the subject of bias-based policing (CRS § 24-31-309). All newly employed officers shall receive a copy of this policy and initial training on the subject of bias-based policing.

400.9 PUBLIC INFORMATION
The Patrol Division Deputy Chief will ensure that this policy is made available to the public for inspection during business hours (CRS § 24-31-309).

400.10 REVISIONS
Enacted: July 27, 2016
Revised: April 10, 2018
401.1 PHILOSOPHY
It is the Department philosophy that any officer can start the Incident Command System for any call. It is easier to start ICS at the beginning of an incident and add necessary positions as a call grows than it is to implement later during the incident. The Department recognizes not every call for service will need implementation of ICS, but if each officer has it mind as they approach a large incident, it will be easier to engage at the onset of the incident.

401.2 PURPOSE AND SCOPE
The purpose of the Incident Command System (ICS) is to establish a standardized command structure for an occurrence or event, either human caused or a natural phenomenon. ICS may be implemented when a response by emergency service personnel is necessary to minimize loss of life or damage to property or natural disasters. This command structure is applicable to those incidents requiring the ICS.

401.3 POLICY (46.1.1)
1) The Incident Command System (ICS) provides for an Incident Commander (IC) who is responsible for command and control of all personnel assigned to a specific incident.
2) It is the policy of the Thornton Police Department to implement the ICS at the outset of any incident requiring this command structure. The IC will be responsible for the overall management of an incident throughout the duration unless relieved.
3) The term "command" in this policy refers jointly to both the person and the function.
4) The structure of the ICS provides for the merger of municipal, county, state or federal resources dependent on the nature of the incident. Correspondingly, a responder other than a member of the Thornton Police Department could occupy the IC role.
5) The primary officer responding to an incident will be considered the "Incident Commander" until otherwise relieved by a higher ranking position within the Thornton Police Department.
401.4 DEFINITIONS

401.4.1 GENERAL STAFF
The organization of the Incident Command System is built around five major management activities - Command, Operations, Planning/Intelligence, Logistics, and Finance. These five major management activities of the ICS apply whether officers are handling an emergency, organizing for a major event, or managing a response to a disaster. The individuals who perform the five major activities of Operations, Command, Planning/Intelligence, Logistics, and Finance are designated as the General Staff.

1) INCIDENT COMMANDER (46.1.3): The Incident Commander activates the command system and has the responsibility and authority for the overall management of the incident including implementation of strategic and tactical decisions, and for approving the ordering and releasing of resources. The Incident Commander, regardless of rank, has the authority and responsibility for conducting the overall operations. The responsibilities include, but are not limited to:
   a) Appointment of the General Staff - Operations Section Officer, Planning/Intelligence Section Officer, Logistics Section Officer, and Finance Section Officer.
   b) Appointment of the Command Staff - Safety Officer, Liaison Officer, Public Information Officer.
   c) Establishing a command post and staging area.
   d) Initiating the notification and mobilization of additional agency personnel, if needed.
   e) Obtaining support from other agencies, if needed.
   f) Establishing a unified Command depending on the situation.
   g) Briefing the Chief of Police and department staff on the situation.
   h) Authorizing action and operational plans.
   i) Authorizing media releases.
   j) Debriefing the incident.
   k) Preparing a documented after action report to the Chief of Police.

2) OPERATIONS SECTION OFFICER (46.1.4): The Operations Section Officer has oversight for the tactical operations to carry out the operational plan, developing the tactical objectives of the operation, directing all resources, and commanding all tactical and field units assigned to the incident. Other responsibilities include, but are not limited to:
   a) Reports to the IC.
   b) Responsible for the execution of action and tactical plans, to include but not limited to establishing perimeters and conducting evacuations.
   c) Appoints their staff and maintains command post and scene security.
   d) Appoints and directs tactical units.
   e) Coordinates with other sections.
   f) Directs the deployment of field units.
   g) Provide for detainee transportation, processing and confinement.
h) Responsible for incorporating all plans into the overall incident plan.
i) Conducting the post-incident investigation.

3) PLANNING/INTELLIGENCE SECTION OFFICER (46.1.5): The Planning/Intelligence Section Officer is responsible for all information management associated with the occurrence and preparation of all written plans. This includes the collection, evaluation, dissemination, and use of information concerning the development of the incident, the status of resources, situation status, documentation, and demobilization of units and technical specialists. Other responsibilities include, but are not limited to:
   a) Reports to the IC.
   b) Develops all written plans including the incident action plan.
   c) Gathers and disseminates information and intelligence.
   e) Coordinates with other sections.
   f) Responsible for incorporating all plans into the overall incident plan.
   g) Follows planning guidelines of who, what, where, when and how.
   h) Disseminates all information to pertinent sections.
   i) Plans post-incident demobilization.

4) LOGISTICS SECTION OFFICER (46.1.6): The Logistics Section Officer is responsible for providing facilities, services, materials and personnel/volunteers to support the incident based upon the incident demands and needs, and the identification of existing and potentially needed resources. Other responsibilities include, but are not limited to:
   a) Reports to the IC.
   b) Appoints a staging manager.
   c) Assigns a staging group.
   d) Responsible for all staging areas.
   e) Briefs incoming personnel at the staging area.
   f) Responsible for food, housing, medical support and human comforts.
   g) Provides vehicles, fuel, etc.
   h) Provides communication equipment.
   i) Provides equipment for specialized teams.
   j) Oversight of the mutual aid group assigned to this section.

5) FINANCE SECTION OFFICER (46.1.7): The Finance Section Officer is responsible for establishing, documenting, and managing the costs associated with the incident. This includes providing accounting, time recording of personnel assigned to the incident and cost analysis. Other responsibilities include, but are not limited to:
   a) Reports to the IC.
   b) Catalogs man hours and expenses.
   c) Ensures that injury compensation claims are completed.
   d) Accounts for resource costs, damage surveys, and lost and damaged property.
   e) Maintains financial documentation and logs.

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401.4.2 COMMAND STAFF
For purposes of the ICS, the Command Staff consists of the Safety Officer, Liaison Officer, and Public Information Officer who report directly to the IC. Depending on the size and type of incident or event, it may be necessary to designate personnel to handle these additional activities.

1) SAFETY OFFICER: The Safety Officer is responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety.
2) LIAISON OFFICER: The Liaison Officer is the point of contact for assisting agency representatives. This includes representatives from other law enforcement agencies, fire services, emergency medical providers, Red Cross, public works, coroner's office, National Guard or other organizations or groups.
3) PUBLIC INFORMATION OFFICER: The Public Information Officer is responsible for the formulation and release of information about the incident to the news media. Under the direction of the Incident Commander, news releases should be made consistent with department policy.

401.4.3 INCIDENT
INCIDENT: An occurrence or event, either human caused or a natural phenomenon that requires action by emergency service personnel to prevent or minimize loss of life or damage to property.

401.4.4 INCIDENT ACTION PLAN
INCIDENT ACTION PLAN: The strategic, tactical objectives and support requirements for the incident. Incidents may require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents may require that the action plan be documented in writing.

401.4.5 INCIDENT COMMAND POST
INCIDENT COMMAND POST: The location from which the primary command functions are located and executed.

401.4.6 INCIDENT COMMAND SYSTEM
INCIDENT COMMAND SYSTEM (ICS): The combination of facilities, equipment, personnel, procedures and communications operating within a common organization structure with the responsibility for the management of the assigned resources to effectively accomplish stated objectives pertaining to an incident. The organization of the ICS is designed around five component sections known as the "General Staff."

401.4.7 SECTION
SECTION: The organizational level having functional responsibility for primary segments of incident operations such as Operations Section, Planning/Intelligence Section, Logistics Section, and Finance Section.
401.5 INCIDENT COMMAND SYSTEM OVERVIEW

1) The ICS is comprised of five component sections. During the activation of the ICS, all or some of these component sections may be utilized as the situation dictates. The component sections are the Incident Commander (IC), Operations Section, Planning/Intelelligence Section, Logistics Section and the Finance Section.

2) These five major management activities of the ICS apply whether officers are handling an emergency, organizing for a major event, or managing a major response to a disaster.

3) When dealing with minor incidents, one officer, the IC, may manage these five components.

4) The IC is the person in charge at the incident and must be qualified to manage the incident. As the incident grows in size or becomes more complex, a more qualified IC may be assigned to manage the incident. A basic operating guideline is that the IC is responsible for the incident until relieved.

5) In the ICS model, each type of resource used directly or in support of the control functions has been given a common name, acceptable to all assisting agencies.

6) The ICS is designed with the understanding that the jurisdictional authority and any existing emergency response agreements with the Thornton Police Department will not be compromised. Assisting agencies will function under the direction of an identified Incident Commander. The Chief of Police or their designee may request assistance from federal, state, or municipal agencies during emergency situations.

7) Multi-jurisdictional incidents will normally be managed under a joint command management structure involving a single incident command post. A single Operation Section Officer will always direct tactical command control operations for a joint command incident.

8) The ICS is intended to be manned and operated by qualified personnel from any agency and a typical incident could involve the use of personnel from a variety of agencies working in many parts of the ICS organization.

9) The ICS expands and contracts organizationally based upon the nature of the incident. Span of control recommendations of one to seven subordinates are followed closely therefore, the organizational structure is never larger than required, nor does it remain large when it is not necessary.

10) The ICS is designed to be the basic everyday operating system for all incidents involving any division in the department. Therefore, the transition to a large and/or multi-division operations requires minimal adjustment.

401.6 PROCEDURE

The first responding officer to arrive at the scene of an incident should implement certain steps to establish a foundation that will facilitate the ICS. These steps are as follows:

1) The first officer on scene will communicate information that summarizes the existing conditions at the scene.
2) If appropriate, the officer will announce the activation of the ICS and will advise the communications center as assisting personnel that they are the IC.

3) An initial plan of action must be formulated by this officer and additional support units requested as deemed necessary.

4) The establishment of an inner perimeter to contain the incident and an outer perimeter to control traffic, locate the command post and provide a transition zone for personnel, supplies and equipment should be a priority consideration.

5) Incident command may be assumed by later arriving supervisors or commanders who will evaluate, develop strategy and further implementation of an action plan.
   a) Should the IC change, the new IC shall inform the communications center and assisting personnel of the change in command.

6) As the incident de-escalates, the assigned personnel are returned to regular duty.

7) Debriefing of the incident with all involved personnel should occur as soon as practicable to assess the Department response to the incident.

8) Under certain circumstances the IC will be responsible to submit to the Chief of Police an after action report detailing the nature of the incident, actions taken by the Department, and costs incurred to resolve the incident.

**401.7 COMMUNICATION**

All communications relative to the incident must be conducted in plain speech to facilitate universal understanding among personnel.

**401.8 SPECIAL EVENTS (46.2.7)**

The Thornton Police Department understands that a critical incident is not the only time when incident command may be used. The Department will utilize the ICS system when putting together plans for special events, such as city festivals, and other incidents where a large number of people are expected to attend.

**401.9 TRAINING (46.1.9)**

The Professional Standards Unit Commander will ensure documented annual training on this policy, to include the Incident Command System (ICS) for affected agency personnel occurs. Also documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All Hazards Plan and the Incident Command System.

**401.10 REVISIONS**

Enacted: July 27, 2016

Revised: May 28, 2019

Revised: April 1, 2020
402.1 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 as critical for the protection of life and property and investigation by proper authorities.

402.2 CRIME SCENE RESPONSIBILITIES
The first officer at the scene of a crime or major incident is generally responsible for taking reasonable efforts to preserve the scene. Officers shall also consider officer safety and public safety, including reasonable efforts to render medical aid to any obviously injured parties. Once an officer has assumed responsibility or been assigned to maintain the integrity of the crime/disaster scene, the officer shall continue the assignment until relieved by a supervisor.

402.2.1 INITIAL OFFICER CONSIDERATIONS
The following list generally describes the functions which the initial officer should reasonably attempt to take at a crime or disaster scene. This list is not intended to be all inclusive, is not necessarily in order and may be altered according to the demands of each situation, the availability of resources, capacity of personnel and totality of each circumstance:

1) Ensure no suspects are still in the area.
2) Broadcast emergency information, including all requests for additional assistance.
3) Provide first aid to injured parties if it can be done safely.
4) Evacuate the location as required.
5) Identify hazards or dangerous conditions to responding personnel.
6) Secure the inner and outer perimeter if needed.
7) Protect items of apparent evidentiary value.
8) Identify potential witnesses.
9) Start a chronological log noting critical times and personnel allowed access.
10) Prevent unauthorized access of personnel, the media or the public.
11) Establish a command post if needed.
402.2.2 EXECUTION OF HEALTH ORDERS
Any sworn member of this department is authorized to execute and enforce all orders of the local health department which have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease.

402.3 SEARCHES AT CRIME OR DISASTER SCENES
Officers arriving at crime or disaster scenes are often faced with the immediate need to search for, and render aid, to victims and to determine if suspects are present and pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until proper authority for the search is obtained.

402.3.1 CONSENT
Officers should obtain consent to search from authorized individuals when possible. However, in the case of serious crimes or major investigations, it may be prudent to obtain a search warrant.

Consent may be sought even in cases where a search warrant has been granted.

402.4 REVISIONS
Enacted: July 27, 2016
405.1 PURPOSE AND SCOPE
The ride along program provides an opportunity for persons to experience the law enforcement function firsthand. This policy provides the requirements and approval process for the ride along program.

405.1.1 ELIGIBILITY
In the interest of department effectiveness and officer safety, only persons described below may participate in the ride along program with the approval of a patrol division commander:

1) Applicants for the Thornton Police Department may ride provided:
   a) The applicant is currently enrolled in a POST certified academy and the Department is not in the hiring process through Human Resources.
   b) If the department is in the hiring process through Human Resources, the applicant may be permitted to ride upon approval of the Chief of Police or their designee.
2) City employees with a job related need to ride along.
3) Persons actively involved in department programs.
   a) Citizen's Police Academy
   b) Active members of the Citizen's Police Academy Alumni Association
   c) Volunteer victim advocates
   d) Chaplains
   e) Cadets
   f) Explorers
4) Other persons whom the Chief of Police or the Patrol Division Deputy Chief determine should participate in the best interest of the department.

405.1.2 GENERAL PROVISIONS
1) Participants must be at least 18 years of age, with an exception for minors in the Explorer Program.
2) A complete records and warrant check will be made on all participants who are not city employees or police department volunteers.
3) No more than two participants will be scheduled to ride during a single shift.
   a) The Patrol Division Deputy Chief may make exception to the two participant limit.
4) No more than one participant will be assigned to a police officer during the scheduled ride along.
5) No participant shall be assigned to a family member or significant other. However, the ride along may occur during the same shift and duration as the officer.
6) Participants are prohibited from still and video photography during the ride along without the approval from the Chief of Police.
7) Participants, including members of the media, are prohibited from entering the private dwelling of any person during the ride along unless:
   a) Consent is obtained from the resident(s) of the private dwelling; or
   b) It is authorized by warrant or court order; or
   c) The participant is an active law enforcement officer.
8) Participants must be neatly attired.
9) Probationary officers will not be assigned a participant.
10) An active law enforcement officer from another law enforcement agency is permitted to participate.
   a) They must be in plain clothes.
   b) They may carry a concealed weapon with the approval of the Patrol Division Deputy Chief.
   c) Officers requesting to ride in their parent agency uniform may be considered based on need and parent agency approval.
11) Approved participants are not permitted to ride more than one shift unless waived by a commander.

405.2 REVISIONS
Enacted: July 27, 2016
Revised: January 25, 2019
409.1 PURPOSE AND SCOPE
This policy provides guidelines for when officers may place an individual under protective custody for civil commitment (CRS § 27-65-105).

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

409.3 AUTHORITY
Officers may take a person into protective custody (CRS § 27-65-105).

1) When the officer has probable cause to believe that a person is either gravely disabled or an imminent danger to him/herself or others.
   a) The officer must transport the person to a facility designated or approved by the local mental health authority for a 72-hour treatment and evaluation.
2) When the officer has probable cause to believe that a person is in immediate need of evaluation to prevent physical or psychiatric harm to him/herself or others.
   a) The officer must transport the person to an outpatient mental health facility or other clinically appropriate facility designated or approved by the local mental health authority.

If the appropriate facility is not available, officers may take the person to an emergency medical services facility, as defined by CRS § 27-65-102 (CRS § 27-65-105).

409.3.1 DETENTION
Detention of a person under this policy does not constitute an arrest. When a person is taken into custody, that person shall not be detained in the jail, lockup, or other place used for the confinement of persons charged with an offense (CRS § 27-65-105(2)).

409.3.2 VOLUNTARY EVALUATION
If an officer encounters an individual who may qualify for a civil commitment, they may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the officers should:
1) Transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a voluntary application.
2) If at any point the individual changes his/her mind regarding voluntary evaluation, officers should proceed with the civil commitment, if appropriate.
3) Document the circumstances surrounding the individual’s desire to pursue voluntary evaluation and/or admission.

409.3.3 RESTRAINTS
If the patient is violent or potentially violent, the officer will notify the Communications Center. The staff member in charge at the receiving facility will have discretion as to whether soft restraints will be used. If these restraints are desired, the officer will wait while they are being applied to help provide physical control of the patient, if needed.

409.3.4 WRITTEN DOCUMENTATION
The officer shall complete the appropriate paperwork and provide it to the staff member assigned to that patient. The officer will have emergency admission staff sign for custody of the individual for inclusion in the case report.

The officer shall also provide a verbal summary to a receiving facility staff member regarding the circumstances leading to the involuntary detention.

409.3.5 SECURING OF WEAPONS
If a receiving facility prohibits weapons or if an extraordinary event occurs in the treatment facility and officers determine a need to secure their firearms, the firearm shall be secured in the appropriate gun locker at the facility or in the police vehicle.

409.4 CONSIDERATIONS AND RESPONSIBILITIES
Any officer handling a call involving an individual who may qualify for a civil commitment should consider, as time and circumstances reasonably permit:

1) Available information that might assist in determining the cause and nature of the individual’s action or stated intentions.
2) Community or neighborhood mediation services.
3) Conflict resolution and de-escalation techniques.
4) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Civil commitments should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.
409.5 TRANSPORTATION
When transporting any individual for a civil commitment, the transporting officer should have the Communications Center notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in a patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, supervisor approval is required before transport commences.

409.6 TRANSFER TO APPROPRIATE FACILITY
Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written application for a civil commitment and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

409.7 CRIMINAL OFFENSES
Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody for a civil commitment should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for a civil commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

1) Arrest the individual when there is probable cause to do so.
2) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the civil commitment.
3) Facilitate the individual’s transfer to jail.
4) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a civil commitment.

In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department
to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

409.8 FIREARMS AND OTHER WEAPONS
Whenever an individual is taken into custody for a civil commitment, officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons. It is not department policy to take possession of firearms or dangerous weapons for the purpose of safekeeping, as such members shall not take firearms or other dangerous weapons for safekeeping under these circumstances.

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The officer should further advise the individual of the procedure for the return of any firearm or other weapon that has been taken into custody as evidence.

Officers should seek other family members to maintain firearms for safekeeping with the consent of the individual. If officers have safety concerns, they must follow the Extreme Risk Protection Order policy.

409.8.1 RETURN FIREARMS AND WEAPONS
1) Whenever the primary officer has cause to believe that the return of any weapon taken into custody might endanger the person or others, the primary officer shall detail those facts and circumstances in a report.
2) Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid identification and satisfactory evidence of ownership, or authorization by the owner is established and a CBI firearms background check is completed.
3) A firearm may not be released until it has been verified that the person receiving the weapon, who may or may not be its owner, is not prohibited from receiving or possessing the weapon by 18 USC § 922 (d) or CRS § 18-12-108.
4) In no case in which a firearm or other deadly weapon is not retained as evidence shall the Department be required to retain such firearms or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal.
409.9 TRAINING
This department will endeavor to provide department-approved training on interaction with persons with mental health disorders and on civil commitments and crisis intervention.

409.10 REVISIONS
Enacted: July 27, 2016
Revised: April 17, 2018
Revised: May 23, 2019
Revised: February 20, 2020
410.1 PURPOSE AND SCOPE
The purpose of this policy is to provide members of the Thornton Police Department with guidance on when to release adults who are suspected offenders on a summons for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Violence Policy.

410.2 POLICY
The Thornton Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a summons, when authorized to do so.

410.3 RELEASE
A suspected offender may be released on issuance of a summons as follows:

1) For a misdemeanor or petty offense when the officer is satisfied that the person will comply with the requirements of the summons (CRS § 16-3-105).
2) For certain traffic violations punishable as misdemeanor, petty offense or misdemeanor traffic offense in accordance with CRS § 42-4-1707.
3) For the crimes described in CRS § 24-4.1-302(1) and for certain felonies when the local district attorney has approved criteria for the issuance of a summons.

In addition, for class 2 petty offenses and certain parking violations, the officer may give the offender a penalty assessment notice and release the offender upon its terms. The penalty assessment notice must be a summons and complaint that contains the information required by CRS § 16-2-201.

410.3.1 DISCRETION TO ARREST
While this department recognizes the statutory power of peace officers to make arrests throughout the state, officers are encouraged to use sound discretion in the enforcement of the law. On duty arrests will not generally be made outside the jurisdiction of this department, except in cases of hot pursuit, while following up on crimes committed within the City, when acting under a joint powers agreement or
mutual aid agreement or while assisting another agency. On duty officers who discover
criminal activity outside the jurisdiction of the City should, when circumstances
reasonably permit, consider contacting the agency having primary jurisdiction before
attempting an arrest.

Off duty officers observing criminal activity should generally take enforcement action
only when it reasonably appears that imminent risk to life or property exists and the
reasonable opportunity does not exist to contact the law enforcement agency with
primary jurisdiction. In such situations, the involved officer shall clearly identify
themselves as a police officer.

Officers are authorized to use verbal warnings in lieu of arrest or citation to resolve
minor traffic and criminal violations when appropriate.

**410.4 PROHIBITIONS**
The release of a suspected offender on a summons is not permitted for felony offenses,
except when local district attorney has approved criteria for the issuance of a summons
for non-violent offenses pursuant to CRS § 16-5-206 (CRS § 16-3-105).

See the Domestic Violence Policy for release restrictions related to those investigations.

**410.4.1 PROHIBITIONS IN CERTAIN NON-VIOLENT OFFENSES**
A summons otherwise authorized pursuant to procedures approved by the local district
attorney shall not be issued in lieu of a custodial arrest when an officer reasonably
believes that any of the following apply (CRS § 16-5-206):

1) There is a reasonable likelihood that the person will not appear in court.
2) The defendant has had a felony arrest during the preceding five years.
3) There is an allegation that the defendant used a deadly weapon (e.g., firearm, knife,
   bludgeon or any other weapon capable of producing death or serious bodily injury) in
   the commission of the crime.
4) The person has an outstanding arrest warrant.

**410.4.2 JAIL RELEASE**
In certain cases, it may be impracticable to release a person arrested for misdemeanor
offenses in the field. The person arrested may instead be released after booking at the
Thornton Police Department.

**410.5 JUVENILE CITATIONS**
Completion of citations for juveniles is generally only appropriate for misdemeanor
traffic violations and minor ordinance violations.

All misdemeanor violations for juveniles shall be documented with a case number.
Cases not closed by citation should be referred to the Detective Division, if necessary,
for further investigation or forwarded to the District Attorney.
410.6 CONSIDERATIONS
In determining whether to cite and release a person when discretion is permitted, officers should consider:

1) The type of offense committed.
2) The known criminal history of the suspected offender.
3) The ability to identify the suspected offender with reasonable certainty.
4) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense (CRS § 16-3-105).
5) The individual’s ties to the area, such as residence, employment or family.
6) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

410.6.1 PENALTY ASSESSMENTS
A decision to use the penalty assessment procedure shall be based upon circumstances which reasonably persuade the officer that the offender is likely or unlikely to comply with the terms of the penalty assessment notice (CRS § 16-2-201).

410.7 REQUESTING CASE NUMBERS
Many cases involving a traffic citation release can be handled without requesting a case number.

Traffic violations can be documented on the reverse side of the records copy of the citation.

However, most state statute sections will require a case number to document the incident properly in a report. This section does not preclude an officer from requesting a case number if they feel the situation should be documented more thoroughly in a case report.

410.8 REVISIONS
Enacted: July 27, 2016
Revised: April 10, 2018
411.1 PURPOSE AND SCOPE
The Vienna Convention on Consular Relations sets forth certain rights of foreign nationals from member countries when they are arrested, detained or imprisoned by law enforcement officials in this country. This policy provides direction to officers when considering a physical arrest or detention of a foreign national. All foreign service personnel shall be treated with respect and courtesy, regardless of the level of established immunity. As noted herein, the United States is a party to several bilateral agreements that obligate authorities to notify the consulate upon the person's detention, regardless of whether the detained person requests that their consulate be notified. The list of specific countries that the United States is obligated to notify can be found on the U.S. Department of State (DOS) website.

411.1.1 DEFINITIONS
Definitions related to this policy include:

**Foreign national** - Anyone who is not a citizen of the United States. A person with dual U.S. and foreign citizenship is not a foreign national.

**Immunity** - Refers to various protections and privileges extended to the employees of foreign governments who are present in the U.S. as official representatives of their home governments. These privileges are embodied in international law and are intended to ensure the efficient and effective performance of their official missions (i.e., embassies and consulates) in foreign countries. Proper respect for the immunity to which an individual is entitled is necessary to ensure that U.S. diplomatic relations are not jeopardized and to maintain reciprocal treatment of U.S. personnel abroad.

Although immunity may preclude U.S. courts from exercising jurisdiction, it is not intended to excuse unlawful activity. It is the policy of the DOS Office of Foreign Missions (OFM) that illegal acts by foreign service personnel should always be pursued through proper channels. The host country's right to protect its citizens supersedes immunity privileges. Peace officers may intervene to the extent necessary to prevent the endangerment of public safety or the commission of a serious crime, regardless of immunity claims.
411.2 ARREST OR DETENTION OF FOREIGN NATIONALS
Officers should take appropriate enforcement action for all violations observed, regardless of claims of diplomatic or consular immunity by violators. A person shall not, however, be subjected to in custody arrest when diplomatic or consular immunity is claimed by the individual or suspected by the officer, and the officer has verified or reasonably suspects that the claim of immunity is valid.

411.3 LEVELS OF IMMUNITY
The specific degree of immunity afforded to foreign service personnel within the U.S. is directly related to their function and position in this country.

411.3.1 DIPLOMATIC AGENTS
Diplomatic agents (e.g., ambassadors and United Nations representatives) are afforded the highest levels of immunity. They are exempt from arrest or detention and are immune from all criminal (and most civil) prosecution by the host state. The family members of diplomatic agents enjoy these same immunities.

411.3.2 CONSULAR OFFICERS
Consular officers are the ranking members of consular posts, who perform various formal functions on behalf of their own governments. Typical titles include consul general, consul and vice consul. These officials are immune from arrest or detention, except pursuant to a felony warrant. They are only immune from criminal and civil prosecution arising from official acts. Official acts immunity must be raised as an affirmative defense in the court of jurisdiction, and its validity determined by the court. Under this defense, the prohibited act itself must have been performed as an official function. It is not sufficient that the consular agent was on duty or in an official capacity at the time of the violation. The family members of consular officers generally enjoy no immunity. However, any family member who has a higher level of immunity is issued an identification card by DOS enumerating any privileges or immunities on the back of the card. Examples are consular officers and family members from Russia or China.

411.3.3 HONORARY CONSULS
Honorary consuls are part time employees of the country they represent and are either permanent residents of the U.S. or U.S. nationals (unlike career consular officers, who are foreign nationals on temporary assignment to the U.S.). Honorary consuls may be arrested and detained. Limited immunity for official acts may be available as a subsequent defense. Family members have no immunity.

411.4 IDENTIFICATION
All diplomatic and consular personnel who are entitled to immunity are registered and issued distinctive identification cards by the DOS Protocol Office. These cards are the best means of identifying Foreign Service personnel. They include a photograph, identifying information, and on the reverse side, a brief description of the bearer's
immunity status. These identification cards are not always promptly issued by DOS. In addition to the DOS identification card, Foreign Service personnel should have a driver's license issued by the DOS Diplomatic Motor Vehicle Office (DMVO), which in most circumstances replaces the operator's license issued by the state (22 USC § 4301).

411.4.1 VEHICLE REGISTRATION

Vehicles that are owned by foreign missions or Foreign Service personnel and their dependents are registered with DOS OFM, and display distinctive red, white and blue license plates. Vehicles assigned to diplomatic or consular officers will generally have license plates labels with the words "diplomat" or "consul." Vehicles owned by honorary consuls are not issued OFM license plates but may have Colorado license plates with an "honorary consul" label. A driver's identity or immunity status should not be presumed from the type of license plates displayed on the vehicle. The status of an OFM license plate should be run via the National Law Enforcement Telecommunications System (NLETS), designating "U.S." as the state, if the officer has reason to question the legitimate possession of the license plate.

411.5 ENFORCEMENT PROCEDURES

The following procedures provide a guideline for handling enforcement of foreign nationals.

411.5.1 CITABLE OFFENSES

An enforcement document shall be issued at the scene for all violations warranting such action, regardless of the violator's immunity status. The issuance of a citation is not considered an arrest or detention under current DOS guidelines. Whenever the equivalent of a notice to appear is issued to an immunity claimant, the following additional procedures shall be followed by the issuing officer:

1) Identification documents are to be requested of the claimant.
2) The title and country represented by the claimant are to be recorded on the back of the officer's copy of the notice to appear for later reference. Do not include this information on the face of the notice to appear.
3) Verified diplomatic agents and consular officers, including the staff and family members from countries with which the U.S. has special agreements, are not required to sign the notice to appear. The word "Refused" shall be entered in the signature box and the violator shall be released.
4) Claimants other than verified diplomatic agents and consular officers shall be requested to sign the notice to appear. If the claimant refuses, the identity and immunity status of the individual shall be conclusively established.
5) Verified consular staff members, excluding those from countries with which the U.S. has special agreements, are generally obligated to sign the notice to appear. But a signature shall not be required if the immunity status is uncertain.
6) All other claimants are subject to the provisions of policy and procedures outlined here.
7) The violator shall be provided with the appropriate copy of the notice to appear.

411.5.2 IN CUSTODY ARRESTS
Diplomatic agents and consular officers are immune from arrest or detention unless they have no identification and the detention is to verify their diplomatic status. Proper identification of immunity claimants is imperative in potential in custody situations. Claimants who are not entitled to immunity shall be placed in custody in accordance with the provisions outlined in this policy.

A subject who is placed under arrest and claims diplomatic or consular immunity shall not be physically restrained before verification of the claim, unless restraint is necessary for the protection of the officer or others. A supervisor shall be promptly notified and should respond to the scene when reasonably possible. Field verification of the claimant’s identity is to be attempted as follows:

1) An identification card issued by the DOS Protocol Office is the only valid evidence of diplomatic or consular immunity. The following types of identification cards are issued: Diplomatic (blue bordered), Consular (red bordered) and Official (green bordered). The DOS identification cards are 3-3/4 inch by 1-1/2 inch and contain a photograph of the bearer.

2) Newly arrived members of diplomatic or consular missions may not yet have official DOS identity documents. Verify immunity by telephone with the DOS any time an individual claims immunity and cannot present satisfactory identification, if the officer has reason to doubt the claim of immunity, or there is a possibility of physical arrest. Department personnel should use the following numbers in order of preference:

**Department of State**
- Diplomatic Security Service Command Center
  - Washington D.C.
  - (202) 647-7277
  - (202) 647-1512
  - (Available 24 hours)
  - (202) 647-0122 FAX

**Office of Foreign Missions**
- Diplomatic Motor Vehicle Office
  - Washington D.C.
  - (202) 895-3521 (Driver’s License Verification) or
  - (202) 895-3532 (Registration Verification)
  - (202) 895-3533 FAX
  - (0815-1700 EST)

- Office of Foreign Missions
  - Chicago, IL
  - (312) 353-5762
  - (0800-1645 CST)
Members of diplomatic or consular missions may also have other forms of identification. These include identification cards issued by the Colorado Consular Corps, local law enforcement agencies, the foreign embassy or consulate, a driver's license issued by DOS, and DOS license indicia on the vehicle. All these items are only an indication that the bearer may have some form of immunity.

Subjects verified through the above procedures as being officials entitled to immunity (diplomatic agent, consular officers and consular staff and family members from countries with which the U.S. has special agreements) may not be arrested. The procedures below shall be followed. These procedures should also be used in the event immunity cannot be verified but another form of identification indicates that immunity is probable.

If the release of the violator will not create an additional hazard, adequate information to properly identify the violator shall be obtained before the official is released. A supervisor's approval for the release shall be obtained whenever reasonably possible. The necessary release documents and/or a Certificate of Release Form should only be issued under the proper conditions.

If the violator appears to have been driving while under the influence, field sobriety tests, including Preliminary Alcohol Screening (PAS) device tests and chemical tests should be offered and obtained whenever reasonably possible. However, these tests cannot be compelled. The subject shall not be permitted to drive. A supervisor's approval for release shall be obtained whenever reasonably possible and alternative transportation should be arranged.

All facts of the incident shall be documented in accordance with this policy in a Driving While Impaired (DWI) Arrest - Investigation Report, and/or any other relevant report form.

Notwithstanding the field release of the subject, prosecution is still appropriate and should be pursued if the violator is either stopped or issued a notice to appear for a violation while operating a motor vehicle. The officer shall either complete a notice to appear or a written report documenting the incident.

This department shall then contact DOS as soon as practicable to verify the violator's status and immunity. Within five working days of the stop, this department shall send to the Bureau of Diplomatic Security, OFM of the DOS, a copy of the notice to appear and any collision or other written report documenting the incident. The DOS will take appropriate sanctions against errant Foreign Service personnel, even where prosecution is not undertaken by the Department.

### 411.6 TRAFFIC COLLISIONS

Persons involved in traffic collisions who possess a DOS OFM Diplomatic Driver License, issued by the DMVO, shall have "D" coded in the license "class" box of the Traffic Accident Report. The actual driver's license class (e.g., 1, 2, 3, or A, B, C, M)
shall be entered in the miscellaneous box on page two of the traffic report. If subsequent prosecution of the claimant is anticipated, the claimant's title, country and type of identification presented should be recorded for future reference. Issuance of a citation to, or arrest of, an immunity claimant at the accident scene should be handled in accordance with the procedures specified in this policy.

411.6.1 VEHICLES
Vehicles which are owned by subjects with full immunity may not be searched, stored or impounded without the owner's permission. Such permission may be assumed if the vehicle has been stolen. These vehicles may, however, be towed the necessary distance to remove them from obstructing traffic or creating any other hazard.

411.6.2 REPORTS
A photocopy of each Traffic Accident Report involving an identified diplomat and/or immunity claimant shall be forwarded to the office of the Chief of Police within 48 hours, regardless of whether the claim is verified. The words "Immunity Claim" shall be marked on the photocopy, together with a notation of the claimant's title, country and type of identification presented, if applicable. In addition to the report, a follow up cover memorandum should be submitted if the violation was flagrant, if the claimant was uncooperative, or if there were any other unusual aspects of the enforcement contact that should be reported to DOS for further action. The Watch Commander/Field Supervisor apprised of the incident/collision shall also send a copy of all documents and reports submitted by the investigating officer, along with any supervisor's notes, materials and/or logs, to the Chief of Police's office within 48 hours of the incident. The Chief of Police's office will check to ensure the notification of DOS and all necessary follow up occurs.

411.7 FOREIGN NATIONALS WHO DO NOT CLAIM IMMUNITY
These policies and procedures apply to foreign nationals who do not claim diplomatic or consular immunity.

Officers shall arrest foreign nationals only under the following circumstances:

1) There is a valid warrant issued for the person's arrest.
2) There is probable cause to believe that the foreign national has violated a federal criminal law, a state law or a local ordinance.
3) Officers shall not arrest foreign nationals solely for alleged undocumented entry into the U.S. unless the undocumented entry is committed in the officer's presence.

After a lawful detention or criminal arrest, officers may detain foreign nationals solely for alleged undocumented presence in the U.S. if the U.S. Immigration and Customs Enforcement (ICE) is contacted and can respond to take custody within a reasonable time. Officers shall not arrest foreign nationals for undocumented presence. Federal courts have consistently held that undocumented presence is not a crime but a federal civil violation only enforceable by federal officers.
• Officers shall not stop or detain persons solely for determining immigration status.
• International treaty obligations provide for notification of foreign governments when foreign nationals are arrested or otherwise detained in the U.S.
• Whenever an officer arrests and incarcerates a foreign national or detains a foreign national for investigation for over two hours, the officer shall promptly advise the individual that they are entitled to have their government notified of the arrest or detention. If the individual wants their government notified, the officer shall begin the notification process.

411.7.1 ARREST PROCEDURE
Whenever an officer physically arrests or detains an individual for criminal investigation and the officer reasonably believes the person to be a foreign national, the officer shall inquire to determine the person's citizenship.

If the individual indicates that they are other than a U.S. citizen, the officer shall advise the individual that they have a right to have the nearest appropriate embassy or consulate notified of the arrest/detention (Vienna Convention on Consular Relations, Art. 36, (1969)).

If the individual requests such notification, the officer shall contact the Patrol Support Officer as soon as practicable and request the appropriate embassy/consulate be notified. Officers shall provide the Patrol Support Officer with the following information concerning the individual:

• Country of citizenship
• Full name of the individual, including paternal and maternal surname, if used
• Date of birth or age
• Current residence
• Time, date, place, location of incarceration/detention and the 24 hour telephone number of the place of detention, if the place of detention is different from the Department itself.

If the individual claims citizenship of one of the countries for which notification of the consulate/embassy is mandatory, officers shall provide the Patrol Support Officer with the information above as soon as practicable, regardless of whether the individual desires that the embassy/consulate be notified. This procedure is critical because of treaty obligations with the particular countries.

The list of countries and jurisdictions that require notification can be found on the DOS website.

411.7.2 DOCUMENTATION
Officers shall document on the face page of the custody form and in the narrative of the appropriate arrest or investigation report the date and time the Communications Center was notified of the foreign national's arrest/detention and their claimed nationality.
411.8 REVISIONS
Enacted: July 27, 2016
414.1 PURPOSE AND SCOPE
This policy provides guidelines to members of the Thornton Police Department for investigating and enforcing immigration laws.

414.2 POLICY
It is the policy of the Thornton Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

414.3 VICTIMS AND WITNESSES
To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, ethnicity, or national origin in any way that would violate the United States or Colorado constitutions.

414.4 DETENTIONS
An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual’s status are unresolved.
If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

414.4.1 CIVIL VS. CRIMINAL FEDERAL OFFENSES
An individual who enters into the United States illegally has committed a misdemeanor (8 USC § 1325(a)). Generally, an alien who initially made a legal entry into the United States but has remained beyond what is a legal period of time has committed a federal civil offense.

Reasonable suspicion that a criminal immigration violation has occurred shall not be based on race, color, national origin or any other generalization that would cast suspicion on or stigmatize any person, except to the extent permitted by the United States or Colorado Constitutions. Instead, the totality of circumstances shall be used to determine reasonable suspicion, and shall include factors weighing for and against reasonable suspicion.

Factors that may be considered in determining reasonable suspicion that a criminal immigration violation has occurred may include, but are not limited to:

1) An admission that the person entered the United States illegally.
2) Reason to suspect that the person possesses immigration documentation that is forged, altered or otherwise indicative that the person is not legally present in the United States.
3) While a lack of English proficiency may be considered, it should not be the sole factor in establishing reasonable suspicion. When practicable, reasonable effort should be made to accommodate persons with Limited English Proficiency, as outlined in the LEP Policy.
4) Other factors based upon training and experience.

414.4.2 IMMIGRATION CHECKS
Immigration status may be determined through any of the following sources:

1) A law enforcement officer who is authorized by the federal government under 8 USC § 1357 to verify or ascertain an alien's immigration status (sometimes referred to as a 287(g) certified officer).
2) Immigration and Customs Enforcement (ICE).
3) U.S. Customs and Border Protection (CBP).

An officer shall verify from a 287(g) certified officer, ICE or CBP whether a person’s presence in the United States relates to a federal civil violation or a criminal violation.
If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request ICE or CBP to respond to the location to take custody of the detained person.

In addition, the officer should notify a supervisor as soon as practicable. No individual who is otherwise ready to be released should continue to be detained only because questions about the individual’s status are unresolved.

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities or the potential to obstruct a separate investigation outweigh the need for the detention.

414.4.3 SUPERVISOR RESPONSIBILITIES
When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.
(b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority policy).

414.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT
Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

414.6 FEDERAL REQUESTS FOR ASSISTANCE
Requests by federal immigration officials for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts.

414.7 INFORMATION SHARING
No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

1) Sending information to, or requesting or receiving such information from federal immigration officials
2) Maintaining such information in department records
3) Exchanging such information with any other federal, state, or local government entity
414.7.1 IMMIGRATION DETAINERS
No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

414.8 U VISA AND T VISA NONIMMIGRANT STATUS
Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Detective Division supervisor assigned to oversee the handling of any related case.

The Detective Division supervisor should:

1) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
2) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
3) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
   a) The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
4) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

414.9 TRAINING
The Professional Standards Unit Commander should ensure that officers receive training.

Training should include:

1) Identifying civil versus criminal immigration violations.
2) Factors that may be considered in determining whether a criminal immigration offense has been committed.

414.10 REVISIONS
Enacted: July 27, 2016
415.1 PURPOSE AND SCOPE
The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

415.1.1 DEFINITIONS
Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

415.2 POLICY
It is the policy of the Thornton Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

415.3 ARRIVAL AT SCENE
Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

1) Protect persons and property.
2) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
3) Preserve ground scars and marks made by the aircraft.
4) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
5) Maintain a record of persons who enter the accident site.
6) Consider implementation of an Incident Command System (ICS).

415.4 INJURIES AND CASUALTIES
Members should address emergency medical issues and provide care as a first priority.
Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

415.5 NOTIFICATIONS
When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported.

The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

1) Fire department
2) Appropriate airport tower
3) Emergency medical services (EMS)

415.6 CONTROLLING ACCESS AND SCENE AUTHORITY
Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

1) FAA.
2) Fire department, EMS or other assisting law enforcement agencies.
3) Coroner.
4) Air Carrier/Operators investigative teams with NTSB approval.
5) Appropriate branch of the military, when applicable.
6) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.
415.7 DANGEROUS MATERIALS
Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

1) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
2) Pressure vessels, compressed gas bottles, accumulators and tires.
3) Fluids, batteries, flares and igniters.
4) Evacuation chutes, ballistic parachute systems and composite materials.

415.8 DOCUMENTATION
All aircraft accidents occurring within the City of Thornton shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of TPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

415.8.1 WRECKAGE
When reasonably safe, members should:

1) Obtain the aircraft registration number (N number) and note the type of aircraft.
2) Attempt to ascertain the number of casualties.
3) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
   a) Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
4) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
5) Acquire copies of any recordings from security cameras that may have captured the incident.

415.8.2 WITNESSES
Members tasked with contacting witnesses should obtain:

1) The location of the witness at the time of their observation relative to the accident site.
2) A detailed description of what was observed or heard.
3) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
4) The names of all persons reporting the accident, even if not yet interviewed.
5) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

**415.9 MEDIA RELATIONS**
The Public Information Officer ([PIO]) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

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.

**415.10 REVISIONS**
Enacted: July 27, 2016

Revised: April 17, 2018
416.1 PURPOSE AND SCOPE
The Field Training Officer (FTO) 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 Thornton Police Department.

It is the policy of this department to assign all new police officers to a structured FTO Program that is designed to prepare the new officer to perform in a patrol assignment and to acquire the skills needed to operate in a safe, productive and professional manner.

416.2 FIELD TRAINING OFFICER
The FTO is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

416.2.1 SELECTION PROCESS (33.4.3 b)
FTOs will be selected based on the following requirements, unless modified by the Patrol Division Deputy Chief:

1) Desire to be an FTO.
2) Minimum of three years of patrol experience, two of which shall be with this department
3) Demonstrated ability as a positive role model.
4) Participate and pass an internal oral interview selection process.
5) Evaluation by supervisors and current FTOs.
6) Must be willing to serve as an FTO up to three years.

416.2.2 TRAINING (33.4.3 e)
An officer selected as an FTO shall successfully complete an FTO course approved by the Department prior to being assigned as an FTO.
416.3 FIELD TRAINING OFFICER PROGRAM SERGEANT
(33.4.3 d)
The FTO Program Sergeant will be selected from the rank of sergeant or above by the Patrol Division Deputy Chief or the authorized designee.

The responsibilities of the FTO Program Sergeant includes the following:
1) Assign trainees to FTOs.
2) Conduct FTO meetings.
3) Maintain and ensure FTO/trainee performance evaluations are completed.
4) Maintain, update and issue the Field Training Manual to each trainee.
5) Monitor individual FTO performance.
6) Monitor the overall FTO Program.
7) Maintain liaison with FTO coordinators of other agencies.
8) Maintain liaison with academy staff on recruit performance during the academy.
9) Develop ongoing training for FTOs.

416.4 RECRUIT DEFINED
Recruit - Any entry level or lateral police officer newly appointed to the Thornton Police Department, who has successfully completed a Police Officer Standards and Training (POST) approved basic academy or possesses a Colorado POST Basic Certificate within six months of commencing employment as a peace officer. A recruit may also be starting a Colorado POST Basic Academy, but has not entered the Field Training Program.

416.5 REQUIRED TRAINING (33.4.3 a and f)
Entry level officers shall be required to successfully complete the Field Training Program. The full Field Training Program is typically 560 of hours without extensions, and will never be less than 160 hours.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience.

The required training will take place on at least two different shifts and with at least two different FTOs if reasonably possible.

416.5.1 FIELD TRAINING MANUAL
Each new officer will be issued a Field Training Manual at the beginning of their Primary Training Phase. This manual is an outline of the subject matter and skills necessary to properly function as an officer with the Thornton Police Department. The officer shall become knowledgeable of the subject matter as outlined. The officer shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover the policies, procedures, rules and regulations of the Thornton Police Department.
416.5.2 THORNTON POLICE DEPARTMENT IN-HOUSE ACADEMY
(33.4.2 a-c)
The Department requires every recruit officer to successfully complete all required recruit training prior to being sworn as a Police Officer. The curriculum taught is based on tasks that are most frequently completed by sworn officers in the Patrol Division.

Training Unit officers and class instructors will use various evaluation techniques designed to measure a recruit’s competency in the required knowledge, skills, and abilities throughout the in-house academy. The evaluations will come in the form of written tests, practical skill requirements, or basic proficiency shown through scenarios.

Recruits will be issued a basic orientation handbook on the first day of the in-house academy.

416.6 EVALUATIONS (33.4.3 g and h)
Evaluations are an important component of the training process and shall be completed as outlined below.

416.6.1 FIELD TRAINING OFFICER
1) FTOs shall complete and submit a written evaluation on the performance of their assigned trainee to the FTO Sergeant on a daily basis.
2) FTOs shall review the Daily Observation Report (DOR) with the trainee each day.
3) A detailed end of phase performance evaluation on the assigned trainee shall be completed by the FTO at the end of each phase of training.
4) FTOs shall be responsible for signing off on all completed topics contained in the Field Training Manual, noting the method of learning and evaluating the performance of the assigned trainee.
5) FTOs should liaison with the Training Unit as needed if it is in the best interest of the Recruit.

416.6.2 IMMEDIATE SUPERVISOR
The FTO’s immediate FTO supervisor shall review the Daily Observation Report and forward them to the Field Training Administrator.

416.6.3 FIELD TRAINING COMMANDER
The Field Training Commander shall review the Daily Observation Report submitted through the FTO’s immediate FTO supervisor.

The Field Training Commander shall hold periodic meetings with all FTOs to ensure understanding and compliance with the requirements of the Field Training Program. At least annually, the Field Training Commander shall hold a process review meeting with all FTOs to discuss changes needed in the FTO Program. A summary of this meeting, with any recommendations or changes made, shall be documented and forwarded to the Patrol Division Deputy Chief for review and approval.
416.7 DOCUMENTATION
All documentation of the Field Training Program shall be retained in the officer’s training files and will consist of the following:

2) End of phase evaluations.

416.8 NOTIFICATION
The Patrol Division Deputy Chief shall provide regular updates to the Chief of Police of all trainee progress within the FTO program.

416.9 REVISIONS
Enacted: July 27, 2016
Revised: December 11, 2019
Revised February 12, 2020
417.1 PURPOSE AND SCOPE
The use of air support can be invaluable in certain situations. This policy specifies potential situations where the use of air support may be requested and the responsibilities for making a request.

417.2 REQUEST FOR AIR SUPPORT ASSISTANCE
If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support assistance may be made.

417.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY
After consideration and approval of the request for air support, the Field Supervisor or the authorized designee will call the closest agency having air support available. The Communications Center will apprise that agency of the specific details of the incident prompting the request.

417.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED
Law enforcement air support may be requested under any of the following conditions:

1) When the aircraft is activated under existing mutual aid agreements.
2) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the aircraft may reduce such hazard.
3) When the use of aircraft will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community.
4) When an aircraft is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.
5) Vehicle pursuits that are violent felonies.
6) Pre-planned events or actions that require air support.
7) When the Field Supervisor or equivalent authority determines a reasonable need exists.

While it is recognized that the availability of air support will generally provide valuable assistance to ground personnel, the presence of air support will rarely replace the need for officers on the ground.
417.3 REVISIONS
Enacted: July 27, 2016
418.1 PURPOSE AND SCOPE
This policy establishes guidelines for conducting field interviews (FI) and pat down searches, and for the taking and retention of photographs of persons detained in the field but not arrested. Due to a variety of situations confronting the officer, the decision to FI or photograph a field detainee shall be left to the discretion of the involved officer based on the totality of the circumstances available at the time of the detention.

418.2 POLICY
The Thornton Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

418.3 DEFINITIONS
Definitions related to this policy include:

**Detention** - Occurs when an officer intentionally, through words, actions or physical force causes an individual to reasonably believe they are being required to restrict their movement. Detentions also occur when an officer actually restrains a person's freedom of movement.

**Consensual encounter** - Occurs 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 their contact with the officer is voluntary.

**Consensual search** - A search performed by an officer following the voluntary consent of the person being searched or the person having control of the place or item being searched.

**Field Interview (FI)** - The brief detention of an individual based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.
Field photographs - Posed photographs taken of a person during a contact, detention or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Video Recorder (MVR) system when persons are not posed for them purpose of photography are not considered field photographs.

Pat down search (also known as a frisk) - This type of search is used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee or others.

Reasonable suspicion - Occurs 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.

418.4 FIELD INTERVIEWS (1.2.3)
Officers may stop individuals for the purpose of conducting an FI where reasonable suspicion is present. In justifying the stop, the officer should be able to point to specific facts which, when taken together with rational inferences, reasonably warrant the stop. Such facts may include, but are not limited to:

1) The appearance or demeanor of an individual that suggests the suspect is part of a criminal enterprise or is engaged in a criminal act.
2) The actions of the suspect that suggest the suspect is engaged in a criminal activity.
3) Whether the hour of day or night is inappropriate for the suspect's presence in the area.
4) The suspect's presence in the particular area is suspicious.
5) The suspect is carrying a suspicious object.
6) The suspect's clothing bulges in a manner that suggests the suspect is carrying a weapon.
7) The suspect is located in proximate time and place to an alleged crime.
8) The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity.

418.4.1 INITIATING A FIELD INTERVIEW
Based on observation of suspicious circumstances or upon information from an investigation, an officer may initiate the stop of a person when there is reasonable articulable suspicion to do so.

A person, however, should not be detained longer than is reasonably necessary to resolve the officer's suspicions.

Nothing in this policy is intended to discourage consensual contacts. Frequent and random casual contacts with consenting individuals is encouraged by the Thornton Police Department to strengthen community involvement, community awareness and identification of community problems in providing for a safe community.
418.4.2 WITNESS IDENTIFICATION AND INTERVIEWS
Because potential witnesses to an incident may be difficult to find later or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with a Field Supervisor and/or detective to utilize available personnel for the following:

1) Identifying all persons present at the scene and in the immediate area.
   a) When feasible, a statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
   b) Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest.
2) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where detectives may obtain a statement. Such witnesses, if willing, may be transported by Department personnel.
   a) A written or verbal statement of consent should be obtained prior to transporting a witness in a Department vehicle. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

418.4.3 DURATION OF DETENTION
A subject may be detained to conduct an FI only for the period reasonably necessary to determine the individual's identity and resolve the officer's suspicions. The interview should not extend beyond the immediate vicinity of the place of detention unless the detainee is arrested.

418.5 CONSENSUAL SEARCHES
An officer may conduct a consensual search of a person who is not under arrest and any effects of the person or a vehicle as follows (CRS § 16-3-310):

1) The person has apparent or actual authority to provide permission to search the vehicle or effects, if any.
2) The person is informed that they are being asked to voluntarily consent to a search.
3) The person is informed that they have the right to refuse the request to search.
4) The person voluntarily provides consent.

When asking for consent, officers should explain the scope of the search. Officers should stop a consent search if the person withdraws consent.

Officers should, whenever practicable, obtain written consent. If written consent is not possible, the officer should record any verbal consent.

418.6 PAT-DOWN SEARCHES
Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of
this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence.

Circumstances that may establish justification for performing a pat-down search include but are not limited to (see also CRS § 16-3-103(2)):

1) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
2) Where more than one suspect must be handled by a single officer.
3) The hour of the day and the location or area where the stop takes place.
4) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
5) The actions and demeanor of the suspect.
6) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

418.7 FIELD PHOTOGRAPHS
All available databases should be searched before photographing any field detainee.

418.7.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT
Field photographs may be taken when the subject of the photograph knowingly and voluntarily gives consent.

418.7.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT
Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

418.8 SUPERVISOR RESPONSIBILITIES
While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken. Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.
418.9 DISPOSITION OF PHOTOGRAPHS
All detainee photographs must be adequately labeled and submitted to the Field Supervisor with either an associated FI card or intelligence report explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted with the FI card.

If a photograph is not associated with an investigation where a case number has been issued, the Field Supervisor should review and forward the photograph to the Detective Division as information.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs will be kept in compliance with the organization's records retention schedule.

When a photograph of a child is taken in association with a particular case, before filing a complaint regarding the offense, the photograph may only be used in the investigation of the original offense and may only be released to the court.

418.10 PHOTO REVIEW POLICY
Any person who has been the subject of a field photograph or an FI by this department during any contact other than an arrest may file a written request requesting a review of the status of the photograph or FI. The request shall be directed to the Chief of Police, who will ensure that the status of the photograph or FI is properly reviewed according to this policy as described below.

Upon a request, the Records Manager shall send a request form to the requesting party along with a copy of this policy.

418.10.1 REVIEW PROCESS
Upon receipt of such a written request, the Chief of Police or the authorized designee will permit the individual to appear in person. Any minor must be accompanied by a parent or legal guardian for a review of the status of the photograph/Fl.

Such a meeting will generally be scheduled during regular business hours within 30 days of the receipt of the written request. An extension of the 30-day limit may be made either upon the mutual convenience of the parties or if, at the discretion of the Chief of Police, there appears to be an ongoing legitimate law enforcement interest which warrants a delay. If the delay could jeopardize an ongoing investigation, nothing in this policy shall require the Chief of Police to disclose the reason for the delay.

A meeting for the review of the status of any non-arrest photograph/FI is not intended to be a formal hearing, but simply an informal opportunity for the individual to meet with the Chief of Police or the authorized designee to discuss the matter.
After carefully considering the information available, the Chief of Police or the authorized designee will determine, generally within 30 days of the original meeting, whether the photograph/FI was obtained in accordance with existing law and Thornton Police Department policy and, even if properly obtained, whether there is any ongoing legitimate law enforcement interest in retaining the photograph/FI.

If the Chief of Police or the authorized designee determines that the photograph/FI was obtained in accordance with existing law and Department policy and that there is an ongoing legitimate law enforcement interest in retaining the non-arrest photograph, the photograph/FI shall be retained according to this policy and applicable law.

If the Chief of Police or the authorized designee determines that the original legitimate law enforcement interest in retaining a non-arrest photograph/FI card no longer exists or that it was obtained in violation of existing law or Thornton Police Department policy, the original photograph/FI card shall be purged and disposed in compliance with the organization’s records retention schedule. All other associated reports or documents, however, will be retained according to Department policy and applicable law.

The person photographed or who was the subject of an FI will be informed in writing within 30 days of the Chief of Police’s determination whether the photograph/FI will be retained. This does not entitle any person to any discovery or access to any law enforcement records not otherwise authorized by law.

418.10.2 COMPLIANCE
Thornton Police Department personnel are responsible to comply with existing law or department policy in the detention, contacts and photographing of detainees. Identified violations of existing law or department policy may initiate a supervisory review or separate internal investigation that may result in additional training, discipline or other appropriate action for the involved member.

418.11 REVISIONS
Enacted: July 27, 2016
Revised: February 20, 2020
419.1 PURPOSE AND SCOPE
The Mobile Computer Terminal (MCT) accesses confidential records from the Colorado Bureau of Investigation and Department of Revenue databases. Employees using the MCT shall comply with all appropriate federal and state rules and regulations.

419.2 MCT USE
The MCT shall be used for official police communications only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the Department are strictly forbidden. MCT 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 MCT, unless otherwise authorized by the Watch Commander.

419.2.1 USE WHILE DRIVING
Use of the MCT by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs. At no time when the vehicle is in motion should the display be viewed by the driver for visual entertainment, including Internet browsing or the use of social media or e-mail (CRS § 42-4-201).

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion. If the vehicle operator does not believe they can safely read updates while the vehicle is in motion they should request verbal updates from the Communications Center.

419.2.2 DOCUMENTATION OF ACTIVITY
MCT and voice transmissions are used to record the officer's daily activity. To ensure the most accurate recording of these activities, the following are required:
1) All contacts or activity shall be documented at the time of the contact.

2) Whenever the activity or contact is initiated by voice, it shall be entered into the Computer Aided Dispatch (CAD) system by a Communication Center Specialist.

3) Whenever the activity or contact is not initiated by voice, the officer should record it on the MCT.

419.2.3 STATUS CHANGES
All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted verbally over the police radio or through the MCT system.

Officers responding to in progress calls shall advise changes in status verbally over the radio to assist other officers responding to the same incident.

Other changes in status may be entered through the MCT.

419.2.4 EMERGENCY ACTIVATION ON MCT
If the emergency button is depressed on the MCT, the Communication Center Specialist will call the officer and ask whether the officer needs assistance. If the officer answers that no additional assistance is required, all officers will resume normal activity. If there is no response or the officer answers in some other way, the Communications Center Specialists shall proceed as follows:

1) If the unit is not on a call, the Communication Center Specialist will send officers to assist in locating the unit transmitting the emergency. Whenever a location is known, the Communication Center Specialist will immediately dispatch the nearest unit as an emergency call response.

2) The Communication Center Specialist will notify the Field Supervisor and Watch Commander of the incident without delay.

Officers not responding to the emergency call shall refrain from transmitting on the radio until a no further assistance broadcast is made, unless they are also handling an emergency.

419.3 MCT CONSIDERATIONS

419.3.1 NON-FUNCTIONING MCT
Whenever reasonably possible, officers will not use units with malfunctioning MCTs. Whenever officers must drive a unit in which the MCT is not working, they shall notify the Communications Center. It shall be responsibility of the Communications Center to record all information that will then be transmitted verbally over the police radio.

419.3.2 BOMB CALLS
When investigating reports of possible bomb threats, officers should not operate an MCT within 300 feet of a suspected device. Operating the MCT may cause some devices to detonate.
419.4 REVISIONS

Enacted: July 27, 2016
420.1 PURPOSE AND SCOPE
This policy provides guidelines for the use of portable audio/video recording devices by members of this Department while in the performance of their duties. Portable audio/video recording devices include all recording systems, whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Thornton Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

420.2 POLICY
The Thornton Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

420.3 MEMBER PRIVACY EXPECTATION
All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

420.4 COORDINATOR
The Chief of Police or the authorized designee should designate a coordinator responsible for:

1) Establishing procedures for the security, storage and maintenance of data and recordings.
2) Establishing procedures for accessing data and recordings.
3) Establishing procedures for logging or auditing access.
4) Establishing procedures for transferring, downloading, tagging or marking events.
420.5 MEMBER RESPONSIBILITIES
Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

420.6 PROHIBITED USE OF PORTABLE RECORDER
Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

420.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS
To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

1) The recording contains evidence relevant to potential criminal, civil or administrative matters.
2) A complainant, victim or witness has requested non-disclosure.
3) A complainant, victim or witness has not requested non-disclosure, but the disclosure of the recording may endanger the person.
4) Disclosure may be an unreasonable violation of someone’s privacy.
5) Medical or mental health information is contained.
6) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.
420.8 REVIEW OFRecorded MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer Involved Incidents Involving Shootings, Serious Bodily Injury and Deaths policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member’s performance.

Recorded files may also be reviewed:

1) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
2) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
3) By media personnel with permission of the Chief of Police or the authorized designee.
4) In compliance with a public records request, if permitted, and in accordance with the Records Release and Security Policy.

All recordings should be reviewed by the Professional Standards Commander prior to public release (see the Records Release and Security Policy). Recordings that unreasonably violate a person’s privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

420.9 REVISIONS

Enacted: July 27, 2016
Revised: April 17, 2018
421.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of marijuana under Colorado’s medical marijuana laws.

421.1.1 DEFINITIONS

Definitions related to this policy include:

**Allowed amount of marijuana** - No more marijuana than is medically necessary to address a debilitating or disabling medical condition. Though the amount may be greater, anything at or below the following amount qualifies as an allowed amount (Colo. Const. art. XVIII, § 14; CRS § 25-1.5-106):

1) No more than two ounces of a usable form of marijuana
2) No more than six marijuana plants, with three or fewer being mature, flowering plants that are producing a usable form of marijuana

**Medical use** - The acquisition, possession, production, use or transportation of marijuana or paraphernalia related to the administration of such marijuana to address the symptoms or effects of a patient’s debilitating or disabling medical condition, which may be authorized only after a diagnosis of the patient’s debilitating or disabling medical condition by a physician (Colo. Const. art. XVIII, § 14; CRS § 25-1.5-106).

**Patient** - A person who has a debilitating or disabling medical condition (Colo. Const. art. XVIII, § 14; CRS § 25-1.5-106).

**Primary caregiver** - A person, other than the patient and the patient’s physician, who is 18 years of age or older and has significant responsibility for managing the well-being of a patient who has a debilitating or disabling medical condition (Colo. Const. art. XVIII, § 14). A primary caregiver may have one or more relationships with a patient, including as (CRS § 25-1.5-106):

1) A parent of a child and anyone who assists that parent with caregiver responsibilities, including cultivation and transportation.
2) An advising caregiver who advises a patient on which medical marijuana products to use and how to dose them, and does not possess, provide, cultivate or transport marijuana on behalf of the patient.

3) A transporting caregiver who purchases and transports marijuana to a patient who is homebound.

4) A cultivating caregiver who grows marijuana for a patient.

**Registry Identification Card (RIC)** - That document, issued by the Colorado Department of Public Health and Environment, that identifies a patient authorized to engage in the medical use of marijuana and such patient’s primary caregiver, if one has been designated (Colo. Const. art. XVIII, § 14).

**Usable form of marijuana** - The seeds, leaves, buds and flowers of the plant (genus) cannabis, and any mixture or preparation thereof, which are appropriate for medical use. It does not include the plant’s stalks, stems and roots.

**421.2 POLICY**

Colorado medical marijuana laws are intended to provide protection from prosecution to those who acquire, possess, manufacture, produce, use, sell, distribute, dispense or transport marijuana for debilitating or disabling medical conditions. However, Colorado medical marijuana laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of marijuana. The Thornton Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Colorado law and the resources of the Department.

**421.3 INVESTIGATION**

Investigations involving the acquisition, possession, manufacture, production, use, sale, distribution, dispensing or transportation of marijuana generally fall into one of the following categories:

1) Investigations when no person makes a medicinal claim

2) Investigations when a medical-use claim is made by an adult who has not been issued a RIC

3) Investigations when a medical-use claim is made by an adult who has been issued a RIC

4) Investigations when a medical-use claim is made by a juvenile

**421.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM**

In any investigation involving the possession, delivery, production or use of marijuana or drug paraphernalia where no person claims that the marijuana is being used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use of marijuana under the Colorado Constitution (Colo. Const. art. XVIII, § 16). A medicinal defense may be raised at any
time, so officers should document any statements and observations that may be relevant as to whether the marijuana was possessed or produced for medicinal purposes.

421.3.2 INVESTIGATIONS INVOLVING A MEDICAL-USE CLAIM BY AN ADULT WHO HAS NOT BEEN ISSUED A RIC
An adult making a medical-use claim, either as a patient or primary caregiver, should not be arrested for a marijuana-related offense when:

1) The patient (Colo. Const. art. XVIII, § 14(2); CRS § 25-1.5-106):
   a) Was previously diagnosed by a physician as having a debilitating or disabling medical condition.
   b) Was advised by their physician, in the context of a bona fide physician-patient relationship that the patient might benefit from the medical use of marijuana in connection with a debilitating or disabling medical condition.
   c) Was collectively in possession of an allowed amount of marijuana.

2) The amount is permitted for personal use of marijuana under the Colorado Constitution (Colo. Const. art. XVIII, § 16).

A copy of an application submitted to the Colorado Department of Public Health and Environment, including the written documentation and proof of the date of mailing or other transmission of the written documentation, shall be accorded the same legal effect as a RIC until such time as the patient receives notice that the application has been denied (Colo. Const. art. XVIII, § 14(3)(d)).

421.3.3 INVESTIGATIONS INVOLVING A MEDICAL-USE CLAIM BY AN ADULT WHO HAS BEEN ISSUED A RIC
An adult making a medical-use claim, either as a patient or primary caregiver, shall not be arrested for a marijuana-related offense when all of the following exist (Colo. Const. art. XVIII, § 14(2); CRS § 25-1.5-106):

1) The patient or primary caregiver is in lawful possession of a RIC.
2) The marijuana in question is for medical use.
3) The patient or primary caregiver is in possession of no more than two ounces of a usable form of marijuana and no more than six marijuana plants, with three or fewer being mature, flowering plants that are producing a usable form of marijuana.

A patient or primary caregiver in lawful possession of a RIC should not be arrested for any quantity of marijuana above the specified amounts of marijuana (two ounces, six plants) if the amount is no more than is medically necessary to address a debilitating or disabling medical condition.

Evidence that an extended amount is medically necessary may include a voluntary disclosure by the patient in their registration information that they intend to cultivate more than six plants for their own medical use (CRS § 25-1.5-106).
421.3.4 INVESTIGATIONS RELATED TO A MEDICAL-USE CLAIM BY A JUVENILE
A juvenile under the age of 18 shall not be arrested for a marijuana-related offense if all of the following conditions exist (Colo. Const. art. XVIII, § 14(6); CRS § 25-1.5-106):

1) The juvenile is in lawful possession of a RIC.
2) The juvenile and parental primary caregiver collectively possess no more than an allowed amount of marijuana.
3) The parental primary caregiver controls the acquisition, dosage and frequency of use of the marijuana.

421.3.5 ADDITIONAL CONSIDERATIONS
Officers should consider the following when investigating an incident involving marijuana possession, delivery, production or use:

1) Officers shall immediately notify the Colorado Department of Public Health and Environment when any person in possession of a RIC has been determined by a court of law to have willfully violated the provisions of medical marijuana laws or has pleaded guilty to such an offense (Colo. Const. art. XVIII, § 14(3); CRS § 25-1.5-106).

2) Because enforcement of medical marijuana laws can be complex, time-consuming and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:
   a) The suspect has been identified and can be easily located at another time.
   b) The case would benefit from review by a person with expertise in medical marijuana investigations.
   c) Sufficient evidence, such as photographs or samples, has been lawfully obtained.
   d) Any other relevant factors exist, such as limited available department resources and time constraints.

3) Whenever the initial investigation reveals an amount of marijuana greater than that specified by law, officers should consider:
   a) The amount of marijuana recommended by a medical professional to be ingested.
   b) The quality of the marijuana.
   c) The method of ingestion (e.g., smoking, eating, nebulizer).
   d) The timing of the possession in relation to a harvest (patient may be storing marijuana).
   e) Other factors such as the climate and whether the marijuana is being cultivated indoors or outdoors.

4) Before proceeding with enforcement related to a locally approved business that cultivates, manufactures or sells medical marijuana or medical marijuana-infused products, officers should consider conferring with appropriate legal counsel.
5) Primary caregivers must be registered to cultivate or transport marijuana and have supporting receipts when transporting the marijuana. Officers may report a primary caregiver to the state licensing authority if the primary caregiver fails to provide proper documentation showing that they have registered (CRS § 25-1.5-106).
   a) Primary caregivers have additional registration requirements if they grow 37 or more plants. Additionally, primary caregivers may not grow 100 or more plants (CRS § 25-1.5-106).

421.3.6 EXCEPTIONS
Officers may take enforcement action against a patient or primary caregiver who (Colo. Const. art. XVIII, § 14(5); CRS § 25-1.5-106):

1) Engages in the medical use of marijuana in a way that endangers the health or wellbeing of any person.
2) Unlawfully engages in the medical use of marijuana in plain view of, or in a place open to, the general public (CRS § 44-10-702).
3) Undertakes any task while under the influence of medical marijuana, when doing so would constitute negligence or professional malpractice.
4) Possesses or uses non-smokable medical marijuana without authorization on school grounds, in a school bus, or at a school-sponsored event (CRS § 22-1-119.3; CRS § 25-1.5-106).
5) Possesses or uses non-smokable medical marijuana on school grounds, in a school bus, or at a school-sponsored event (CRS § 22-1-119.3; CRS § 25-1.5-106).
6) Engages in the use of medical marijuana in a correctional facility, community corrections facility, or in a vehicle, aircraft, or motorboat.
7) Engages in the use of medical marijuana while sentenced to jail/prison.
8) Operates, navigates, or is in actual physical control of any vehicle, aircraft, or motorboat while under the influence of medical marijuana.
9) Manufactures marijuana concentrate in an unregulated environment using an inherently hazardous substance (CRS § 18-18-406.6).
10) Grows or possesses on residential property more than the number of marijuana plants as set forth in CRS § 25-1.5-106.

421.4 FEDERAL LAW ENFORCEMENT
Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

No member shall provide confidential information from the Colorado Medical Marijuana Registry without authorization in accordance with CRS § 18-18-406.3(5).
421.5 EVIDENCE

421.5.1 PROPERTY/EVIDENCE UNIT SUPERVISOR RESPONSIBILITIES
The Property/Evidence Unit Supervisor shall ensure that marijuana, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical marijuana is not harmed, neglected, injured or destroyed (Colo. Const. art. XVIII, § 14(2)(e)).

Upon the prosecutor’s decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property/Evidence Unit Supervisor should follow the Property and Evidence Policy and related procedures.

The Property/Evidence Unit Supervisor may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Detective Division Supervisor.

421.5.2 MEMBER RESPONSIBILITIES
The investigating member should advise the receiving Property/Evidence Unit member when marijuana may be the subject of a medical claim.

421.6 REVISIONS
Enacted: July 27, 2016
Revised: November 15, 2019
423.1 PURPOSE AND SCOPE
Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. The ALPR is used by the Thornton Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. The ALPR may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

423.2 ADMINISTRATION OF ALPR DATA
All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Patrol Division. The Patrol Division will assign personnel under their command to administer the day to day operation of the ALPR equipment and data.

423.3 ALPR OPERATION
Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

1) An ALPR shall only be used for official and legitimate law enforcement business.
2) An ALPR may be used in conjunction with any patrol operation or official department investigation. Reasonable suspicion or probable cause is not necessary before using an ALPR.
3) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
4) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
5) If practicable, the officer should verify an ALPR response through the Colorado Bureau of Investigation before taking enforcement action that is based solely upon an ALPR alert.
6) No ALPR operator may access the Colorado Bureau of Investigation data unless authorized to do so.

423.4 ALPR DATA COLLECTION AND RETENTION
All data and images gathered by the ALPR are for the official use of the Thornton Police Department and because such data may contain confidential information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

The Patrol Division is responsible to ensure proper collection and retention of ALPR data and for transferring ALPR data stored in department vehicles to the department server on a regular basis, not to exceed 30 days between transfers.

All ALPR data downloaded to the server should be stored for the minimum period established by department records retention guidelines and thereafter may 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. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

423.5 ACCOUNTABILITY AND SAFEGUARDS
All saved data will be closely safeguarded and protected by both procedural and technological means. The Thornton Police Department will observe the following safeguards regarding access to and use of stored data:

1) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Manager and processed in accordance with applicable law.
2) All ALPR data downloaded to the mobile work station and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
3) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department related civil or administrative action.
4) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
5) ALPR system audits should be conducted on a regular basis.

423.6 REVISIONS
Enacted: July 27, 2016
424.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Thornton Police Department recognizes that members of the homeless community are often in need of special protection and services.

The Thornton Police Department will address these needs in balance with the overall mission of this department. Therefore, officers will consider the following policy when serving the homeless community.

424.1.1 POLICY

It is the policy of the Thornton Police Department to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

424.2 HOMELESS COMMUNITY LIAISON

The Chief of Police will designate a member of this department to act as the homeless liaison officer, or their authorized designee. The responsibilities of the homeless liaison officer include:

1) Maintaining and making available to all Department employees a list of assistance programs and other resources that are available to the homeless.
2) Meeting with social services and representatives of other organizations that render assistance to the homeless.
3) Maintaining a list of the areas within and near this jurisdiction that are used as frequent homeless encampments.
4) Remaining abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include:
   a) Proper posting of notices of trespass and cleanup operations.
   b) Proper retention of property after cleanup, to include procedures for owners to reclaim their property in accordance with the Property and Evidence Policy and other established procedures.
5) Be present during any cleanup operation conducted by this department involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.

6) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

424.3 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long term solutions to problems that may relate to the homeless, such as shelter referrals, counseling and summons and release in lieu of physical arrest.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

424.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of our community. The fact that a victim or witness is homeless can, however, require special consideration for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

1) Document alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.
2) Document places the homeless person may frequent.
3) Provide homeless victims with victim/witness resources when appropriate.
4) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.
5) Consider whether the person may be a dependent adult or elder and if so, proceed in accordance with the Adult Abuse Policy.
6) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.
7) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates they do not desire prosecution.

424.4 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when
handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure their personal property. Otherwise, the arrestee's personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in cleanup operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the Department homeless liaison officer. When practicable, requests by the public for cleanup operations of a homeless encampment should be referred to the homeless liaison officer.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appear to belong to a homeless person should not remove or destroy such property and should inform the Department homeless liaison officer. It will be the responsibility of the homeless liaison officer to address the matter in a timely fashion.

424.5 MENTAL HEALTH DISORDERS AND MENTAL IMPAIRMENTS

Some homeless persons may suffer from a mental health disorder or a mental impairment. Officers shall not detain a homeless person for an emergency admission to a mental health facility unless facts and circumstances warrant such a detention.

When a mental health disorder hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

424.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can affect the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has occurred or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.
424.7 REVISIONS
Enacted: July 27, 2016
Revised: April 10, 2018
425.1 PURPOSE AND SCOPE
At times, the Thornton Police Department is called upon to assist bonding agents in seizure of a wanted person (C.R.S. 16-4-110 (1)(d)). Bonding agents often request police assistance or presence for these apprehensions. The purpose of this policy is to establish guidelines for the Thornton Police Department to follow in these situations.

Pursuant to Colorado Law, bonding agents are not permitted to enter a home without consent. If any person with a possessory interest in the home denies entry to a bonding agent, they may not enter, even if there is an active warrant. Additionally, a signed bail bond agreement does not allow entry into a home against the consent of anyone with a possessory interest in the home. Any violation of a criminal statute committed by the bonding agent would supersede any common law right that the agent may assert. See Oram v. People, 255 P.3d 1032 (Colo. 2011), Georgia v. Randolph, 547 U.S. (2006).

425.2 COMMUNICATIONS CENTER RESPONSIBILITIES
A Communications Specialist who receives a non-emergency call from a bonding agent wanting to effect the arrest of a wanted person, shall ask the reporting party if they have a stamped certified copy of an active court ordered warrant for the person for which they are looking for and pass that information on to the responding officers.

425.3 OFFICER RESPONSIBILITIES
Officers who respond to calls where a bonding agent wants to contact and arrest a party are to first view the verified copy of the warrant and then confirm, through normal procedures, that there is an active court ordered warrant for the person being sought by the bonding agent. When it has been confirmed that an active warrant exists, officers shall ask the bonding agent to remain away from the contact site. Once a police presence has been made, only officers are to approach the site and attempt to contact the wanted person. The bonding agent may remain on public property near the contact location. Once officers have made contact and arrested the wanted person, only the officers are to transport the prisoner to the Thornton Police Department for processing. Officers shall refer to the Arrest Standards Policy for further guidance.
425.4 REVISIONS
Enacted: July 27, 2016
426.1 PURPOSE AND SCOPE
This policy establishes a uniform method of accepting bail and processing bonds.

426.2 POLICY
1) When available, the desk officer bears the responsibility of processing bonds. If the desk officer is absent or predisposed, the supervisor will assign another officer to process the bond.
2) Effective August 1, 1996, all bail bonding agents will have a license with the identification of "Bail Bonding Agent" and RPB (Resident/Procedure/Bail) number on it.
3) It is the policy of the Department to arrest and process all persons arrested for domestic violence and transport them to the Adams County Detention Facility.

426.3 TYPES OF BONDS
426.3.1 THORNTON WARRANTS
1) Failed to Appear (FTA) bonds can be posted with cash, credit card or surety/bond.
2) Execution Warrants (fine only) can be posted with cash or credit card. A bond form is needed, and a filing fee is still obtained.
   a) Complete the bond form leaving the court location/date and time blank.
   b) A signature is required on the bond form from the defendant.
3) Juvenile Warrants
   a) Transport to the Community Assessment and Resource Center (The Link), if the juvenile meets receiving protocols by The Link.

426.3.2 OUTSIDE WARRANTS
1) No outside warrants will be bonded at the Thornton Police Department. All active outside warrants will be transported to ACDF to post bond, regardless of misdemeanor or felony crime.
2) Juvenile Warrants
   a) If an arrest warrant is issued for a juvenile through another jurisdiction, check with that agency and determine if that agency will meet and take custody of the juvenile (if The Link is not accessible) prior to confirming the warrant.
426.4 REVISIONS
Enacted: July 27, 2016
Revised: March 30, 2017
427.1 PURPOSE AND SCOPE
This policy establishes guidelines for processing warrants.

427.2 POLICY
It is the policy of the Thornton Police Department to comply with all legal requirements pertaining to warrants issued by any court and to abide by all Colorado Bureau of Investigation policies and procedures with respect to entry, verification, confirmation and cancellation of warrants entered into the state telecommunications system.

427.3 REVISIONS
Enacted: July 27, 2016
Revised: September 6, 2016
428.1 PURPOSE AND SCOPE
This policy establishes guidelines to be utilized when interacting with Emergency Medical Services (EMS) personnel or other medical personnel.

428.2 POLICY
428.2.1 GENERAL
1) The primary role of officers responding to a medical call with EMS personnel present is one of support in providing for the safety of the patient and others present.
2) EMS personnel work under the license of a physician and because of this, officers shall not make any comments or render any requests or opinions, as to the nature of care or medication the patient should receive. These decisions rest solely with the attending EMS personnel and/or the "Base Contact" physician at the hospital.

428.2.2 INTERACTING WITH EMS AND MEDICAL PERSONNEL
Whenever EMS personnel are called to a scene to render medical aid, officers will:

1) Assist the EMS personnel as needed.
2) Assist in securing the scene.
3) Assist in preventing the patient(s) from injuring themselves or others so that medical aid can be rendered. An officer may initiate such immediate action as the officer reasonably deems necessary.

428.2.3 SECURING PATIENTS
1) When applicable, officers must ensure the custody status of the patient is clearly communicated to the EMS personnel. The medical authority will not change but EMS personnel will understand the need of law enforcement presence throughout the treatment and transportation process.
2) The method of securing the patient should be coordinated, to the extent practicable, between the officer(s) and EMS personnel in accordance with the established medical protocols to allow for prompt continuation of medical care.

428.3 REVISIONS
Enacted: July 27, 2016
429.1 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.

429.2 POLICY
The Thornton 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.

429.3 RECORDING LAW ENFORCEMENT ACTIVITY
Members of the public who wish to record law enforcement activities are limited only in certain aspects.

1) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

2) 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:
   a) Tampering with a witness or suspect.
   b) Inciting others to violate the law.
   c) Being so close to the activity as to present a clear safety hazard to the officers.
   d) Being so close to the activity as to interfere with an officer’s effective communication with a suspect or witness.

3) The individual may not present an undue safety risk to the officers, themselves or others.
429.4 OFFICER RESPONSE
Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

429.5 SUPERVISOR RESPONSIBILITIES
A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

1) Request any additional assistance as needed to ensure a safe environment.
2) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
3) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
4) Ensure that any enforcement, seizure or other actions are consistent with constitutional and state law, and this policy.
5) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

429.6 SEIZING RECORDINGS AS EVIDENCE
Officers should not seize recording devices or media unless (42 USC § 2000aa; CRS § 16-3-311):

1) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
a) Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

2) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

3) The person consents.
   a) To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
      i) Before obtaining consent, the member shall provide the person with their identification, agency name and the reason the information is requested.
      ii) If the person voluntarily provides their device or media to the member, the search of the device or media shall be limited to the relevant recording and the device or media returned as soon as practicable.
   b) If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department device.
   c) Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.

429.7 REVISIONS
Enacted: July 27, 2016
Revised: April 17, 2018
Policy 430 – Crisis Intervention Incidents
Enacted: July 27, 2016
Revised: April 18, 2018

430.1 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.

430.1.1 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 their behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental health disorder 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.

430.2 POLICY
The Thornton 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.

430.3 SIGNS (41.2.7 a)
Members should be alert to any of the following possible signs of mental health issues or crises:

1) A known history of mental health disorder
2) Threats of or attempted suicide
3) Loss of memory
4) Incoherence, disorientation or slow response
5) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas 
6) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness 
or guilt 
7) Social withdrawal 
8) Manic or impulsive behavior, extreme agitation, lack of control 
9) Lack of fear 
10) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

430.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS (41.2.7 b)
The Chief of Police should designate an appropriate Division Deputy Chief to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide department interaction with those who may be suffering from a mental health disorder or who appear to be in a mental health crisis (CRS § 30-10-527; CRS § 31-30-109).

430.5 FIRST RESPONDERS (41.2.7 c)
Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer’s authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

1) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
2) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
3) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
4) Attempt to determine if weapons are present or available.
5) Take into account the person’s mental and emotional state and potential inability to understand commands or to appreciate the consequences of their action or inaction, as perceived by the officer.

6) Secure the scene and clear the immediate area as necessary.
7) Employ tactics to preserve the safety of all participants.
8) Determine the nature of any crime.
9) Request a supervisor, as warranted.
10) Evaluate any available information that might assist in determining cause or motivation for the person’s actions or stated intentions.
11) If circumstances reasonably permit, consider and employ alternatives to force.

430.6 DE-ESCALATION (41.2.7 c)
Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

1) Evaluate safety conditions.
2) Introduce themselves and attempt to obtain the person’s name.
3) Be patient, polite, calm, courteous and avoid overreacting.
4) Speak and move slowly and in a non-threatening manner.
5) Moderate the amount of direct eye contact.
6) Remove distractions or disruptive people from the area.
7) Demonstrate active listening skills (e.g., summarize the person’s verbal communication).
8) Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

1) Use stances or tactics that can be interpreted as aggressive.
2) Allow others to interrupt or engage the person.
3) Corner a person who is not believed to be armed, violent or suicidal.
4) Argue, speak with a raised voice or use threats to obtain compliance.

430.7 INCIDENT ORIENTATION (41.2.7 c)
When responding to an incident that may involve a mental health disorder or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available.

This includes:

1) Whether the person relies on drugs or medication, or may have failed to take their medication.
2) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.
3) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

430.8 SUPERVISOR RESPONSIBILITIES
A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

1) Attempt to secure appropriate and sufficient resources.
2) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
3) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
4) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
5) Conduct an after-action tactical and operational debriefing.
6) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

430.9 INCIDENT REPORTING
Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

430.9.1 DIVERSION
Individuals who are not being arrested should be processed in accordance with the Civil Commitments Policy.

430.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS
Civilian members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request and animal control issues.

1) Members should treat all individuals equally and with dignity and respect.
2) If a member believes that they are interacting with a person in crisis, they should proceed patiently and in a calm manner.
3) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person’s behavior makes the member feel unsafe, if the person is or becomes disruptive or violent or if the person acts in such a manner as to cause the member to believe that the person may be harmful to themselves or others, an officer should be promptly summoned to provide assistance.

**430.11 EVALUATION**
The Division Deputy Chief designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

**430.12 TRAINING (41.2.7 d and e)**
In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

**430.13 REVISIONS**
Enacted: July 27, 2016

Revised: April 18, 2018
431.1 PURPOSE AND SCOPE
This policy provides guidance for responding to public assemblies or demonstrations.

431.2 POLICY
The Thornton 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.

431.3 GENERAL CONSIDERATIONS
Individuals or groups present on public property, 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 material.

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, loitering and disrupting lawful assembly. 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:

1) Lawful, constitutionally protected actions and speech.
2) Civil disobedience (typically involving minor criminal acts).
3) 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:

1) Engage in assembly or demonstration related discussion with participants.
2) Harass, confront or intimidate participants.
3) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their command to ensure that members’ interaction with participants and their response to crowd dynamics is appropriate.

431.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

431.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Communications Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.
431.5 PLANNED EVENT PREPARATION
For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

431.5.1 INFORMATION GATHERING AND ASSESSMENT
In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

1) Information obtained from outreach to group organizers or leaders.
2) Information about past and potential unlawful conduct associated with the event or similar events.
3) The potential time, duration, scope and type of planned activities.
4) Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

431.5.2 OPERATIONAL PLANS
An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

1) Command assignments, chain of command structure, roles and responsibilities.
2) Staffing and resource allocation.
3) Management of criminal investigations.
4) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).
5) Deployment of specialized resources.
6) Event communications and interoperability in a multijurisdictional event.
7) Liaison with demonstration leaders and external agencies.
8) Liaison with City government and legal staff.
9) Media relations.
10) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.
11) Traffic management plans.
12) First aid and emergency medical service provider availability.
13) Prisoner transport and detention.
14) Review of policies regarding public assemblies and use of force in crowd control.
15) Parameters for declaring an unlawful assembly.
16) Arrest protocol, including management of mass arrests.
17) Protocol for recording information flow and decisions.
18) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.
19) Protocol for handling complaints during the event.

431.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

431.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS
If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, they or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

431.7 USE OF FORCE
Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).
Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and Conducted Energy Devices should be considered only when the participants’ conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsicum (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

**431.8 ARRESTS**

The Thornton Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

1) Reasonable measures to address the safety of officers and arrestees.
2) Dedicated arrest, booking and report writing teams.
3) Timely access to medical care.
4) Timely access to legal resources.
5) Timely processing of arrestees.
6) Full accountability for arrestees and evidence.
7) Coordination and cooperation with the prosecuting authority, jail and courts (see the Summons Releases Policy).

**431.9 MEDIA RELATIONS**

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).
431.10 DEMOBILIZATION
When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

431.11 POST EVENT
The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

1) Operational plan
2) Any incident logs
3) Any assignment logs
4) Vehicle, fuel, equipment and supply records
5) Incident, arrest, use of force, injury and property damage reports
6) Photographs, audio/video recordings, the Communications Center records/tapes
7) Media accounts (print and broadcast media)

431.11.1 AFTER-ACTION REPORTING
The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

1) Date, time and description of the event
2) Actions taken and outcomes (e.g., injuries, property damage, arrests)
3) Problems identified
4) Significant events
5) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

431.12 TRAINING
Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

431.13 REVISIONS
Enacted: July 27, 2016
Revised: April 18, 2018
432.1 PURPOSE AND SCOPE
This policy provides members of the Thornton Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g. civil matters) with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Colorado law.

432.2 POLICY
The Thornton Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace.

When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

432.3 GENERAL CONSIDERATIONS
When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall remain impartial at all times.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

1) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
2) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

3) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

4) Members are reminded that they shall not enter a residence or other non-public location without legal authority or valid consent.

5) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

432.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

1) The person’s knowledge of the court order or whether proof of service exists.
2) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

The investigating officer should attach a copy of the court order to the report when available. The Records Unit shall forward the report to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

432.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance,
that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

432.5 VEHICLES AND PERSONAL PROPERTY
Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g. vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

432.6 REAL PROPERTY
Disputes over possession or occupancy of real property (e.g., land, homes, and apartments) should generally be handled by a person seeking a court order.

432.7 REVISIONS
Enacted: July 27, 2016
433.1 PURPOSE AND SCOPE
This policy recognizes that members often encounter persons who appear to be in need of medical aid and establishes a law enforcement response to such situations.

433.2 POLICY
It is the policy of the Thornton Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

433.3 FIRST RESPONDING MEMBER RESPONSIBILITIES
Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Communications Center and request response by emergency medical services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy.

Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Communications Center with information for relay to EMS personnel in order to enable an appropriate response, including:

1) The location where EMS is needed.
2) The nature of the incident.
3) Any known scene hazards.
4) Information on the person in need of EMS, such as:
   a) Signs and symptoms as observed by the member.
   b) Changes in apparent condition.
c) Number of patients, sex and age, if known.
d) Whether the person is conscious, breathing and alert, or is believed to have consumed drugs or alcohol.
e) Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel regarding whether to transport the person for treatment.

433.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

433.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where a mental health disorder may be a factor, the officer should consider proceeding with a 72-hour treatment and evaluation in accordance with the Civil Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, they should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.
If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

433.5.1 SICK OR INJURED ARRESTEE
If an arrestee appears ill or injured, or claims illness or injury, they should be medically cleared prior to transport to the detention facility. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

433.6 MEDICAL ATTENTION RELATED TO USE OF FORCE
Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force; Handcuffing and Restraints; Control Devices and Techniques; and Conducted Energy Device policies.

433.7 AIR AMBULANCE
Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The Patrol Division Deputy Chief should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider’s minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
• Consideration of the air ambulance provider’s minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
• Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
• Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance.

Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:
• Never approach the aircraft until signaled by the flight crew.
• Always approach the aircraft from the front.
• Avoid the aircraft’s tail rotor area.
• Wear eye protection during landing and take-off.
• Do not carry or hold items, such as IV bags, above the head.
• Ensure that no one smokes near the aircraft.

433.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE
A member should use an AED only after the member has received the required training (CRS § 13-21-108.1).

433.8.1 AED USER RESPONSIBILITY
Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Professional Standards Unit Commander who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED shall contact the Communications Center as soon as possible and request response by EMS (CRS § 13-21-108.1).

433.8.2 AED REPORTING
Any member using an AED will complete an incident report detailing its use.

433.8.3 AED TRAINING AND MAINTENANCE
The Professional Standards Unit Commander should ensure appropriate training that includes training in CPR and AED use is provided to members authorized to use an AED (CRS § 13-21-108.1).
The Professional Standards Unit Commander is responsible for ensuring AED devices are appropriately maintained and tested consistent with the manufacturer’s operational guidelines, and will retain records of all maintenance and testing in accordance with the established records retention schedule (CRS § 13-21-108.1).

433.9 ADMINISTRATION OF OPIATE ANTAGONIST
Only members authorized by the Department may possess or administer an opiate antagonist such as naloxone hydrochloride or any similarly acting drug for the treatment of a drug overdose. The medication shall be administered in accordance with written protocol specified by the medical professional who prescribed the overdose medication for use by the member (CRS § 12-30-110; CRS § 12-255-128).

433.9.1 OPIATE ANTAGONIST USER RESPONSIBILITIES
Members who are qualified to administer an opiate antagonist should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and disposed.

Any member who administers an opiate antagonist should contact the Communications Center as soon as possible and request response by EMS (CRS § 12-30-110; CRS § 12-255-128; CRS § 12-280-123).

433.9.2 OPIATE ANTAGONIST REPORTING
Any member administering an opiate antagonist should detail its use in an appropriate written report.

433.9.3 OPIATE ANTAGONIST TRAINING
The Training Unit should ensure training is provided to members authorized to administer an opiate antagonist.

The Training Unit should coordinate training with the prescribing medical professional (CRS § 12-30-110; CRS § 12-255-128; CRS § 12-280-123).

433.10 FIRST AID TRAINING
Subject to available resources, the Professional Standards Unit Commander should ensure officers receive periodic first aid training appropriate for their position.

433.11 REVISIONS
Enacted: July 27, 2016
Revised: October 14, 2016
Revised: April 18, 2018
Revised: February 20, 2020
501.1 PURPOSE AND SCOPE
The public safety responsibilities of law enforcement include responding to traffic accidents, providing aid and assistance, documentation of the incident and identification of criminal activity.

The Thornton Police Department prepares traffic accident reports in compliance with CRS § 42-4-1606 and as a public service makes traffic accident information available to the public.

501.2 CALL RESPONSE
 Officers should respond without delay when dispatched to a traffic accident. A traffic accident with injuries reported may include an emergency response if the officer reasonably believes such a response is appropriate.

501.2.1 RESPONSE CONSIDERATIONS
An officer responding to and upon arrival at an accident, should consider the following:

1) The most appropriate route to the incident.
2) Proper placement of the emergency vehicle to provide protection for officers and the scene.
3) Potential for involvement of hazardous materials.
4) Additional support that may be necessary (e.g., traffic control, medical aid, HAZMAT, ambulance, tow vehicles and helicopter landings).
5) Providing first aid to any injured parties if it can be done safely and obtaining medical assistance as necessary.
6) Traffic control and protection of the scene.
7) Clearance of the roadway.

501.3 ACCIDENT INVESTIGATION
Investigation of traffic collisions should include, at minimum, the following:

1) Identification and interview of all involved parties.
2) Identification and interview of any witnesses.
3) Determination if any crime has occurred and taking appropriate enforcement action.
4) Identification and protection of items of apparent evidentiary value.
5) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence and reporting) on appropriate report forms.

501.4 TAKING ENFORCEMENT ACTION
After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of Colorado law led to the accident, the officer should issue a traffic citation or a misdemeanor citation to the offending driver. The officer may arrest a person when there is probable cause to believe that an offense was committed by the person to be arrested (CRS § 16-3-102).

Incidents involving more serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced immediately.

501.5 TRAFFIC ACCIDENT REPORTING
501.5.1 OFFICER RESPONSIBILITIES
Department members shall utilize forms approved by the Department of Revenue, Motor Vehicle Division (CRS § 42-4-1608) for the reporting of traffic accidents. All traffic accident reports taken by members of this department shall be forwarded to the Records Unit.

501.5.2 MODIFICATIONS TO TRAFFIC ACCIDENT REPORTS
A change or modification of a written report that alters a material fact in the report may be made only by the person who prepared the report. A written supplemental report may be made by any authorized employee.

501.6 REPORTING SITUATIONS
501.6.1 TRAFFIC ACCIDENTS INVOLVING CITY VEHICLES
Traffic accident investigation reports shall be taken when a City-owned vehicle is involved in a traffic accident on a roadway or highway, wherein any damage or injury results. A City Risk Management Incident and Loss Report may be taken in lieu of a traffic accident report at the direction of a supervisor when the accident occurs on private property or does not involve another vehicle, to be completed by the employee's department supervisor. Whenever there is damage to a police vehicle, a Supervisor Motor Vehicle Accident Investigation Form shall be completed and forwarded to the appropriate Division Deputy Chief.

Photographs of the accident scene and vehicle damage shall be taken.

501.6.2 INJURY OR FATALITY TRAFFIC ACCIDENTS WITH POLICE DEPARTMENT EMPLOYEES
When an employee of this department is involved in an on duty traffic accident within the jurisdiction of the Thornton Police Department and it results in a serious injury or
fatality, the Field Supervisor or the Watch Commander shall request the North Metro Technical Accident Investigation Team to complete an investigation and report.

The term serious bodily injury is defined as bodily injury that involves a substantial risk of death, serious permanent disfigurement, protracted loss or impairment of bodily function (CRS § 18-1-901(3)(p)).

501.6.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS
The Field Supervisor or Watch Commander may request assistance from the Colorado State Patrol (CSP) or other outside agency for the investigation of any traffic accident involving any City official or employee.

501.6.4 TRAFFIC COLLISIONS INVOLVING INJURED ANIMALS
Department members should refer to the Animal Control Policy when a traffic accident involves disposition of an injured animal.

501.7 NOTIFICATION OF TRAFFIC SERGEANT
In the event of a serious injury or death related traffic accident, the Field Supervisor shall notify the Traffic Sergeant to relate the circumstances of the traffic accident and seek assistance from the Traffic Unit. In the absence of a Traffic Sergeant, the Watch Commander or any supervisor may assign an investigator or motor officer to investigate the traffic accident. Traffic Accident Investigators are available 24 hours a day by request.

501.8 NOTIFICATION OF NEXT OF KIN
If a traffic accident causes a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim’s next of kin or coordinate such notification with the Coroner, department chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic accident should not be released until notification is made to the victim’s next of kin.

501.9 REVISIONS
Enacted: July 27, 2016
Revised: May 9, 2018
502.1 PURPOSE AND SCOPE
This policy provides the procedures for towing a vehicle by or at the direction of the Thornton Police Department and under the authority of CRS § 42-4-1803, unless otherwise covered by municipal ordinance.

502.2 RESPONSIBILITIES
The responsibilities of those employees storing or impounding a vehicle are as follows.

502.2.1 COMPLETION OF VEHICLE IMPOUND/RECOVERY FORM
Department members requesting a vehicle tow shall complete a vehicle impound/recovery form that includes written authorization pursuant to CRS § 42-4-1803(1)(b), unless otherwise covered by municipal ordinance, for the tow truck operator to possess the vehicle and a description of property within the vehicle. A copy is to be given to the tow truck operator and the original is to be submitted to the Records Unit as soon as practicable after the vehicle is stored.

Vehicle Information shall be promptly placed into the NCIC/CCIC so it is available for release or for information should inquiries be made.

502.2.2 REMOVAL OF A VEHICLE DISABLED IN A TRAFFIC ACCIDENT
When a vehicle has been involved in a traffic accident and must be removed from the scene, the officer shall notify the Communications Center to have the next available towing company respond to the scene.

If the owner is incapacitated or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in an accident, the officer shall request the Communication Specialist to call a company selected from the rotating list of towing companies. The officer will then conduct an inventory of the vehicle and store the vehicle using a vehicle impound/recovery form.

502.2.3 DRIVING A NON-CITY VEHICLE
Vehicles that have been towed by or at the direction of the Department should not be driven by police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard.
502.2.4 COMMUNICATION SPECIALIST’S RESPONSIBILITIES
Upon receiving a request for towing, the Communication Specialist shall promptly telephone the specified towing service. The officer shall be advised when the request has been made and the towing service has been dispatched.

502.2.5 RECORDS UNIT RESPONSIBILITY
Approved vehicle impound/recovery forms shall be promptly filed so that they are available for release or review should inquiries be made.

Communications Center personnel should promptly enter pertinent data from a completed vehicle impound/recovery form into NCIC/CCIC to determine if the vehicle has been reported stolen (CRS § 42-4-1804). No later than 10 working days after a vehicle has been towed by this department, Patrol Support Staff shall report the towing and related information to the Department of Revenue, Motor Vehicle Division as required by CRS § 42-4-1804(1)(b).

Patrol Support Staff shall make a good faith attempt to notify the owner or lien holder of abandoned vehicles within 10 working days after receipt of a vehicle impound/recovery form pursuant to (CRS § 42-4-1804(4)(a); CRS § 42-4-1804(4)(b)). The notice shall inform the owner that they can request a hearing concerning the legality of the towing of the abandoned motor vehicle (CRS § 42-4-1804(4)(c)).

Patrol Support Staff should use the notice forms available from the Department of Revenue, Motor Vehicle Division when sending required notices to the owners or lien holders of stolen or abandoned vehicles (CRS § 42-4-1804(5)).

502.3 TOWING SERVICES
The City of Thornton periodically selects one or more firms to act as official tow services and awards contracts to those firms. Those firms will be used in the following situations:

1) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.
2) When a vehicle is being held as evidence in connection with an investigation.
3) 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 of vehicles obstructing traffic in violation of state or local regulations.

If more than one firm has been awarded contracts, they shall be placed on a rotation list. Nothing in this policy shall require the Department to tow a vehicle.

502.4 TOWING AT ARREST SCENES
Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this department to provide reasonable safekeeping by towing the arrestee's vehicle subject to the exceptions described below. However, a vehicle shall be towed whenever it is needed for the furtherance of an investigation or prosecution of the case. For example,
a vehicle shall be towed if it would present a traffic hazard or if it would be in jeopardy of theft or damage if left at the scene in a high crime area.

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of towing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the occupant was arrested or is not subject to forfeiture proceedings.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene.

502.5 VEHICLE INVENTORY
All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form. This includes the trunk and any compartments or containers, even if they are closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practicable in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while the owner is in police custody, to provide for the safety of officers and the public, and to protect the Department against fraudulent claims of lost, stolen or damaged property.

If the officer is unable to inventory a locked compartment or container, it should be noted on the vehicle impound/recovery form. If the apparent potential for damage to a locked container reasonably appears to outweigh the protection of the items inside, other options to consider regarding locked containers include, but are not limited to, obtaining access to the locked container from the owner, placing the locked container into safekeeping.

502.6 PRESERVATION OF EVIDENCE
An officer removing a vehicle pursuant to CRS § 42-4-1803, who has probable cause to believe that the vehicle or its contents constitute any evidence which tends to show that a criminal offense has been committed, or tends to show that a particular person has committed a criminal offense, should ensure that all legally required and reasonably necessary efforts to preserve the evidence are taken until the evidence is released to the owner or otherwise disposed of according to law.

502.7 SECURITY OF VEHICLES AND PROPERTY
Unless it would cause an unreasonable delay in the completion of a vehicle impound/recovery form or create an issue of officer safety, an officer should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cellular telephone, prescriptions) that are not considered evidence or contraband.
If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property.

502.8 REVISIONS
Enacted: July 27, 2016
503.1 PURPOSE AND SCOPE
This policy establishes a procedure for the requirement to provide vehicle impound or storage hearings (CRS § 42-4-1804(4)(d)), unless otherwise covered by municipal ordinance.

503.2 STORED OR IMPOUND HEARING
When a vehicle is stored or impounded by any member of the Department a hearing will be conducted upon the request of the registered or legal owner of the vehicle or their agent to determine if probable cause existed for the removal and placement of the vehicle.

The hearing shall be conducted within 48 hours of the request, excluding weekends and holidays.

The hearing officer must not be the person who directed the storage or impound of the vehicle.

503.2.1 HEARING PROCEDURES
All hearing procedures will be handled by the Thornton Municipal Court.

503.3 REVISIONS
Enacted: July 27, 2016
504.1 PURPOSE AND SCOPE
This policy provides guidance to those department members who play a role in the
detection and investigation of driving under the influence of alcohol or drugs (DUI).

504.2 POLICY
The Thornton Police Department is committed to the safety of the roadways and the
community and will pursue fair but aggressive enforcement of Colorado's impaired
driving laws.

504.3 INVESTIGATIONS
Officers should not enforce DUI laws to the exclusion of their other duties unless
specifically assigned to DUI enforcement. All officers are expected to enforce these
laws with due diligence.

504.4 FIELD TESTS
Officers should follow the Standardized Field Sobriety Tests (SFST) as instructed in the
training that has been provided when investigating violations of DUI laws.

504.5 CHEMICAL TESTS
A person implies consent under Colorado law to a chemical test or tests, and to
providing the associated chemical sample, when an officer has probable cause to
believe that the person was driving a motor vehicle in violation of CRS § 42-4-1301
(DUI, DUI per se, DWAI, or UDD) (CRS § 42-4-1301.1).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the
person is unconscious), the officer should consider implied consent revoked and
proceed as though the person has refused to provide a chemical sample.

504.5.1 CHOICE OF TESTS
Officers shall respect a viable choice of chemical test made by an arrestee as provided
for by law. Generally, a person may request either a test of his/her blood or breath for
determining alcohol content (CRS § 42-4-1301.1(2)(a)(I)). However, if a person under
the age of 21 is suspected of underage drinking and driving (UDD), the person may only
submit to a breath test.
For purpose of determining drug content within a person's system officers may select the most appropriate and viable test of the person's blood, saliva or urine. The arrestee is required to take and complete the selected test or tests. (CRS § 42-4-1301.1(2)(b)(I)).

504.5.2 BREATH SAMPLES
The Colorado Department of Health should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Colorado Department of Health.

504.5.3 BLOOD SAMPLES
Only persons authorized by law to withdraw blood shall collect blood samples (CRS § 42-4-1301.1(6)(a)). The withdrawal of the blood sample should be witnessed by the assigned officer.

No officer, even if properly certified, should conduct the blood withdrawal.

Officers should inform an arrestee that if they choose to provide a blood sample, a separate sample can be drawn for alternate testing. Unless medical personnel object, two samples should be drawn and retained as evidence, so long as only one puncture is required.

If an arrestee cannot submit to a blood test because they are a hemophiliac or are using an anticoagulant, they shall not be required to take a blood test. Such inability to take a blood test shall not be treated as a refusal. However, the person may be required to complete another available and viable test.

504.5.4 URINE SAMPLES
If a urine test will be performed, the person should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer of the same sex as the person giving the sample. The person tested should be allowed sufficient privacy to maintain their dignity, to the extent possible, while still ensuring the accuracy of the specimen.

The collection kit shall be marked with the person's name, offense, Thornton Police Department case number and the name of the witnessing officer. The collection kit should be refrigerated pending transportation for testing.

504.6 REFUSALS
When an arrestee refuses to provide a chemical sample, officers should:
1) Advise the arrestee of the requirement to provide a sample (CRS § 42-4-1301.1).
2) Audio- and/or video-record the admonishment and the response when it is practicable.
3) Document the refusal in the appropriate report.

504.6.1 STATUTORY NOTIFICATIONS
Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of revocation upon the person and take possession of any state issued license to operate a motor vehicle that is held by that person and issue the person a seven day temporary permit unless the person already possesses one (CRS § 42-2-126(5)(b)). If the person is already under restraint, the officer shall not issue a seven day temporary permit.

504.6.2 BLOOD SAMPLE WITHOUT CONSENT
A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

1) A search warrant has been obtained.
2) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person’s bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.
3) Exigent circumstances exist and the officer has probable cause to believe the person committed any of the following offenses (CRS § 42-4-1301.1):
   a) Criminally negligent homicide
   b) Vehicular homicide
   c) Assault in the third degree
   d) Vehicular assault

504.6.3 FORCED BLOOD SAMPLE
If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

1) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
2) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.
3) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the individual to submit to such a sample without physical resistance.
   a) This dialogue should be recorded on audio and/or video when practicable.
4) Ensure that the blood sample is taken in a medically approved manner.
5) Ensure the forced blood draw is recorded on audio and/or video when practicable.
6) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:
   a) Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
   b) In misdemeanor cases, if the suspect becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
   c) In felony cases, force that reasonably appears necessary to overcome the resistance to the blood draw may be permitted. Officers may physically restrain a person for the purpose of obtaining a sample only in cases of criminally negligent homicide, vehicular homicide, assault in the third degree, vehicular assault or aggravated vehicular unlawful termination of pregnancy (CRS § 42-4-1301.1; CRS § 18-3.5-108).
7) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

504.7 ARREST AND INVESTIGATION

504.7.1 PRELIMINARY TESTING
An officer may request that a person provide a breath sample for a preliminary screening test when the officer, (CRS § 42-4-1301(6)(i)(I)), has reason to believe the person was driving a motor vehicle while under the influence or impaired by alcohol and has advised the person that they may refuse or agree to provide the preliminary breath sample.

If the person is under the age of 21, the officer may conduct a preliminary screening test, without the person’s consent, if there is a reasonable belief the person has consumed alcohol (CRS § 42-4-1301(6)(i)(I)).

An officer may use the results of the preliminary test in determining whether probable cause exists to believe the person was DUI and whether to administer additional testing (CRS § 42-4-1301(6) (i)(II)).

504.7.2 COLLECTING SAMPLES
Arrestee samples shall be collected and processed in accordance with standards set by the Department of Public Health and Environment (5 CCR 1005-2).

504.7.3 TIME TO COLLECT SAMPLE
If an officer requests that a person submit to a blood or breath test to determine the alcohol content of the person's blood or breath, the person must cooperate with the request such that the sample can be obtained within two hours of the person's driving (CRS § 42-4-1301.1(2)(a)(III)).
If an officer requests that a person submit to a blood, saliva or urine test to determine the drug content within the person's system, the person must cooperate with the request such that the sample can be obtained within two hours of the person's driving (CRS § 42-4-1301.1(2)(b)(II)).

504.7.4 NOTICE TO COMMERCIAL MOTOR VEHICLE DRIVER
Officers investigating a driver of a commercial motor vehicle license for DUI shall advise the person that a refusal to submit to a chemical test shall result in an out of service order for a period of 24 hours and a revocation of the privilege to operate a commercial motor vehicle for one year (CRS § 42-4-1301.1(4)).

504.7.5 OFFICER RESPONSIBILITIES
An officer believing that a person should be subject to license revocation as a result of DUI shall forward the following to the Division of Motor Vehicles (DMV) on the forms prescribed by the DMV (CRS § 42-2-126):

1) A copy of the completed notice of revocation form
2) A copy of any completed temporary permit
3) The person’s driver’s license
4) An affidavit, signed, dated and sworn to by the officer containing information relevant to the legal issues and facts to be considered by the DMV for revoking the person’s license

504.7.6 EXTRAORDINARY CIRCUMSTANCES
If an officer requests a person to submit to a chemical test and subsequently determines that there are extraordinary circumstances that prevent the completion of the test elected by the person within the two-hour time period, the officer shall inform the person of such circumstances and request and direct the person to take and complete the other test. The person shall then be required to take and complete, and to cooperate in the completing of, the other test. Extraordinary circumstances include but are not limited to weather related delays, high call volume affecting medical personnel, malfunctioning breath test equipment and other circumstances that preclude the timely collection of a sample (CRS § 42-4-1301.1).

504.7.7 UNCONSCIOUS OR DECEASED PERSONS
If an officer believes a person to be DUI and the person cannot submit to a chemical test because the person is unconscious, hospitalized, or undergoing medical treatment, the officer may (CRS § 18-3.5-108; CRS § 42-4-1301.1):

1) Have access to and analyze any blood, urine, or saliva that was obtained and not utilized by the health care provider.
2) Have access to medical tests administered by the health care provider that show test results of the alcohol or drug content in the person's system. The provisions of CRS § 13-90-107 relating to physician privileged communications do not apply to such test results.
In addition, the blood or urine sample of any deceased driver or pedestrian at least 15 years of age shall be tested for alcohol, drug, and carbon monoxide concentration following the procedures established by the Department of Public Health and Environment (CRS § 42-4-1301.1; CRS § 42-4-1304).

504.8 RECORDS UNIT RESPONSIBILITIES
The Records Manager will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

504.9 ADMINISTRATIVE HEARINGS
Any officers who receive notice of required attendance to an administrative license suspension hearing shall respond on the appropriate date and time of the hearing.

504.10 TRAINING
The Professional Standards Unit Commander should ensure that officers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Professional Standards Unit Commander should confer with the District Attorney's office and update training topics as needed.

504.11 REVISIONS
Enacted: July 27, 2016
Revised: May 23, 2019
505.1 PURPOSE AND SCOPE
This policy outlines statements for uniform enforcement of various traffic violations, along with specific responsibility for traffic citations, the collection of data, the procedure for dismissal, correction and voiding of traffic citations.

505.2 UNIFORM ENFORCEMENT
505.2.1 DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS
It is the policy of the Thornton Police Department to actively enforce the laws pertaining to driving under the influence of alcohol and/or drugs. Officers shall arrest drivers found to be in violation of these laws and follow the Impaired Driving policy. (61.1.5 a)

505.2.2 DRIVING UNDER SUSPENSION
DUS laws not only provide a means of removing unsafe drivers from the streets, but also act as a deterrent to entice drivers to voluntarily comply with traffic laws. It is important for officers to determine not only the status of the suspension, but also the number of previous suspensions imposed on the driver. An officer's discretion is the deciding factor in custody arrests for individuals who may be driving under suspension and impound the driver's vehicle. (61.1.5 b)

505.2.3 MOVING VIOLATIONS
Legally, there is no defense for exceeding the posted speed limit, however slight. Practically, however, there exists reasons, such as an improperly calibrated speedometer, tires of improper size or other factors that may give the subject cause to believe that their speed was lower than that observed by the officer. Officers should exercise discretion in issuing a summons to non-accident, speeding violators. Consideration should be given to weather conditions, traffic volume, pedestrian traffic, and the general location of the violation. Officers should remember that there is a direct correlation between excessive speeding and the overall severity of traffic crashes. Additionally, school zone speeding violations should be stringently enforced, since such violations constitute a general disregard for the safety of students and school crossing guards. (61.1.5 c)

Hazardous traffic violations are defined as violations of any law or ordinance affecting the use or protection of streets and highways enacted primarily to regulate the safe
movement of vehicles and pedestrians. Unsafe behaviors and unsafe conditions, as created by the violator, are the two considerations in such violations and officers may issue summonses at their discretion for such violations.

505.2.4 PARKING VIOLATIONS OR NON-MOVING VIOLATIONS
Officers will be aware of the various types of parking violations covered by Colorado State law and Thornton Municipal Codes, relating to parking enforcement and be prepared to take appropriate action when such violations are reported or detected. Officers should recognize the need to enforce such laws with particular focus on those violations which may impede the flow of traffic or where the safety of persons or property might be compromised (i.e., obstruction of sidewalks, school crossings, handicapped parking violations, fire lanes, safety zones and parking in front of fire stations or fire hydrants). Officers are afforded a great deal of discretion in issuing summonses to illegally parked violators and the focus of the enforcement action should be voluntary compliance by the violator. (61.1.5 d)

505.2.5 PUBLIC CARRIER AND COMMERCIAL VEHICLE VIOLATIONS
Commercial carriers will be treated the same as any other member of the motoring public with regard to issuance of traffic citations. Uniform enforcement policies and procedures outlined in this directive are applicable to all commercial carriers. (61.1.5 e)

505.2.6 MULTIPLE VIOLATIONS
In the event a motorist is found to be in violation of more than one statute and/or ordinance, the officer shall consider each violation separately and on its own merits. Charging a violator with lesser included offenses on the same traffic stop will not be an accepted practice of the Thornton Police Department. (61.1.5 f)

505.2.7 NEWLY ENACTED LAWS AND/OR ORDINANCES
Generally, the policy for issuing a summons for violations of newly enacted laws becomes effective immediately when the law takes effect, providing the following has been accomplished:

1) News media has given appropriate coverage to the effect of the law prior to its implementation;
2) A new traffic signal has appropriate warnings at the approach of an intersection where no traffic signal existed previously; and,
3) The law has had a mandatory grace period, warning period, or some provision provided within the statute prior to implementation.

These enforcement policies should only supplement the officer’s judgment, experience, and common sense, since it is impossible to foresee every conceivable situation involving new laws. (61.1.5 g)
505.2.8 VIOLATIONS RESULTING IN A TRAFFIC CRASH
It is important to remember that one of the responsibilities of the officer investigating a traffic crash scene is to determine whether the crash could have been prevented, and if so, what contributing factor(s) caused the incident. Officers should not assume that a violation of the law has taken place because a collision occurred. A violation of law may be just one contributing factor that brought about circumstances resulting in a collision. If evidence from the scene indicates that a violation contributed to the accident, officers have the discretion and authority to charge the violator by issuing a summons and reflecting such on the required report forms. (61.1.5 h)

505.2.9 PEDESTRIAN AND BICYCLE VIOLATIONS
The summonses issued by the Thornton Police Department have been designed to accommodate violations by pedestrians and bicyclists. Officers should be aware that pedestrian and bicyclists contribute to motor vehicle collisions regularly. By warning or citing these individuals, it may save a life and/or facilitate safer travel conditions. Many pedestrians and bicyclists are juveniles.

This provides an excellent opportunity for officers to make positive contact with the youth in the community by delivering a safety message and issuing a warning. (61.1.5 i)

505.2.10 PRIVATE PROPERTY VIOLATIONS
The issuance of summonses for violations of Colorado State law, or Municipal Code, while off the public streets and highways is normally controlled by the definition of a particular statute. However, there are a number of violations which may be prosecuted under all circumstances and locations:

1) Reckless Driving;
2) Careless Driving;
3) DUI or DUI/D;
4) Improper Backing

505.3 RESPONSIBILITIES
Employees of this department shall use the approved forms, or electronic ticket writer, for all traffic offense citations, ensuring the appropriate county or municipal court is correctly marked prior to issuance.

The Records Unit is responsible for the supply and accounting of all traffic citations issued to employees of this department. Citations will be kept in a secure location and issued to officers by the Records Unit staff. Officers will sign for the citation books when issued.

505.4 DISMISSAL OF TRAFFIC CITATIONS
Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued.
Should an officer determine that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the officer must request the prosecutor's office to dismiss the citation.

505.5 VOIDING TRAFFIC CITATIONS
Voiding a traffic citation may occur when a traffic citation has not been completed or where it is completed but not issued. All voided citations shall be presented to the Records Unit.

505.6 CORRECTION OF TRAFFIC CITATIONS
When a traffic citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a summons correction requesting a specific correction to the Field Supervisor, following the process stated in the Report Writing procedure. The citation and summons correction shall then be forwarded to the Records Unit.

505.7 DISPOSITION OF TRAFFIC CITATIONS
The court and file copies of all traffic citations issued by members of this department shall be forwarded to the Records Unit.

Upon separation from employment with this department, all employees who were issued traffic citation books shall return any unused citations to the Records Unit.

505.8 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE
Disposition of notice of parking violation appeals is conducted pursuant to local regulations (CRS § 43-2-135(1)(g) and CRS § 42-4-110(1)), unless otherwise covered by municipal ordinance. A parking violation may be appealed by filing a request with the court and posting fees as required.

505.9 JUVENILE CITATIONS
Completion of traffic citation forms for juveniles vary from the procedure for adults (CRS § 42-4-1707(1)(b)). See the Report Writing procedure for further.

505.10 REVISIONS
Enacted: July 27, 2016
Revised: March 05, 2020
506.1 PURPOSE AND SCOPE
The Thornton Police Department has adopted this policy regarding providing assistance to motorists in disabled vehicles within this organization's jurisdiction.

506.2 OFFICER RESPONSIBILITIES
When an on duty officer observes a disabled vehicle, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the Communication Center Specialist should be advised of the location of the disabled vehicle and the need for assistance. The Communication Center Specialist should then assign another available officer or other department member to respond as soon as practicable.

506.3 EXTENT OF ASSISTANCE
In most cases, a disabled motorist will require assistance. After assistance is rendered or arrangements for assistance are made, continued involvement by Department personnel will be contingent on the time of day, the location, and the availability of Department resources and the vulnerability of the disabled motorist.

506.3.1 MECHANICAL REPAIRS
Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety or to remove vehicles that are obstructing traffic pursuant to CRS § 42-4-1803(2) is not considered a mechanical repair.

506.3.2 RELOCATION OF DISABLED VEHICLES
The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle, and can be safely done without damage if possible.

506.4 PUBLIC ACCESS TO THIS POLICY
This written policy is available upon request.
506.5 REVISIONS
Enacted: July 27, 2016
507.1 PURPOSE AND SCOPE (61.4.3 a)

This policy provides procedures for the removal, recording and storage of vehicles abandoned in violation of abandoned vehicle laws under the authority of CRS § 42-4-1803, unless otherwise covered by municipal ordinance, et seq.

507.1.1 DEFINITIONS

Definitions related to this policy include:

**Abandoned motor vehicle** - A motor vehicle is abandoned if:

1) It is on public property and (CRS 42-4-1802(1)):
   a) Left unattended on a highway right-of-way outside the limits of a town or city for a period of 48 hours or longer.
   b) Left unattended on a highway right-of-way within the limits of a town or city longer than allowed by any local ordinance.
   c) Stored in an impound lot at the request of a law enforcement agency and not removed within 72 hours after notification to the owner that the vehicle is available for release.
   d) Fitted with an immobilization device and deemed to be abandoned.
   e) Left unattended at a regional transportation district parking facility.

2) It is on private property and (CRS § 42-4-2102(1)): (61.4.3 b)
   a) Left unattended without consent for at least 24 hours or as established by a local ordinance.
   b) Not removed from an impound lot according to an agreement with the owner.
   c) Towed at the request of a property owner and not removed from the impound lot by the vehicle owner within 48 hours.
   d) Fitted with an immobilization device and deemed to be abandoned.

507.2 MARKING VEHICLES

Vehicles on public roadways suspected of being abandoned in violation of Colorado laws shall be marked and noted on the Thornton Police Department tow tag and documented via the computer aided dispatch (CAD) system. A case number is required at this time.

All tow tags shall be submitted to the Records Unit for computer data entry.
507.3 VEHICLE STORAGE
Any vehicle in violation shall be stored by the authorized towing service and a vehicle impound/recovery form shall be completed by the officer authorizing the storage of the vehicle.

507.3.1 VEHICLE STORAGE REPORTING (61.4.3 c)
The vehicle impound/recovery form shall be submitted to the Records Unit immediately following the storage of the vehicle. It shall be the responsibility of the Communications Center to enter information from the vehicle impound/recovery form into the CCIC and attempt to notify the owner as specified in the Vehicle Towing and Release Policy.

507.4 REVISIONS
Enacted: July 27, 2016
508.1 PURPOSE AND SCOPE
This policy provides guidelines for members who might encounter hazardous roadway conditions while on-duty, and on patrol within the City. Members on routine patrol in the City see more roadway issues or concerns than some of the other City Departments who take care of those concerns. This policy is intended to build better working relationships with those City Departments.

508.2 POLICY
Roadway and roadside hazards are contributing factors in many traffic accidents. Officers on patrol must be alert for such hazards in order to mitigate their effect on motorists.

508.3 ROADWAY CONDITIONS
Hazardous highway/roadway and/or environmental conditions are defined as:

1) Defects in the roadway itself (e.g., holes, ruts or dangerous shoulders);
2) Lack of, or defects in, highway/roadway safety features (e.g., center and roadside striping and reflectors) or improper, damaged, destroyed or visually obstructed traffic control and information signs;
3) Lack of traffic control and information signs (e.g., curve and hill warnings, stop and yield signs, speed limit signs, street and highway identification), or improper, damaged, destroyed, or visually obstructed control or information signs;
4) Lack of mechanical traffic control devices or improperly located or malfunctioning traffic control devices;
5) Lack of roadway lighting systems or defective lighting systems;
6) Natural or man-caused obstructions (e.g., fallen trees, rocks, litter debris, parts of vehicles, broken water mains and electrical wires);
7) Water, ice or snow accumulations on roadway surfaces;
8) Fire and its attendant smoke in areas adjacent to the roadway; and,
9) Vehicles parked or abandoned on or near the roadway (see Disabled Vehicles and Abandoned Vehicle Violations policies).

The term “roadside hazard” will refer to all physical features of the roadside environment which are such that a vehicle leaving the road surface for any reason, even
momentarily, could impact with them, resulting in injury to persons or damage to property. Roadside hazards included in this definition are:

1) rigid, non-yielding supports for traffic control devices and lights, or the nonperformance of safety installations (e.g., break away sign supports that fail to function properly);
2) improperly engineered guard rails;
3) unshielded bridge railings that may not be able to retain an impacting vehicle and redirect it parallel to the roadway;
4) bridge abutments and other hazardous fixed objects built off the roadway and into which a vehicle might crash with high probability of injury; and,
5) utility poles, trees, ditches, inappropriately steep banks, culverts, rock formations, and other fixed objects and features of the roadside environment which do not provide adequate stopping distance for a vehicle leaving the roadway.

508.3.1 TRAFFIC CONTROL DEVICES (61.3.2 c, and d)
The term "traffic control devices" will refer to all devices available to members to control traffic flow and movement (e.g., Traffic Lights, Temporary Traffic Signs, Road Flares, Traffic cones).

1) Manual operation of traffic control devices:
   a) Manual operation of traffic lights may be completed through the use of the City of Thornton Streets Department as requested. Members do not have direct access to manually control traffic lights.
2) Use of temporary traffic control devices:
   a) In the interest of safety, when deemed necessary, members may use traffic cones, temporary traffic signs, physical barricades, and Road Flares to control traffic flow and movement.

508.4 PROCEDURES
The following procedure will be followed in identifying, reporting and correcting hazardous roadway, roadside or environmental conditions:

1) When a hazard is identified and in the Officer's opinion such hazard requires immediate correction (e.g., a fallen tree or electrical wire on any part of the traveled portion of a roadway), the Officer will immediately inform the Communications Center of the situation and identify the assistance or special equipment required. The officer will protect the scene, bystanders, and direct traffic or take other action to correct the situation as deemed necessary.
2) When a hazard is detected that represents a potential accident situation but the threat of such is not imminent, as in the case of a discarded muffler in the roadway, and the officer can correct the situation, the officer will take appropriate action. If the issue is something that needs to be handled by another City Department, or outside entity and is not an emergent concern, the officer will notify the Communications
Center about the concern, so that the Communications Center can forward the information to the appropriate entity.

508.5 REVISIONS
Enacted: January 10, 2020
600.1 PURPOSE AND SCOPE
When assigned to a case for initial or follow up investigation, officers shall proceed with due diligence in evaluating and preparing the case for appropriate clearance or presentation to a prosecutor for filing criminal charges.

600.2 INITIAL INVESTIGATIONS (1.2.3, 42.2.1 a-d)
An officer responsible for an initial investigation shall complete no less than the following:

1) Make a preliminary determination if a crime has been committed, and if so, complete, at a minimum:
   a) The initial police report from any witnesses or complainants.
   b) If possible, examine the scene for possible evidence.
2) If information indicates a crime has occurred, the officer shall:
   a) Preserve the scene and any evidence as required to complete the initial and follow up investigation.
   b) Determine if additional investigative resources or detectives or crime scene investigations assistance is necessary and request assistance. Have the Field Supervisor or Watch Commander notify the on call Detective Sergeant, if additional resources are necessary.
   c) Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
   d) Collect evidence unless the scene needs to be processed by Crime Scene Investigators.
   e) Make an arrest, if appropriate.
   f) Complete and submit the appropriate reports and documentation.
3) If the preliminary determination is that no crime occurred, document the incident as required by the Report Writing Manual. Determine what other resources may be available and advise the reporting party or complainant of this information.

A civilian member who is not an officer assigned to any preliminary investigation is responsible for all investigative steps. Should an investigation require assistance in attempting to locate, contact or interview a suspect or take any enforcement action; the civilian member shall not hesitate to request assistance from a sworn officer.
600.3 CUSTODIAL INTERROGATION REQUIREMENTS (1.2.3)
Any custodial interrogation of a person who is suspected of having committed any violent felony offense should be recorded (audio/video or both as available) in its entirety.

No recording of an interrogation should be destroyed or altered without written authorization from the District Attorney and a detective division supervisor. Copies of recorded interrogations or interviews may be made in the same or different format provided they are true, accurate and complete copies and are made only for authorized and legitimate law enforcement purposes.

Officers should prepare written summaries of custodial questioning and investigative interviews and obtain written statements from suspects when applicable.

600.4 PERSONS WITH COMMUNICATION DISABILITIES
Upon the arrest of a person with a communication disability and before interrogation or the taking of their statement the officer should make an interpreter available to that person at public expense or in accordance with any applicable law.

600.5 FOLLOW UP INVESTIGATIONS
All cases are evaluated by the Detective Division Supervisor and assigned for follow up investigation as necessary based upon the nature of the crime, case load, case assignment and an evaluation of case solvability factors. The Patrol Division may conduct follow up on some cases based upon supervisory discretion.

600.6 MODIFICATION OF CHARGES FILED
Employees should consult with a supervisor prior to recommending to the District Attorney, City Attorney or to any other official of the court that charges on a pending case be altered or the case dismissed. Engaging in discussions initiated by the prosecutor representing the District Attorney or City Attorney are not restricted. In all cases resulting in court prosecution, any intent by a member of the Department to modify the charges filed or to recommend dismissal of charges in a pending case shall be discussed with their immediate supervisor.

600.7 TRAINING
Officers should receive training in conducting preliminary investigations prior to assignment to any investigative duties. Officers assigned to investigative follow up or specialized investigations, or upon assignment to the Detective Division, should complete training in basic investigations.

600.8 REVISIONS
Enacted: July 27, 2016
601.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS
Definitions related to this policy include:

**Sexual assault** - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in Title 18, Article 3, Part 4 (Unlawful Sexual Behavior) of the Colorado Revised Statutes.

**Sexual Assault Response Team (SART)** - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY
601.2.1 OFFICER RESPONSIBILITIES - ADULT VICTIM
Officers investigating or receiving a report of a sex offense against an adult should:

1) Initiate the involvement of the following services:
   a) Victim Advocates: Advocacy services should be initiated automatically rather than asking the victim if they would like an advocate. Advocates will provide initial crisis intervention support. A victim has the right to accept or decline all services. A thorough investigation should still be conducted regardless of the victim's response to the services offered.
   b) Interpretation/Translation service: Printed material should be provided in the preferred language if possible. Officers should note in the report if a language barrier exists and what language the victim prefers.
c) Offer medical care: Any victim who has sustained life threatening injuries should be transported to the nearest hospital facility for treatment.

d) If the victim has suffered non-life threatening injuries, the victim should be transported to a medical facility which provides Sexual Assault Forensic Nurse Examiner (SAFNE) services. This is done to provide medical services to the victim and to facilitate the collection of biological evidence. Law enforcement personnel should consider that biological evidence may be present up to 10 days after the event.

e) Offer a forensic exam: Victims of sexual crimes have access to a forensic medical exam, free of charge or with full reimbursement, even if the victim chooses not to report the crime to police or otherwise participate with law enforcement authorities or the criminal justice system. (VAWA Reauthorization Act {USCA 370-96GG})

f) If a victim initially declines a forensic medical exam, provide information as to where the victim may complete an exam at a later time. The victim should be advised that critical physical evidence and documentation of injuries may be lost with a delayed exam.

g) Conduct a brief victim interview, separately from medical/SANE staff, to establish the victim's allegations and location of the offense.

2) The officer shall (CRS 24-4.1-303 (10)(a)):
   a) Provide information regarding victim's rights.
   b) Provide the case report number and the name, business address and telephone number of the initial responding officer.
   c) Provide information about the custody status of the offender.
   d) Notify the victim they will be contacted by an investigator to schedule a full interview. The officer should not provide the name of a specific investigator or give the victim a time frame in which they will be contacted.

601.2.2 OFFICER RESPONSIBILITIES - CHILD VICTIM

For the purpose of this policy, a child is defined as any person 17 years of age or younger.

Officers investigating or receiving a report of a sex offense against a child should:

1) Initiate the involvement of the following services:
   a) Victim Advocates: Advocacy services should be initiated automatically rather than asking the victim or the victim's parent/guardian if they would like an advocate. Advocates will provide initial crisis intervention support. A victim has the right to accept or decline all services. A thorough investigation should be conducted regardless of the victim's response to the services offered.
   b) Interpretation/Translation services: Printed material should be provided in the victim's and victim's parent/guardian's preferred language if possible. Officers should note in the report if a language barrier exists and what language the victim and the victim's parent/guardian prefers.
c) Offer medical care: Any victim who has sustained life threatening injuries should be transported to the nearest medical facility for treatment.

d) If the victim has suffered non-life threatening injuries, the victim should be transported to a medical facility which provides Sexual Assault Forensic Nurse Examiner (SAFNE) services. This is done to provide medical services to the victim and to facilitate the collection of biological evidence. Law enforcement personnel should consider that biological evidence may be present up to 10 days after the event.

e) If the assault has occurred within 72 hours, contact the Children’s Hospital Colorado Child Protection Team (CHCCPT) provider to triage the need for urgent evaluation. Only if necessary, the child may be sent to the Children’s Hospital Emergency Department and this will be coordinated by the on-call medical provider. If there are no acute symptoms or signs of trauma, the child is best examined at the Children’s Hospital Child Protection Team Clinic or Ralston House Child Advocacy Center at a later date. Victims of sexual crimes shall have access to a forensic medical exam, free of charge or with full reimbursement, even if the victim chooses not to report the crime to police or otherwise participate with law enforcement authorities or the criminal justice system. (VAWA Reauthorization ACT {USCA 370-96GG})

f) If there are no acute symptoms or signs of trauma, the child is best examined at the Children’s Hospital Child Protection Team Clinic or Ralston House Child Advocacy Center at a later date, which will be arranged by an investigator.

g) A parent/guardian cannot force the forensic exam of a child victim if the child refuses to undergo an exam.

h) Conduct a brief interview, separately from the medical/SAFNE staff, with the parent/guardian of the child victim, or the outcry witness, to establish the victim's account and the location of the offense. The initial officer should not interview the child victim unless the child victim is reporting without help or the knowledge of a parent/guardian. If the child victim is reporting without the help or knowledge of a parent/guardian, conduct a brief account interview to establish the victim's allegations and location of the incident.

2) The officer shall (CRS § 24-4.1-303(10b)):
   a) Provide information regarding victim's rights to the victim and/or the parent/guardian.
   b) Provide the case report number and the name, business address and telephone number of the initial responding officer to the victim and/or the parent/guardian.
   c) Provide information about the custody status of the offender to the victim and/or the parent/guardian.
   d) Notify the victim and/or parent/guardian they will be contacted by an investigator to schedule a forensic interview. The officer should not provide the name of a specific investigator or give the victim a time frame in which they will be contacted.
601.2.3 VICTIM ADVOCACY UNIT RESPONSIBILITIES
1) Provide immediate crisis response to the victim and, if appropriate, the victim's immediate family during the initial reporting phase.
2) Provide follow up support for the victim and, if appropriate, the victim's immediate family to ensure that necessary assistance is received.
3) Provide information concerning the availability of compensatory benefits and the name, address, and telephone number of a contact person.
4) Provide the information regarding the availability of protection from the person accused of committing a crime, including protective court orders.
5) Provide the business address and telephone number of the District Attorney's Office.
6) Refer the victim to service providers and community based services to address identified needs to include, safety concerns, emergency financial and legal support, counseling and mental health services, social services, medical and rehabilitation resources, housing and other resources.
7) Provide transportation to assist with participation in criminal proceedings.
8) Assist in dealing with creditors and credit reporting agencies to resolve financial issues caused by commission of the crime.
9) Provide interpretation/translation services and printed material in the preferred language as often as possible.
10) Provide information about child care services to enable testimony or otherwise foster cooperation in criminal investigation.

601.2.4 INVESTIGATOR RESPONSIBILITIES - ADULT VICTIM
1) Keep the victim informed of any change in status of the case.
2) Be aware the victim has the right to change their mind regarding moving forward with the investigation and prosecution.
3) In a cold case, provide the victim information regarding any change in status of the case and, upon written request from the victim, provide an annual update, concerning the status of the case in which the statute of limitations is longer than three years.

601.2.5 INVESTIGATOR RESPONSIBILITIES - CHILD VICTIM
1) Keep the victim and/or victim’s parent/guardian informed of any change of status of the case.
2) Be aware that a victim/victim's parent/guardian has the right to change their mind regarding moving forward with the investigation and prosecution. Note that a parent/guardian can choose to move forward with an investigation even if the child victim does not wish to move forward. The decision to continue with the prosecution will be made by the District Attorney's Office.
3) In a cold case, provide the victim/victim's parent/guardian with information regarding any change in status of the case and, upon written request from the victim/victim's parent/guardian, provide an annual update concerning the status of a case in which the statute of limitations is longer than three years.
601.3 VICTIM CONFIDENTIALITY
Officers investigating or receiving a report of a sex offense shall assist in keeping the identity of the victim private. The name of any juvenile victim of a sex crime shall not be disseminated or published (CRS § 19-1-102(1.7)).

The Department shall withhold public access to information that would reveal the identity of a victim or alleged victim of criminal sexual conduct pursuant to CRS § 24-72-304. The notation "SEXUAL ASSAULT" shall be made on Department official records involving a victim of a sex crime.

601.4 RECORDS UNIT
Victims have the right to request a free copy of the initial report in accordance with the Victim Rights Act. All paperwork released will be provided by a representative of the Records Unit.

601.5 REPORTING
In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.6 VICTIM INTERVIEWS
The primary considerations in sexual assault investigations, which begin with the initial call to the Communications Center, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded shall be included in a report.

Victims should be apprised of applicable victim’s rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.6.1 TRUTH VERIFICATION EXAMINATIONS
Members of the Thornton Police Department shall not ask or require a victim of a sex crime to submit to a truth verification examination as a condition for proceeding with a criminal investigation (34 USC § 10451; CRS § 18-3-407.5).

A truth verification examination shall only be conducted upon a victim with the victim's written informed consent that includes notice that he/she has the right to refuse to
submit to the examination. In addition, the victim shall be informed orally with information about the potential use of the result of the examination (CRS § 18-3-407.5).

601.7 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE
When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault. Forensic medical evidence shall be collected if the victim requests the collection (CRS § 24-33.5-113; 8 CCR 1507-29).

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored or submitted appropriately.

No Thornton Police Department member shall ask or require a sex crime victim to participate or cooperate in an investigation as a condition of receiving a forensic medical examination (CRS § 18-3-407.5).

601.7.1 COLLECTION AND TESTING REQUIREMENTS
Members investigating sexual assaults or handling related evidence are required to do the following (CRS 24-33.5-113; 8 CCR 1507-29):

1) Obtain the victim’s written consent prior to collection of any forensic medical evidence, using the form required by the Department of Public Safety (DPS)
2) Submit evidence to the Colorado Bureau of Investigation or an accredited crime laboratory within 21 days, unless the victim withdraws consent. Forensic evidence associated with an anonymous report made pursuant to CRS § 12-240-139 shall not be submitted to a laboratory for testing (CRS § 18-3-407.5).

Additional guidance regarding evidence retention and destruction is found in the Property/Evidence Unit Policy.

601.7.2 DNA TEST RESULTS
Members investigating sexual assault cases should notify victims of any DNA test results as soon as reasonably practicable.

A victim advocate should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in
testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

601.8 DISPOSITION OF UNFOUNDED CASES
If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Detective Division supervisor.

Classification of a sexual assault as unfounded requires the Detective Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted their original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

601.9 REVISIONS
Enacted: July 27, 2016
Revised: June 6, 2018
Revised: May 23, 2019
602.1 PURPOSE AND SCOPE
This policy describes the authority and procedure for the seizure and forfeiture of property. This policy applies to seized and forfeited property in the form of real, personal, tangible or intangible property pursuant to the Colorado Public Nuisance Abatement Act and the Colorado Contraband Forfeiture Act (CRS § 16-13-302, et seq. and CRS § 16-13-501, et seq.).

602.1.1 DEFINITIONS
Definitions related to this policy include:

**Fiscal agent** - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Thornton Police Department seizes property for forfeiture or when the Thornton 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** - Property may generally be subject to forfeiture under the Public Nuisance Abatement Act and the Contraband Forfeiture Act when (CRS § 16-13-303; CRS § 16-13-307; CRS § 16-13-504):

1) There has been a conviction or a negotiated plea of a specified offense (see statutes), or the owner fled from an arrest warrant charging one of those offenses.
2) Possession of the property was unlawful or the owner of the property was a party to the offense that led to the property’s use or purchase.
3) The property was instrumental in the commission or facilitation of a specified crime, or the property constitutes traceable proceeds of the crime or related criminal activity.
Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY
The Thornton 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 Thornton 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.

602.3 ASSET SEIZURE
Property may be seized for forfeiture as provided in this policy.

602.3.1 PROPERTY SUBJECT TO SEIZURE
The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer.

1) Real property pursuant to a court order (CRS § 16-13-302).
2) Non-real property when there is probable cause to believe that it will qualify as property subject to forfeiture and the seizure is incident to a lawful search (CRS § 16-13-315; CRS § 16-13-504).

Whenever practicable, a court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE
The following property should not be seized for forfeiture:

1) Cash and property that does not meet the district attorney’s current minimum forfeiture thresholds should not be seized.
2) The owner of the property is an “innocent owner” and did not have knowledge of the illegal conduct prompting the seizure (CRS § 16-13-303; CRS § 16-13-504).
3) Rental vehicles, unless the seizing agency has probable cause to believe the motor vehicle rental company, at the time of rental, had knowledge or notice of the criminal activity for which the rental car was used (CRS § 16-13-315; CRS § 16-13-504).

602.3.3 SEIZED BOATS AND MOTOR VEHICLES
Vehicles, watercraft or aircraft seized subject to forfeiture will be taken to a designated storage facility appropriate for the storage of the item in a manner consistent with the Vehicle Towing and Release Policy. A seized vehicle shall be impounded. The officer
seizing the vehicle shall notify the Detective Supervisor of the circumstances as soon as possible.

A tow truck or trailer will be used to tow the boat or motor vehicle to the storage facility.

Personal property located in a seized boat or motor vehicle shall be removed and booked into property as either evidence or for safekeeping.

If a rented motor vehicle is seized, the Department shall notify the motor vehicle rental company of the seizure. A rented motor vehicle shall be returned to the rental company unless the vehicle must remain in custody for evidentiary purposes or if there is probable cause to believe the rental company had knowledge or notice of the criminal activity (CRS § 16-13-315(3) and CRS § 16-13-504(1.5)).

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

1) Complete applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.

2) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

3) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.” Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.5 MAINTAINING SEIZED PROPERTY

The Property/Evidence Unit supervisor is responsible for ensuring compliance with the following:
1) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.
2) All property received for forfeiture is checked to determine if the property has been stolen.
3) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
4) Property received for forfeiture is not used unless the forfeiture action has been completed.

602.6 FORFEITURE REVIEWER
The Chief of Police will appoint an officer as the forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Department on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

1) Remaining familiar with forfeiture laws, particularly CRS § 16-13-501 et seq. and CRS § 16-13-301 et seq., in addition to the forfeiture policies of the district attorney.
2) Serving as the liaison between the Department and the district attorney and ensuring prompt legal review of all seizures.
3) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.
4) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.
5) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
6) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:
   a) Names and contact information for all relevant persons and law enforcement officers involved.
   b) Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
   c) A space for the signature of the person from whom cash or property is being seized.
   d) A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.
7) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be
developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or Provisional Orders. The training should cover this policy and address any relevant statutory changes and court decisions.

8) Reviewing each asset forfeiture case to ensure that:
   a) Written documentation of the seizure and the items seized is in the case file.
   b) Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
   c) Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
   d) Property is promptly released to those entitled to its return (CRS § 16-13-501.5; CRS § 16-13-302).
   e) All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
   f) Any cash received is deposited with the fiscal agent.
   g) Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
   h) Current minimum forfeiture thresholds are communicated appropriately to officers.
   i) This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

9) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.

10) Selling or destroying forfeited property as ordered by a court (CRS § 16-13-506; CRS § 16-13-507; CRS § 16-13-311).

11) Depositing forfeited money in the court registry where the forfeiture order was entered, and overseeing the sale to ensure that the proceeds are distributed as set forth in CRS § 16-13-311.

12) Applying to the court for expenses reimbursement consistent with CRS § 16-13-311, when applicable, and sending copies of the documents to the district attorney.

13) Unless directed by an authorized agent of the federal government, ensuring that no seized property is transferred to a federal agency for forfeiture under federal law unless an owner of the property is being prosecuted in federal court (CRS § 16-13-505; CRS § 16-13-307).

14) Placing currency seized in an interest-bearing account during forfeiture proceedings after ensuring that portions of the bills have been photocopied for evidence at hearings (CRS § 16-13-510; CRS § 16-13-303).

15) Ensuring that the process of selling or adding forfeited property to the department’s regular inventory is in accordance with all applicable laws and consistent with the department’s use and disposition of similar property (CRS § 16-13-501.5; CRS § 16-13-302).
16) Upon completion of any forfeiture process, ensuring that no property is retained by the Thornton Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.

17) Reporting seizure information within the required time periods (even if no forfeiture proceeds were received) to the Colorado Department of Local Affairs (DOLA) as set forth in CRS § 16-13-701.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives.

602.7 DISPOSITION OF FORFEITED PROPERTY

No forfeited property shall be used and no forfeited proceeds shall be expended until the committee on the disposition of forfeited property approves (CRS § 16-13-702). Members are prohibited from purchasing forfeited property (CRS § 16-13-501.5; CRS § 16-13-302).

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

602.8 FORFEITURE PAYMENTS FROM FEDERAL AGENCIES

Payments or distributions from a federal agency as a result of a forfeiture action may only be received by this department when the aggregate net equity value of the property and/or currency seized is in excess of $50,000, and a forfeiture proceeding has been commenced by the federal government related to a filed criminal case (CRS § 16-13-306.5; CRS § 16-13-504.5).

602.9 GRANTS FROM THE DIVISION OF CRIMINAL JUSTICE

The forfeiture reviewer is responsible for ensuring funds received through a grant from the Colorado Division of Criminal Justice (DCJ) are used in a manner that complies with the policies and procedures established by DCJ, and that any necessary reporting is completed and submitted to DCJ in the required time frame (CRS § 24-33.5-522).

602.10 REVISIONS

Enacted: July 27, 2016

Revised: April 1, 2020
604.1 PURPOSE AND SCOPE
This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (CRS § 16-1-109).

604.1.1 DEFINITIONS
Definitions related to the policy include:

**Eyewitness identification process** - Any field identification, live lineup or photographic identification.

**Field identification** - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

**Live lineup** - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

**Photographic lineup** - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY
The Thornton Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES
Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.
604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Detective Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide:

1) The date, time and location of the eyewitness identification procedure.
2) The name and identifying information of the witness.
3) The name of the person administering the identification procedure.
4) If applicable, the names of all of the individuals present during the identification procedure.
5) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.
6) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification (CRS § 16-1-109).
7) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as they did on the date of the incident.
8) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness (CRS § 16-1-109).
9) A signature line where the witness acknowledges that they understand the identification procedures and instructions.
10) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary (CRS § 16-1-109).

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified, or failed to identify, the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.
Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

604.6 DOCUMENTATION
A thorough description of the eyewitness process and the results of any eyewitness identification should be documented in the case report (CRS § 16-1-109).

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.

604.7 PHOTOGRAPHIC AND LIVE LINEUP CONSIDERATIONS
When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup (CRS § 16-1-109).

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup (CRS § 16-1-109).

The member presenting the lineup to a witness should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.8 FIELD IDENTIFICATION CONSIDERATIONS
Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications. A field elimination or show-up identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:
1) Obtain a complete description of the suspect from the witness.

2) Assess whether a witness should be included in a field identification process by considering:
   a) The length of time the witness observed the suspect.
   b) The distance between the witness and the suspect.
   c) Whether the witness could view the suspect’s face.
   d) The quality of the lighting when the suspect was observed by the witness.
   e) Whether there were distracting noises or activity during the observation.
   f) Any other circumstances affecting the witness’s opportunity to observe the suspect.
   g) The length of time that has elapsed since the witness observed the suspect.

3) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

4) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

5) The person who is the subject of the show-up should not be shown to the same witness more than once.

6) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

7) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

8) If a witness positively identifies a subject of the show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

**604.9 PUBLIC ACCESS TO POLICY**
This policy shall be made available to the public, without cost, upon request (CRS § 16-1-109).

**604.10 TRAINING AND REVIEW**
The Department shall provide professional training programs for sworn members and other relevant personnel on methods and technical aspects of eyewitness identification policies and procedures.

This policy shall be reviewed at least every five years to ensure consistency with nationally recognized peer-reviewed research.

**604.11 REVISIONS**
Enacted: July 27, 2016

Revised: May 9, 2018
605.1 PURPOSE AND SCOPE
This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called “Brady information”) to a prosecuting attorney.

605.1.1 DEFINITIONS
Definitions related to this policy include:

Brady information - Information known or possessed by the Thornton Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY
The Thornton 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 Thornton Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION
Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the 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, protected personnel files), 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.

605.4 DISCLOSURE OF PERSONNEL INFORMATION

If a member of this department is a material witness in a criminal case, a person or persons designated by the Chief of Police shall examine the personnel file and/or internal affairs file of the officer to determine whether they contain Brady information. If Brady information is located, the following procedure shall apply:

1) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member shall be notified of the potential presence of Brady material in the member’s personnel file.
2) The prosecuting attorney or department counsel should be requested to file a motion in order to initiate an in-camera review by the court.
   a) If no motion is filed, the supervisor should work with counsel to determine whether the records should be disclosed to the prosecutor.
3) The Custodian of Records shall accompany all relevant personnel files during any in camera inspection to address any issues or questions raised by the court.
4) If the court determines that there is relevant Brady material contained in the files, only that material ordered released will be copied and released to the parties filing the motion.
   a) Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.
5) If a court has determined that relevant Brady information is contained in the member’s file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

The person or persons designated by the Chief of Police should periodically examine the personnel files and/or internal affairs files of all officers who may be material witnesses in criminal cases to determine whether they contain Brady information. The obligation to provide Brady information is ongoing. If any new Brady information is identified, the prosecuting attorney should be notified.
605.5 INVESTIGATING BRADY ISSUES
If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Internal Investigations Policy.

605.6 TRAINING
Department personnel shall receive periodic training on the requirements of this policy.

605.7 REVISIONS
Enacted: July 27, 2016
Revised: May 9, 2018
607.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

607.1.1 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 (also 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.

607.2 POLICY
Unmanned aerial systems may be utilized to enhance the department’s mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

607.3 PRIVACY
The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and 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.

607.4 PROGRAM COORDINATOR
The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:
1) Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.

2) Ensuring that all authorized operators and required observers have completed all required FAA and department approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.

3) Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.

4) Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.

5) Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.

6) Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.

7) Developing a protocol for fully documenting all missions.

8) Developing a UAS inspection, maintenance and record keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.

9) Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

10) Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.

11) Facilitating law enforcement access to images and data captured by the UAS.

12) Recommending program enhancements, particularly regarding safety and information security.

13) Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

607.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted during daylight hours and a UAS should not be flown over populated areas without FAA approval.
607.6 PROHIBITED USE
The UAS video surveillance equipment shall not be used:

1) To conduct random surveillance activities.
2) To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.
3) To harass, intimidate or discriminate against any individual or group.
4) To conduct personal business of any type.

The UAS shall not be weaponized.

607.7 RETENTION OF UAS DATA
Data collected by the UAS shall be retained as provided in the established records retention schedule.

607.8 REVISIONS
Enacted: July 27, 2016
610.1 PURPOSE AND SCOPE
This policy defines and describes secure and non-secure interview rooms and establishes safety guidelines regarding the various situations officers may encounter when conducting interviews or interrogations in the Police Department Headquarters and Fossil Ridge Public Safety Center. It also establishes guidelines for the comfort of subjects being interviewed.

610.2 POLICY
The Thornton Police Department Headquarters and Fossil Ridge Public Safety Center are not to be utilized for long term prisoner detention. However, interview rooms are available for use with specified limitations and provide an area to interview victims, witnesses, and crime suspects.

610.3 INTERVIEW ROOMS
610.3.1 SECURE ROOMS (42.2.8 b, 42.2.8 e, 42.2.8 f)
These interview rooms are located in the Temporary Detention Area and the Detective Division.

These rooms all have visual and voice recording capabilities and include an assortment of desks and chairs. The interview rooms in the Victim Services Section are considered "soft" interview rooms and contain a variety of home furnishings.

610.4 PRACTICES
610.4.1 FIREARMS (42.2.8 a)
1) Officers may remain armed while using the interview rooms in the Investigation Division and Victim Services Section. However, potential escalating violence by a subject being interviewed should be considered when making that decision. If an officer decides to remain armed during an interview, they should be continually aware of weapon control and security in a confined locked room. An officer who decides to secure their weapon during an interview may place them in department lock boxes or secured in their desks.
2) Officers conducting interviews in the Temporary Detention Facilities at both the Police Department Headquarters and Fossil Ridge Public Safety Center shall store their weapons in gun lockers.

610.4.2 PERSONNEL AND SAFETY GUIDELINES (42.2.8 b, 42.2.8 c, 42.2.8 d)

1) The number of officers present during an interview will be determined by several factors, including: the person being interviewed (victim, witness or suspect), potential violence during the interview and the type of interview being conducted. In general, two officers should be present when interviewing a suspect who may be taken into custody at some point during or at the conclusion of the interview.

2) If their interview is not being monitored by another employee via the video monitoring system, the officer shall have another means of communication with them (i.e. cell phone or pack set).

610.4.3 OTHER CONSIDERATIONS (42.2.8 g)
Subjects being interviewed should be provided access to restrooms, water, and interview breaks as deemed necessary

610.5 REVISIONS
Enacted: January 09, 2020
700.1 PURPOSE AND SCOPE (17.5.2)
Department members are expected to properly care for department property assigned or entrusted to them. Members may also suffer occasional loss or damage to personal or Department property while performing their assigned duties. Certain procedures are required depending on the loss and ownership of the item.

700.2 DOCUMENTATION OF ISSUED PROPERTY
All property issued shall be documented in the appropriate property sheet or equipment log and receipt acknowledged by signature. Upon a member's separation from the Department, all issued equipment shall be returned and documentation of the return signed by an administrator.

700.2.1 CARE OF DEPARTMENT PROPERTY
Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of Department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of Department property may lead to discipline including, but not limited to, the cost of repair or replacement.

1) Employees shall promptly report, through the chain of command, any loss, damage to or unserviceable condition of any department-issued property or equipment assigned for their use.
   a) A supervisor receiving such a report shall conduct an appropriate investigation and direct a memo to the appropriate Division Deputy Chief that shall include the result of their investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss, damage or unserviceable condition.
   b) A review by the staff to determine whether misconduct or negligence was involved should be completed.

2) The use of damaged or unserviceable Department property should be discontinued as soon as practicable and, if appropriate and approved by the staff, replaced with comparable Department property as soon as available and following notice to a supervisor.
3) Except when otherwise directed by a supervisor, Department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

4) Department property shall not be thrown away, sold, traded, nor donated.

5) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 USE OF PERSONAL PROPERTY

The carrying of personal equipment on duty or its use in the performance of duties requires prior approval by the Chief of Police or appropriate Division Deputy Chief. The member shall submit the description of personal property that the member has requested to carry, the reason for its use, the period of its use and the terms of its use, for approval. Personal property of the type routinely carried by persons not performing law enforcement duties, and that is not a weapon, is excluded from this requirement. Knives, handcuffs, and flashlights are also excluded from this requirement.

700.3.1 DEFINITIONS

Definitions related to this policy include:

**Personal property** - Items or equipment owned by, provided by or purchased totally at the expense of the member. This definition includes optional equipment items identified in the Police Uniform Regulations Policy.

700.3.2 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made in writing by memorandum. This memorandum shall be submitted to the member's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor receiving the report shall conduct an appropriate investigation and direct a memorandum to the appropriate Division Deputy Chief that shall include the result of their investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

Upon review through the chain of command and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Division Deputy Chief, who will then forward the claim to the Administration Division Deputy Chief.

The Department will not replace or repair costly items (e.g., jewelry, exotic equipment) that are not required as part of a work assignment.

700.3.3 REPORTING REQUIREMENT

A verbal report shall be made to the member's immediate supervisor as soon as circumstances permit.
A written report shall be submitted before the member goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER
Officers and other members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who loses, damages or causes to be damaged any real or personal property of another while performing any law enforcement function shall report it as provided below.

1) A verbal report shall be made to the member's immediate supervisor as soon as circumstances permit.
2) A written report shall be submitted before the member goes off duty or within the time frame directed by the Field Supervisor to whom the verbal report was made.
3) A City Incident and Loss Report shall be completed and forwarded to Risk Management.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY
If employees of another jurisdiction cause damage to personal property or property belonging to the City of Thornton, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to their immediate supervisor as reasonably soon as circumstances permit. The employee shall submit a written report before going off-duty or as otherwise directed by the Field Supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Division Deputy Chief. A City Incident and Loss Report shall be completed by a supervisor and forwarded to Risk Management.

700.5 REVISIONS
Enacted: July 27, 2016
Revised: May 4, 2018
701.1 PURPOSE AND SCOPE
This policy establishes guidelines for the use of mobile telephones and communication devices, whether issued by the Department or personally owned, while on duty or when used for authorized work related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCD) but is intended to include all mobile telephones, personal digital assistants (PDA) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY
The Thornton Police Department allows members to utilize department issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on duty, or used off duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on duty or after duty hours for business related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

701.3 PRIVACY POLICY
Members shall have no expectation of privacy with regard to any communication made with or stored in or through PCDs issued by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities. The use of any department provided or funded PCD, computer, Internet service, telephone service or other wireless service while on duty is without any
expectation of privacy that the employee might otherwise have in any communication, including the content of any such communication.

Communications or data reception on personal, password protected, web based e-mail accounts and any other services are subject to monitoring if department equipment is used.

In accordance with this policy, supervisors are authorized to conduct a limited administrative search of electronic files, without prior notice, consent or a search warrant, on department issued or personally owned PCDs that have been used to conduct department related business.

Administrative searches can take place for work related purposes that may be unrelated to investigations of member misconduct and, as practicable, will be done in the presence of the affected member. Prior to conducting any search of personally owned devices, supervisors shall consult with the Chief of Police. All such searches shall be fully documented in a written report.

**701.4 DEPARTMENT ISSUED PCD**

Depending on a member’s assignment and the needs of the position a PCD may be issued to the member. Department issued PCDs are provided as a convenience to facilitate on duty performance only. Such devices and the associated telephone number shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

The use of department PCD’s for personal communications is authorized provided that the use is reasonable and consistent with the Department’s Code of Conduct and any applicable City policies, and directives.

**701.5 PERSONALLY OWNED PCD**

Members may carry a personally owned PCD while on duty, subject to the following conditions and limitations:

1) Carrying a personally owned PCD is a privilege, not a right.
2) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
3) The PCD and any associated services shall be purchased, used and maintained solely at the member’s expense, except for as authorized by Administrative Directive 3-15 Mobile Device Stipend (AD 3-15).
4) The device should not be used for work related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business related communication.
5) The device shall not be utilized to record or disclose any business related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.

6) Use of a personally owned PCD constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on duty, the member will provide the Department with all telephone access numbers for the device.

Except with prior express authorization from their supervisor and in accordance with AD 3-15, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or if the member has prior express authorization from his/her supervisor, the member may engage in business related communications. Should members engage in such approved off duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off duty department related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

701.6 USE OF PERSONAL COMMUNICATION DEVICES
The following protocols shall apply to all PCDs that are carried while on duty or used to conduct department business:

1) A PCD shall be carried in a manner that is nondescript and blends with uniform wear.
2) A PCD should not be used to conduct personal business while on duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
3) Members may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
4) Officers are prohibited from taking pictures, video or making audio recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.
5) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.
701.7 SUPERVISORY RESPONSIBILITIES
Supervisors should ensure that members under their command are provided appropriate training on the use of PCDs consistent with this policy. Supervisors should monitor, to the extent practicable, PCD use in the workplace and take prompt corrective action if a member is observed or reported to be improperly using a PCD. The supervisor shall report any suspected abuse of PCD use to the appropriate Division Deputy Chief. An investigation into improper conduct should be promptly initiated when circumstances warrant.

701.8 USE WHILE DRIVING
The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and resent a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

701.9 OFFICIAL USE
Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land line or other department communications network.

701.10 REVISIONS
Enacted: July 27, 2016
703.1 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.

703.2 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.

703.3 USE OF VEHICLES (70.4.2)
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.

Members shall not operate a City-owned vehicle at any time when impaired by drugs and/or alcohol.

If detainees are routinely transported alone in the rear of City vehicles, the rear compartments of those vehicles will be modified to minimize opportunities for exit without the aid of transporting personnel.

Any member operating a vehicle equipped with a two-way communications radio, MCT and/or a GPS device shall ensure the devices are on and set to an audible volume whenever the vehicle is in operation.

703.3.1 SHIFT ASSIGNED VEHICLES
Members who use a fleet vehicle as part of their work assignment shall ensure that the vehicle is properly checked out and logged on the daily shift roster, according to current procedures, prior to taking it into service. If for any reason during the shift the vehicle is exchanged, the member shall ensure that the exchanged vehicle is likewise properly noted on the daily shift roster.

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 the shift. Any
previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

703.3.2 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 and a notation will be made on the shift roster indicating the operator's name and vehicle number. This section does not apply to members permanently assigned an individual vehicle (e.g., command staff, detectives), who regularly use the vehicle on an unscheduled basis as part of their normal assignment.

703.3.3 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.

703.3.4 DETECTIVE DIVISION VEHICLES
Detective Division vehicle use is restricted to the Detective Division personnel during their assigned work hours unless approved by a Detective Division supervisor.

703.3.5 AUTHORIZED PASSENGERS
Members operating City-owned vehicles shall not permit persons other than City members or persons required to be conveyed in the performance of duty, or by City Policy, to ride as a passenger in their vehicle.

703.3.6 PARKING
Except when responding to an emergency or other urgent official business requires otherwise, members driving City-owned vehicles should obey all parking regulations at all times.

City-owned vehicles should be parked in designated parking areas. Members shall not park privately owned vehicles in any stall assigned to a City-owned vehicle or in any other areas of the parking lot that are not designated as a parking space unless authorized by a supervisor.

703.3.7 INSPECTIONS (70.1.2)
The interior of any vehicle that has been used to transport any person other than a member should be inspected prior to placing another person in the vehicle and again after the person is removed.

This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee the transporting officer shall search all areas of the vehicle that are accessible by the person before and after the person is transported.
703.3.8 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.

703.4 ASSIGNED VEHICLE AGREEMENT
Members who have been assigned a take-home vehicle may use the vehicle to commute to the workplace and for department-related business. The member must be approved for an assigned vehicle by their Deputy Chief and shall only use the assigned vehicle in accordance with Administrative Directive 2-01 Vehicle Use Policy.

1) The member must live within a 35-minute commute or 20 miles of their regularly assigned work location (based on average traffic flow). A longer response time may be permitted subject to Deputy Chief approval.

2) City-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances.

3) The member may be responsible for the care and maintenance of the vehicle. The Department should provide necessary care and maintenance supplies.

4) Vehicles shall be locked when not attended.

5) If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons as well as removable computers shall be removed from the interior of the vehicle and properly secured in the residence (see the Firearms and Qualification Policy regarding safe storage of firearms at home).

6) When the member will be away (e.g., on vacation) for periods exceeding one week the vehicle shall be stored at the appropriate department facility.

7) All department identification, portable radios and equipment should be secured.

Members are cautioned that under federal and local tax rules, personal use of a City-owned vehicle may create an income tax liability to the member. Members should address questions regarding tax consequences to their tax adviser.

The assignment of vehicles is at the discretion of the Chief of Police or designee. Assigned vehicles may be changed at any time and/or permission to take home a vehicle may be withdrawn at any time.

703.5 KEYS
All uniformed field members approved to operate marked patrol vehicles should be issued a copy of the unit key as part of their initial equipment distribution upon hiring. Officers shall not duplicate keys.

Members assigned a permanent vehicle should be issued keys for their assigned vehicle.
The loss of any key shall be promptly reported in writing through the member's chain of command.

**703.6 ENFORCEMENT ACTIONS**

When driving an assigned vehicle to and from work outside of the jurisdiction of the Thornton 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 it is deemed prudent.

Officers shall, at all times while driving a marked City-owned vehicle, be armed, and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

**703.7 MAINTENANCE**

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles.

Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage. It is the assigned member's responsibility to ensure that their assigned vehicle is maintained according to the established service and maintenance schedule.

Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with policy.

**703.7.1 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 Deputy Chief.

**703.8 VEHICLE DAMAGE, ABUSE AND MISUSE**

When a City-owned vehicle is involved in a traffic accident or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic accident report shall be filed with the agency having jurisdiction (see also the Traffic Accident Response and Reporting Policy).

When a collision involves a City vehicle or when a member of this department is an involved driver in an accident that occurs in this jurisdiction, and the accident results in serious injury or death, the supervisor should request that the North Metro Accident Investigation Team be summoned to investigate the accident.
The member involved in the collision shall complete the City's Incident & Loss Report. If the member is unable to complete the form, the supervisor shall complete the form.

Any damage to a vehicle that was not caused by a traffic accident shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Watch Commander. An administrative investigation should be initiated to determine if there is any vehicle abuse or misuse. A City Incident & Loss Report shall be completed.

**703.9 TOLL ROAD USAGE**

Law enforcement vehicles are not routinely exempted from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating a City-owned vehicle upon the toll road should use alternate routes for routine patrol or travel. The Department understands that members might need to use a toll road in order to respond to a call for service or emergent issue, or in continuance of a call for service.

**703.10 REVISIONS**

Enacted: July 27, 2016

Revised: January 28, 2020
**800.1 PURPOSE AND SCOPE**
Crime analysis should provide current, useful information to aid operational personnel in meeting tactical crime control and prevention objectives. Crime analysis is intended to help identify and analyze the methods of operation of individual criminals, providing crime pattern recognition and analysis of data from field interviews and arrests. Crime analysis can be useful to the 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:

- Crime reports
- Field Interview records
- Parole and probation records
- Computer Aided Dispatch (CAD) data
- Department of Public Safety
- Records Management System (RMS)

**800.3 CRIME ANALYSIS FACTORS**
The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

**800.4 CRIME ANALYSIS DISSEMINATION**
For a crime analysis system to function effectively, information should be disseminated to the appropriate units or persons on a timely basis. Information that is relevant to the
operational and tactical plans of specific units should be sent directly to those units. Information relevant to the development of the Department's strategic plans should be provided to the appropriate staff units.

When information pertains to tactical and strategic plans, it should be provided to all affected units.

**800.5 REVISION**

Enacted: July 27, 2016
802.1 PURPOSE AND SCOPE
This policy provides for the proper collection, preservation, handling, storage, security and disposition of evidence and other property. This policy also provides guidelines for the protection of the chain of custody and those persons authorized to remove and/or destroy property.

802.1.1 PROPERTY AND EVIDENCE UNIT SECURITY (84.1.2)
1) The Property and Evidence Unit shall maintain secure storage and control of all property the Department takes into custody. Property and Evidence Unit keys are maintained only by the Property/Evidence technicians and the Property and Evidence Unit Supervisor. The Property/Evidence technicians and Supervisor shall not loan Property and Evidence Unit keys to anyone and shall maintain keys in a secure manner. Access to the Evidence Office will be limited to Evidence staff and the unit supervisor. Access to the Evidence storage areas will be limited to Evidence staff and the Investigations Division Commander. Only the Chief of Police or their authorized designee may authorize access changes to the evidence storage areas.
2) Any individual entering the Property and Evidence Unit other than the Property/Evidence technicians or Property/Evidence Supervisor, must be accompanied by a Property/Evidence technician or the supervisor at all times and must sign in and out of the logbook, giving the date and time of entry and exit, and the purpose including a specific case, property number, or valid reason for entry (i.e. cleaning crew, pest control, etc.)
3) High-risk items (firearms, money, drugs) will be stored within additional secure areas of the property/evidence room. (84.1.4)

802.1.2 PROPERTY AND EVIDENCE UNIT ACCOUNTABILITY
The Property and Evidence Supervisor is responsible and accountable for control and management of all property accepted by the Property and Evidence Unit and for all property stored in the Property and Evidence Unit storage areas. (84.1.4 h)

802.2 PROPERTY HANDLING (83.3.2 a)
1) Any member who comes into possession of any property shall retain such property in their possession until it is properly packaged, labeled and placed in the
designated property locker or storage room. Care shall be taken to maintain the chain of custody for all evidence.

2) When ownership of property with no apparent evidentiary value can be established, excluding contraband, such property may be released to the owner by an officer in the field without the need for booking. This should be documented in a supplemental report.

3) Documents that have no evidentiary value (i.e. medical records, copies of police reports, etc.) should not be logged into evidence. Instead, they should be forwarded to Records to be scanned into the Records Management System (RMS).

802.2.1 PROPERTY BOOKING PROCEDURE (83.3.2 c, and d; 84.1.1 a, b, c, and d)

All property must be entered into the RMS and placed in a temporary evidence locker prior to the member going off-duty. Supervisor approval is required for any exceptions. Members booking property shall observe the following guidelines:

1) Complete the proper entry into the RMS describing each item separately, listing all serial numbers, owner's name, finder's name, other identifying information or markings and completing any other required fields. The narrative of the report should include the circumstances by which the property came into the Department's possession. Any special handling needs should be documented on the property receipt.

2) All items should be individually packaged in appropriate sized packaging, labeled and the package marked with the members' initials and the date on the seal.

3) Complete an evidence/property label and attach it to each package or envelope in which the property is stored. Large items (i.e. bicycles, etc.) can have a completed evidence tag attached.

4) When the property is too large to be placed in a temporary evidence locker, the item should be temporarily stored in the evidence cages specifically designed to hold large items. If necessary, evidence personnel can be contacted to take immediate custody of the item(s).

802.2.2 EXPLOSIVES

Officers who encounter a suspected explosive device shall promptly notify a Patrol supervisor.

The Bomb Squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Explosives will not be stored by the Department. Fireworks, road flares and similar signaling devices shall be stored in an area designated for safekeeping until final destruction by the Adams County Bomb Squad.
802.2.3 EXCEPTIONAL HANDLING (84.1.1 e)

1) Certain property items require a separate process. The following items shall be processed in the described manner:
   a) Property wet with bodily fluids such as blood or semen shall be placed in a drying locker and air-dried prior to booking and marked with the appropriate warning label indicating the material is bio-hazardous on the packaging.
   b) License plates found not to be stolen or connected with a known crime should be photocopied and labeled with a destruction sticker placed in a temporary evidence locker. No formal property booking process is required.
   c) Bicycles or bicycle frames being logged into evidence should have a completed property/evidence tag securely attached and should be placed in the outside storage area.
   d) All cash will be placed in an appropriate currency envelope. The front of the envelope should be filled out accurately to reflect the total and then placed in a secure evidence locker.
      i) When more than $100.00 but less than $500.00 is submitted into evidence, the officer shall have a second officer count the money. Both officers need to initial/date across the closing seal of the package. When more than $500.00 is submitted into evidence, the second officer shall be a supervisor.
   e) A Property/Evidence technician should be contacted if any evidence requires special handling. Any evidence requiring refrigeration or freezing should be placed in the appropriate storage area specifically designated for these items.
   f) Any item that is a potential hazard or biohazard shall be appropriately packaged and marked to reduce the risk of exposure or contamination.
   g) Wet items need to be placed into a drying locker to dry prior to packaging.
   h) All backpacks will have the contents thoroughly examined and any money, items with serial numbers, drugs or paraphernalia, weapons, and food shall be removed and processed separately. Backpacks and purses shall be placed in a plastic bag and vacuum sealed.
      i) Food that has no evidentiary value shall be disposed of without being entered into the RMS.

2) City property, unless connected to a known criminal case, should be released directly to the appropriate City department. No formal booking is required.

3) In cases where no responsible person can be located, the property should be booked as "Found Property" in the normal manner.

802.2.4 TEMPORARY EVIDENCE STORAGE

On rare occasions, officers may need to store evidence over a period of hours, occasionally overnight and rarely over a period of several days. In such instances, officers will refer to the Thornton Police Department Property Evidence procedure regarding the proper temporary storage of evidence. (84.1.3)
802.3 PACKAGING OF PROPERTY

1) Packaging will conform to certain procedures. Certain items require special consideration and shall be packaged separately as follows:
   a) Controlled substances
   b) Members booking firearms shall ensure they are unloaded, rendered safe, marked appropriately and booked separately from ammunition. All make, type, caliber, and serial numbers shall be documented in an RMS entry and cleared through CCIC/NCIC.
   c) Property with more than one known owner
   d) Drug paraphernalia
   e) Contraband
   f) Biohazards
   g) Currency

2) The following items will not be accepted into internal evidence storage:
   a) Vehicles (Stored at Impound Lot)
   b) Fireworks (Outside Storage)
   c) Gasoline/flammables/hazardous materials (Outside Storage)
   d) Propane tanks (Outside Storage)

802.3.1 PACKAGING CONTAINER

Members shall package all property in a suitable container that is appropriate for its size and weight. Knife boxes should be used to package knives or any other sharp items. Pocket knives (not including butterfly knives or switchblades) can be secured in a heat seal bag. Handgun and rifle boxes should be used for handguns and rifles that require special processing. Syringe tubes should be used to package syringes and needles. If a syringe or razor blade is not of evidentiary value, they can be photographed and disposed of immediately by placing in a sharps container and then into one of the biohazard disposal bins in the evidence booking room.

802.3.2 PACKAGING CONTROLLED SUBSTANCES

1) The officer seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, tagged and placed in an evidence locker, accompanied by an RMS property receipt. Prior to packaging and if the quantity allows, a presumptive test may be completed on suspected controlled substances. When conducted, the result of this test shall be included in the officer's report.

2) Narcotics and dangerous drugs shall be packaged in a heat seal bag of appropriate size, available in the evidence booking area. The booking officer shall initial the heat sealed bag. Controlled substances shall be packaged individually.

3) The officer shall weigh the suspected narcotics or illicit drugs in the container in which it was seized, unless container weight would alter the charge or offense. A full description of the item, along with packaging and total weight of the item as seized, will be placed in the case report and in the RMS Property Entry.
4) For marijuana plants and pills being logged in, the number of plants or pills should be documented in the RMS Property Entry.
   a) Marijuana plants should be dried prior to packaging.

802.3.3 RIGHT OF REFUSAL
A Property Evidence technician has the right to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the Property Evidence technician refuse an item of property, they shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member.

802.4 RECORDING OF PROPERTY (84.1.5)
1) The Property Evidence technicians receiving custody of evidence or property shall ensure the property entry in RMS is accurate and there is an entry for each item received. The property record in RMS will be the permanent record of the item in the Property and Evidence Unit.
2) A unique property number is created for each piece of property received.
3) Any changes in the location of the property (release, disposition, transfer, court, etc.) held by the Department shall be noted in the chain of custody section of the RMS.

802.5 PROPERTY CONTROL
Each time the Property/Evidence technician releases property to another person, they shall document this information in the chain of custody section in the RMS. Anyone desiring property for court or copies of media shall contact the Property/Evidence technician at least one business day prior to the court day when possible.

802.5.1 RESPONSIBILITIES OF OTHER PERSONNEL
1) Every time property is released or received, an appropriate entry in the RMS shall be completed to maintain the chain of custody. No property or evidence is to be released without first receiving a request.
2) Request for lab analysis of items shall be completed on the appropriate submittal forms and/or cover letters. The forms are then submitted to the Property/Evidence Technician. This request may be filled out at any time after the booking of the property or evidence. Any rush requests must be brought to the attention of the Property/Evidence technicians. The Property/Evidence technicians will provide these forms to CBI prior to the items being submitted to the lab.

802.5.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY (83.3.2 b)
1) Property/Evidence technicians will be responsible for transporting items of evidence to the appropriate lab for processing.
2) All items being submitted to the crime lab for analysis should be packaged in accordance with general evidence submittal guidelines.
3) Evidence personnel will receive a receipt from the crime lab noting when the item was received or returned to TPD evidence personnel.
4) All results from the crime lab will be received in writing. (83.3.2 e)
5) Any item deemed perishable (excluding non-evidentiary food) in nature will be maintained in an evidence freezer or refrigerator in the main evidence room until transported.

802.5.3 STATUS OF PROPERTY
1) Property/Evidence technicians receiving the property will make the appropriate entry to document the chain of custody. Temporary release of property to officers for investigative purposes, or for court, shall be noted in the RMS, stating the date, time and to whom it was released. Property/Evidence technicians shall be responsible for establishing trace dates and conducting follow up on all property that is removed on a temporary basis.
2) Signatures shall be obtained from the person to whom property is released and the reason for the release. Any member receiving property shall be responsible for such property until it is returned to the Property and Evidence Unit or released to another authorized person or entity.
3) The return of the property shall be recorded in the RMS, indicating the date, time and the person who returned it.

802.5.4 AUTHORITY TO RELEASE PROPERTY
In order to release, destroy or dispose of property after the final disposition of a case, the appropriate disposal procedures will be followed.

802.5.5 RELEASE OF PROPERTY
1) Evidence shall be held until such time as:
   a) No prosecution is contemplated,
   b) A final disposition is reached in the related criminal charge, or
   c) The statute of limitations has expired.
2) All releases will follow the appropriate retention guidelines.
3) A reasonable attempt shall be made to identify the rightful owner of the property booked into evidence. Officers shall ensure that the owner's information is entered into the RMS Property Entry to ensure that the property will be returned to the rightful owner. (84.1.1 f)
4) Property belonging to a crime victim shall be promptly released to the victim unless needed for evidence (CRS 24-4.1-302.5(1)(k)). Following a request from the victim, property no longer needed for evidence shall be returned to the victim within five working days of determining it is no longer needed, unless the property is contraband or subject to forfeiture proceedings (CRS § 24-4.1-303(7)).
5) With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 30 days. During such a period, Property/Evidence personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 30 days after notification (or receipt, if notification is not feasible) may be disposed of in
accordance with property/evidence disposal and destruction procedures. The final disposition of all such property shall be fully documented in the RMS.

6) Property/Evidence technicians shall release the property to the owner or finder, upon valid photo identification and proper documentation presented by the owner or finder (when necessary), for which an authorized release has been received. A signature of the person receiving the property shall be recorded in the RMS or collected on the release paperwork.

7) Upon release or another form of disposal, the proper entry shall be recorded in the RMS.

8) A firearm may not be released until it has been verified that the person receiving the weapon is not prohibited from receiving or possessing the weapon by 18 USC § 922 (d).
   a) Property/Evidence personnel will confirm the owner has a current residence within Colorado. If not, the firearm will have to be sent, at the owner's expense, to a local police department within their state of residence.
   b) The Property/Evidence Unit will be responsible for setting up the release with the owner and will be present for the release so property documentation is received.

9) Occasionally, evidence may be recovered that has significant historical value. Such items may include rare weapons and/or other evidence. The Chief of Police shall make a final determination of whether to destroy or hold these types of items.

10) Before being destroyed, transferred, or released, property bearing serial numbers shall be checked through CCIC/NCIC to ensure that it has not been reported stolen.

11) Evidence shall be held for civil matters until a litigation hold has been released.

802.5.6 STOLEN OR EMBEZZLED PROPERTY
Stolen or embezzled property or property believed to be stolen or embezzled that is in the custody of this Department shall be returned to the legal owner. Such property may be released from law enforcement custody when the following is satisfied (CRS § 13-25-130(3)):

1) Proper retention release policy has been reviewed, and permission received from the case officer/detective and prosecuting attorney.

2) Photographs of the property are filed and retained by the Property and Evidence Unit.

3) Satisfactory proof of ownership is shown by the owner, or an officer has advised ownership is confirmed.

4) If a defendant has been filed upon, they have been notified that such photographs, videotapes or films have been taken, recorded or produced.

5) A receipt for the property is obtained from the owner upon delivery.

802.5.7 DISPUTED CLAIMS TO PROPERTY
1) Occasionally more than one party may claim an interest in the property being held by the Department, and the legal rights of the parties cannot be clearly established.
Such property shall not be released until one party has obtained a court order or other proof of the undisputed right to the involved property.

2) All parties should be advised that their claims are civil. In some situations, legal counsel for the Department may be asked to file an interpleader in court to resolve the disputed claim.

802.6 DISPOSITION OF EVIDENCE

1) Upon any release or disposition of any property, the proper notation shall be made in the RMS.

2) Any item of evidence or property can be converted to valid Department use once legal retention requirements have been met, with the following exceptions:
   a) Items which must be returned to the owner,
   b) Hazardous materials, and
   c) Illegal items.

3) Any request to convert evidence to Department use must be made in writing to the Property/Evidence Unit indicating the date of the request, the type and quantity of the property evidence requested, the individual making the request and the reason the items are requested. This request will then be forwarded to the Chief of Police or their authorized designee who will make the final decision.

4) Conversion of controlled substances to Department use shall be done in accordance with policy.

5) All items of value will be sent to auction. Proceeds from the auction shall be deposited into the City’s General Fund, consistent with the procedures set forth by the Purchasing Department.

802.6.1 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law or by a court of competent jurisdiction:

1) Weapons declared by law to be nuisances
2) Counterfeiting equipment
3) Gaming devices
4) Obscene matter ordered to be destroyed by the court
5) Altered vehicles or component parts
6) Narcotics
7) Unclaimed, stolen or embezzled property
8) Destructive devices
9) Or any other item as designated by a court order.

802.6.2 UNCLAIMED MONEY

When found money is no longer required as evidence and remains unclaimed after 30 days, the money is presumed abandoned property (CRS § 38-13-108.2).
802.7 RETENTION OF BIOLOGICAL EVIDENCE

The Property/Evidence Unit Supervisor shall ensure that no biological evidence held by the Department is destroyed without adequate notification from the District Attorney’s Office.

Biological evidence shall be retained for a minimum period established by law and based on policy.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the case officer and the District Attorney.

Biological evidence from an unsolved sexual assault shall not be disposed of prior to the expiration of the statute of limitations and only after consultation with the District Attorney’s Office.

802.7.1 SUFFICIENT SAMPLE PRESERVATION

If DNA evidence is of such a size, bulk, or physical character as to render retention impracticable, the case officer shall remove and preserve portions of the evidence likely to contain DNA related to the offense in a quantity sufficient, based on the best scientific practices at the time of collection, to permit future DNA testing.

The preserved DNA evidence shall, whenever possible, include a sample sufficient to allow for independent testing by the defendant. After preserving the necessary amount of the DNA evidence, the remainder of the evidence may be properly destroyed as allowed by law. The sample is logged into the RMS as a separate item, and the remainder is documented in the chain of custody when destroyed.

DNA evidence collected in reference to a criminal investigation of a felony that does not result in or has not resulted in charges being filed shall be preserved for the length of the statute of limitations for the felony crime that was investigated (CRS § 18-1-1103(1)).

802.7.2 DISPOSITION OF DNA EVIDENCE

If the District Attorney determines that the DNA evidence should not be disposed of, the District Attorney will provide notice. Upon receipt of the notice, the Agency shall preserve the DNA evidence until such time that a court order is obtained to dispose of the DNA evidence (CRS § 18-1-1105(4)).

802.7.3 DISPOSITION OF VICTIM DNA EVIDENCE

If DNA evidence is being held that is the property of the victim, the victim may request the District Attorney to review whether the DNA evidence may be returned. If the District Attorney determines the DNA evidence may be returned, the District Attorney may file a petition with the court for the return of the DNA evidence. Upon proper receipt, the Department will release DNA evidence belonging to the victim (CRS § 18-1-1107).
802.8 REPORT OF ABANDONED PROPERTY (MONEY)
The Records Manager shall complete and file a report of the presumed abandoned property with the State Treasurer each year. The report shall cover the period from July 1 to June 30 and shall be submitted no later than the immediately following November 1 date (CRS § 38-13-110).

The Property/Evidence Unit will transfer the chain of custody of all abandoned money found during the final case disposition with the Finance Unit. All money will be deposited into the General Fund account of the City.

802.9 INSPECTIONS OF THE PROPERTY AND EVIDENCE UNIT (84.1.1 h; and 84.1.6 a, b, c, and d)
1) On a semi-annual basis, the Property/Evidence Supervisor shall inspect the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures. In addition, a random audit of evidence items shall be conducted placing emphasis on the inspection of narcotics, weapons, and money.

2) An annual audit of Property and Evidence shall be conducted by a supervisor not normally associated with the Property and Evidence Unit (PSU Commander), said supervisor will be appointed by the Chief of Police. This audit will be in compliance with (CALEA Law Enforcement Standards Manual Appendix K). A memorandum summarizing the results of the inspection shall be forwarded to the Chief of Police with copies being sent to the Investigations Division Deputy Chief, the Records Manager and the Property/Evidence Supervisor. There should be a particular emphasis placed on the inspection of narcotics and illicit drugs to ensure the integrity of their seals, and verify that procedures pertaining to the storage, handling, and processing of money and firearms are followed.

3) An audit of Property and Evidence to include high-risk items and general evidence will be done whenever a property and evidence supervisor or custodian is assigned to or from the position. This will be conducted jointly by the newly appointed property and evidence supervisor or custodian and a designee of the Chief of Police. A random audit of 100 of the general property/evidence items will be completed. The number of high-risk items audited will be in compliance with (CALEA Law Enforcement Standards Manual Appendix I)

4) Once a year, the Chief of Police will designate a supervisor (PSU Commander) not normally associated with the functions of the Evidence Unit to complete an inspection.

5) Property and Evidence security access is strictly limited. The vault, storage areas are and Evidence Unit Office only accessible to the Property/Evidence technicians, Unit Supervisor, and Investigations Division Commander.

6) Definitions:
   a) Audit - A report is generated for the number of items based on CALEA Law Enforcement Standards Manual Appendix K or Appendix I. The items will be
reviewed for integrity to ensure the seal has not been broken, the label and barcode match.

i) Joint Audit - a percentage of high-risk items are reviewed under CALEA Law Enforcement Standards Manual Appendix I. If the error rate exceeds four percent, a full inventory must be done.

ii) Annual Audit - ensure the continuity of custody, but not to review every single item in evidence. Per CALEA Law Enforcement Standards Manual Appendix K, a percentage of items will be reviewed to ensure the integrity and accountability of the system.

b) Inspection - A review of the processes and procedures to determine that the property room is being maintained in a clean and orderly fashion, that the integrity of the property is being maintained, that provisions of the Department orders or other directives concerning the property management system are being followed, that the property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of promptly.

802.10 REVISIONS
Enacted: July 27, 2016

Revised: February 26, 2020

Revised: May 6, 2020
803.1 PURPOSE AND SCOPE
The Records Manager shall keep the Department Records Unit procedures continuously updated 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.

803.1.1 NUMERICAL FILING SYSTEM
Case reports are filed numerically by Records Unit personnel.
Reports are numbered commencing with the current year followed by a sequential number beginning with 000001 starting at midnight on the first day of January of each year. As an example, case number 2015-000001 would be the first new case beginning January 1, 2015.

803.1.2 PRIVACY POLICY
The Records Manager shall apply, and assist in the development and maintenance of, the organization's policy standardizing the collection, storage, transfer and use of personally identifiable information pursuant to CRS § 24-72-502. Minimally, the policy shall include:

1) A declaration supporting the protection of individual privacy.
2) Standards which minimize the collection of personally identifiable information to the least amount of information required to complete a particular transaction.
4) A method for feedback from the public on compliance with the privacy policy.
5) Notation that the policy applies to the collection of all personally identifiable information, regardless of the source or medium.

The privacy policy shall be published on the organization's website.

803.2 FILE ACCESS
All reports including, but not limited to, initial, supplemental, follow up, and all reports related to a case shall be maintained in a secure area within the Records Unit, accessible only to authorized Records Unit personnel. Access to report files after hours
or when records personnel are otherwise not available may be obtained through the Watch Commander.

803.2.1 REQUESTING ORIGINAL REPORTS
Generally, original reports shall not be removed from the Records Unit. Should an original report be needed for any reason, the requesting member shall first obtain authorization from the Records Manager. All original reports removed from the Records Unit shall be recorded on the Master Dissemination Record, which shall constitute the only authorized manner by which an original report may be removed from the Records Unit. In general, a scanned copy of the original may be released or a copy of the original.

All original reports to be removed from the Records Unit shall be photocopied and the photocopy retained in the report file location of the original report until the original is returned to the Records Unit. The photocopied report shall be shredded upon return of the original report to the file.

803.3 RECORDS MANAGEMENT TRAINING
The Records Manager and Supervisor shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under state and federal law.

803.4 REVISIONS
Enacted: July 27, 2016
804.1 PURPOSE AND SCOPE
This policy provides personnel with guidelines for the proper release of department security system video.

804.2 POLICY
It is the policy of the Thornton Police Department to comply with release of records (including surveillance video) in accordance with Orders of the Court, and requests in compliance with the Colorado Open Records Act and the Colorado Criminal Justice Records Act.

804.3 REQUEST FOR RECORDS
All requests for records (including surveillance video) shall be submitted to the Records Unit.

1) The Records Unit will inform appropriate personnel to obtain a copy of the surveillance video requested.
2) Should the video requested no longer be available based upon the system storage limitations, the Records Unit will inform the requestor that the video requested is no longer available.
3) Personnel obtaining the video will submit the video to the Professional Standards Unit or authorized designee in the Administration Division for review of the video.
4) The Professional Standards Unit or authorized designee in the Administration Division shall review the video prior to release and maintain one copy of the video in accordance with records retention guidelines.
5) After review of the video, the video will be given to the Records Unit for release in accordance with the request.
6) The Chief of Police will be notified of all approved releases of the Department security system video.

804.4 REVISIONS
Enacted: July 27, 2016
806.1 PURPOSE AND SCOPE
This policy provides guidance on the maintenance, access and release of department records. Protected information is separately covered in the Protected Information Policy.

806.1.1 DEFINITIONS
Definitions related to this policy include:

**Criminal Justice Record** - A record kept by the Department and means all books, papers, cards, photographs, tapes, recordings, or other documentary materials, regardless of form or characteristics, that are made, of kept by any criminal justice agency in the state for use in the exercise of functions required or authorized by law or administrative rule, including but not limited to the results of chemical biological substance testing to determine genetic markers conducted pursuant to sections 16-11-102.4 and 16-23-104 C.R.S. (CRS § 24-72-302(4)).

**Records Custodian** - The official custodian of records having personal custody of the criminal justice records in question (C.R.S. § 24-72-302(5)).

**Record of Official Action** - As defined in the Criminal Justice Records Act, CRS § 24-72-302(7), but includes an arrest; indictment; charging by information; disposition; pretrial or post trial release from custody; judicial determination of mental or physical condition; decision to grant, order, or terminate probation, parole, or participation in correctional or rehabilitative programs; and any decision to formally discipline, reclassify, or relocate any person under criminal sentence.

806.2 POLICY
The Thornton Police Department is committed to providing public access to records in a manner that is consistent with the Colorado Criminal Justice Records Act (CCJRA) (CRS § 24-72-301 et seq.).

806.2.1 PROCESSING OF REQUESTS
Any member of the public, including the media, may request to inspect records of this department by submitting a written and signed request for each individual and specifically identified record sought to an authorized employee during normal business hours. Requests shall be forwarded to the Records Custodian to process.
Request for records of the department will be handled by the Records Custodian as follows:

1) The Records Custodian shall determine whether the requested record is available and/or subject to any exemption from disclosure. If a record of official action is requested, but the record is in active use or in storage and not immediately available, the custodian shall notify the applicant as soon as practicable and if requested, the custodian shall set a date and time within three working days at which time the record will be available for inspection. CRS § 24-72-303(3).
   a) The fact that portions of records are exempt from disclosure shall not preclude portions that are not exempt from being released. If portions of a record are redacted, those portions should be identified as redacted or the person requesting the record shall be notified of the redaction.

2) Unless otherwise arranged with the custodian, the requesting party should be required to pay in advance any established fee for each record sought.

3) Requests for information that the Records Custodian believes is confidential and wishes to withhold from the public that is not specifically allowed by statute or judicial decision should be discussed with legal counsel for the Department.

4) If the Records Custodian denies access to any criminal justice record, the applicant may request a written statement of the grounds for the denial. Within seventy-two hours, the Records Custodian shall prepare and provide to the applicant the written statement citing the law or regulation under which access is denied or the general nature of the public interest to be protected (CRS § 24-72-305(6)).

5) The Department is not required to create records which do not otherwise exist. However, existing records may be copied in such a manner as to provide the requesting party with unrestricted portions of any record.

Members shall make a reasonable effort to exclude or redact the Social Security number of any victim and witness from any document released in accordance with this policy to anyone other than the victim, the attorney for the defendant or any criminal justice agency (CRS § 24-4.1-303(18)).

806.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to (CRS § 24-72-301 et seq.):

1) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department records.

2) Maintaining and updating the department records retention schedule including:
   a) Identifying the minimum length of time the Department must keep records.
   b) Identifying the department division responsible for the original record.

3) Establishing rules regarding the inspection and copying of department records as reasonably necessary for the protection of such records.
4) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
5) Establishing rules regarding the processing of subpoenas for the production of records.
6) Ensuring the availability of a current schedule of fees for public records as allowed by law (CRS § 24-72-306).

806.3.1 PERSONAL IDENTIFYING INFORMATION
Members shall not access, use or disclose personal identifying information, including an individual's photograph, Social Security number, driver identification number, name, address, telephone number and the individual's medical or disability information, which is contained in any driver's license record, motor vehicle record or any department record except as authorized by the Department and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721, 18 USC § 2722).

806.4 PROCESSING REQUESTS FOR RECORDS
Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

806.5 PRIVACY AND SECURITY OF RECORDS
Records such as offense reports, arrest reports, juvenile records or other sensitive records shall be secured in such a manner as to reasonably protect them from unauthorized disclosure.

806.6 SECURITY BREACHES
Members who become aware that any Thornton Police Department system containing personal information may have been breached should notify the Custodian of Records as soon as practicable.

806.7 REVISIONS
Enacted: July 27, 2016
Revised: April 26, 2017
Revised: August 8, 2018
Revised: October 16, 2019
807.1 PURPOSE AND SCOPE
This policy provides guidelines for the release of criminal offender records, security of those records and persons authorized to release those records.

807.2 DEFINITIONS
Definitions related to this policy include:

Criminal History Records Information (CHRI) - Information collected by Colorado criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments or other formal criminal charges, and any disposition, including acquittal, sentencing, correctional supervision or release.

807.3 RELEASE OF CHRI
The Records Manager(s) is responsible for releasing CHRI of this Department as provided in the Records Release and Security.

If a record requested is in the custody or control of another agency, the Records Manager(s) will notify the requestor of this fact and in writing if requested. The notification shall identify, to the best of the Records Manager's knowledge and belief, the agency which has custody or control of the record in question.

807.4 JUVENILE RECORDS
Nothing in this procedure is intended to alter existing statutes, case law or the policies and orders of both the county juvenile board and the designated juvenile court regarding the release of juvenile offender records.

Absent a court order, juvenile records and information may only be inspected or disclosed to the public under circumstances provided by law. For example, CRS § 19-1-304(1)(b.5) may require disclosure of some records when the juvenile has been charged with or is subject to a revocation of probation for committing the crime of possession of a handgun, a class 1, 2, 3 or 4 felony, or an offense involving a weapon. However, even then the information that can be released may be limited to the following:

1) Physical description of the accused.
2) Information reporting the arrest and filing of charges.
3) Date and place of the arrest and filing of charges.
4) Name, gender, date of birth and last known address of the accused.
5) Nature of the charges.
6) Disposition of the charges.

807.5 CHALLENGE TO CRIMINAL OFFENDER RECORD
Any person has the right to challenge the accuracy and completeness of records pertaining to them and to request that said records be corrected. Any such requests shall be forwarded to the Records Manager.

Upon receipt of a request to correct the record, the Records Manager will evaluate the request as follows (CRS § 24-72-307):

1) The Records Manager will review the request for correction and make a determination of whether to grant or refuse the request, in whole or in part.
2) In the event that the Records Manager requires additional time to evaluate the merit of the request for correction, the Records Manager shall notify the applicant in writing.
   a) The Records Manager shall then have 30 days from the date of receipt of the request for correction to evaluate the request and to make a determination of whether to grant or refuse the request, in whole or in part.
   b) The Records Manager shall communicate that decision to the applicant in writing.
3) If the Records Manager refuses to make the requested correction and the person requests a written statement of the grounds for the refusal, the Records Manager shall promptly provide such a written statement.
4) If the Records Manager decides to make the correction, the Records Manager will ensure the change is made in the records of the Thornton Police Department and communicate the correction to the Colorado Bureau of Investigation.

807.6 PROTECTION OF CHRI
The Records Manager is responsible for setting any necessary procedures to protect confidential National Crime Information Center (NCIC) or Colorado Crime Information Center (CCIC) information, including any policies related to the following:

1) Where and how such records may be stored.
2) Access to such records.
3) Computer terminal security.
4) Destruction of such records.

807.7 PENALTIES FOR MISUSE OF RECORDS
Employees may obtain, or attempt to obtain, records or information from the Department files only in accordance with their official duties.
Criminal history record information may not be used in any unauthorized manner, for any unauthorized purpose or disclosed to any person who is not entitled to the information.

807.8 REVISIONS
Enacted: July 27, 2016
808.1 PURPOSE AND SCOPE
This policy establishes guidelines for the seizure and storage of computers, personal communications devices (PCDs), digital cameras, digital recorders and other electronic devices that are capable of storing digital information. This policy also establishes procedures 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.

808.2 SEIZING COMPUTERS AND RELATED EVIDENCE
Computer equipment requires specialized training and handling to preserve its value as evidence.

Officers should be aware of the potential to destroy information through careless or improper handling and utilize the most knowledgeable available resources. When seizing a computer and accessories the following steps should be taken:

1) Photograph each item, front, back and the surrounding desktop or office setup, specifically including cable connections to other items. Look for a telephone line or cable to a modem for Internet access.
2) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation, such as fingerprints, biological or trace evidence and/or documents.
3) If the computer is off, do not turn it on.
4) If the computer is on, do not shut it down and do not click on anything or examine any files.
   a) Photograph the screen, if possible, and note any programs or windows that appear to be open and running.
   b) Disconnect the power cable from the back of the computer box. If the computer is a portable notebook style, disconnect any power cable from the case and remove the battery.
5) Collect the power cables.
6) Label each item with the case number and property control number.
7) Handle and transport the computer and storage media (e.g., tape, disks, memory cards, flash memory, and external drives) with care so that potential evidence is not lost.

8) Log all computer items into the Property/Evidence Unit. Do not store computers where normal room temperature and humidity is not maintained.

9) At minimum, officers should document the following in related reports:
   a) Where the computer was located and whether it was in operation.
   b) Who was using it at the time.
   c) Who claimed ownership.
   d) If it can be determined, how it was being used.

10) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (e.g., remote drives, hard drives, tape drives and disk drives) should be seized along with all media. Accessories (e.g., printers, monitors, mouse, scanner, keyboard, cables, software and manuals) should not be seized unless as a precursor to forfeiture or the equipment is proprietary (e.g. Apple keyboard and mouse) and necessary for examination of the associated media.

808.2.1 BUSINESS OR NETWORKED COMPUTERS
If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Until properly secured, networked computers can be accessed remotely to alter critical hard drive data. Therefore, cases involving networks require specialized handling. Officers should contact a trained forensic computer examiner as soon as practicable 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 be done by someone specifically trained in processing computers for evidence. The forensic copy of the image of the hard drive shall be marked and maintained as primary evidence.

808.2.2 FORENSIC EXAMINATION OF COMPUTERS
If an examination of the contents of the computer's hard drive, disks or any other storage media is required, forward the following items to a computer forensic examiner:

1) A copy of reports involving the computer, including the evidence/property sheet.
2) A copy of a consent to search form signed by the computer owner or the person in possession of the computer or a copy of a search warrant authorizing the search of the computer hard drive for evidence relating to the investigation or other legal authority for examination.
3) A list of the items to search for (e.g., photographs, financial records, e-mail, documents).
4) A forensic copy of the media will be made. Subsequent forensic examination of the copy will be conducted by a trained digital forensic examiner.
808.3 SEIZING DIGITAL STORAGE MEDIA
Digital storage media, including hard drives, floppy disks, CDs, DVDs, tapes, memory cards or flash memory devices, should be seized and stored in a manner that will protect them from damage.

1) If the media has a write protection tab or switch, it should be activated.
2) Do not review, access or open digital files prior to submission. If the information is needed for immediate investigation, a proper request to copy the contents to an appropriate form of storage media should be made.
3) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.
4) Do not leave storage media where it would be subject to excessive heat, such as in a parked vehicle on a hot day.
5) Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

808.4 SEIZING PERSONAL COMMUNICATION DEVICES
Personal communication devices (PCD), such as cellular phones, Personal Data Assistants (PDA) or other handheld devices connected to any communication network must be handled with care to preserve evidence that may be on the device, including messages, stored data and/or images.

1) Officers should not attempt to access, review or search the contents of such devices prior to examination by a trained digital forensic examiner.
2) Do not turn the device on or off. The device should be wrapped in no less than six sheets of heavy duty aluminum foil or placed in a solid metal container, such as a paint can or in a Faraday bag, to prevent the device from sending or receiving information from its host network.
3) If the device is on, attempt to place the device in airplane mode.
4) When seizing the devices, also seize the charging units and keep them plugged into the chargers until they can be examined. If the batteries go dead, all the data may be lost.
5) Attempt to obtain the passcode from the owner of the PCD.

808.5 DIGITAL EVIDENCE RECORDED BY OFFICERS
Officers handling and submitting recorded and digitally stored evidence from digital cameras and audio or video recorders will comply with these procedures to ensure the integrity and admissibility of the evidence.

808.5.1 COLLECTION OF DIGITAL EVIDENCE
Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission.
All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files will not be altered in any way.

808.5.2 SUBMISSION OF DIGITAL MEDIA
The following are required procedures for the submission of digital media used by or stored by cameras or other recorders:

1) Recorded video shall be placed on disc and shall be booked as evidence.
2) Officers are only authorized to review the data stored on the device that was used to record the data. Evidence technicians are the only employees authorized to copy and/or distribute digital media.
3) Digital photographs taken shall be uploaded into the digital image management system. Once it is verified that the images properly transferred to the digital image management system, memory cards will be reformatted for reuse. The media in the digital image management system will serve as the original.
4) Officers requiring a copy of the digital files may request a copy from the Property/Evidence Unit after it has been uploaded to the digital image management system.

808.5.3 DOWNLOADING OF DIGITAL FILES
Digital information, such as video or audio files recorded on devices using internal memory, must be downloaded to storage media. The following procedures are to be followed:

1) Files should not be opened or reviewed prior to downloading and storage.
2) Where reasonably possible, the device should be connected to a computer and the files accessed directly from the computer directory or downloaded to a folder on the host computer for copying to the storage media.

808.5.4 PRESERVATION OF DIGITAL EVIDENCE
1) The original digital media shall remain in evidence and shall remain unaltered, unless checked out for forensic examination the original digital media shall remain unaltered.
2) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.
3) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.

808.6 REVISIONS
Enacted: July 27, 2016
809.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

809.2 POLICY
It is the policy of the Thornton Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

809.3 ANIMAL CONTROL RESPONSIBILITIES
Animal control services are generally the primary responsibility of [Animal Control] and include:

1) Animal-related matters during periods when [Animal Control] is available.
2) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that [Animal Control] is available for investigation and resolution.
3) Follow-up on animal-related calls.
4) Tasks identified in the Colorado Animal Protection Act (CRS § 35-42-101 et seq.).

809.4 MEMBER RESPONSIBILITIES
Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture and pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

1) There is a threat to public safety.
2) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.
3) An animal is creating a traffic hazard.
4) An animal is seriously injured.
5) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.
   a) This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow them to properly care for the animal.
   b) With the owner’s consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
   c) If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

809.4.1 ANIMAL CRUELTY COMPLAINTS
An officer shall conduct a preliminary investigation on all reports of animal cruelty and forward the information to the ACO for follow-up. Officers shall not hesitate to take any immediate actions deemed necessary to prevent the perpetration of any act of cruelty to animals in their presence and may use such force as is necessary to prevent the crime.

The assistance of an animal control officer may be requested to assist with the investigation when appropriate for the purpose of handling the disposition of any animal associated with the case.

809.4.2 ANIMAL BITES TO HUMANS
Officers should take an animal bite report and forward it to the ACO Unit for follow-up. Officers shall issue a quarantine order to the owner of a biting animal, if contacted, to keep the animal confined on the property until contacted by an ACO. If the animal is a stray, then every effort shall be made to capture and impound the animal immediately.

If a biting dog has been killed in order to prevent further injury or death, the local board of health shall be notified of the facts related to the bite and the killing, and the body of the dog shall be held for release to the board of health (6 CCR 1009-1:1).

809.5 DECEASED ANIMALS
When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals on public property should be removed, sealed in a plastic bag and properly disposed of by the responding member.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

809.6 INJURED ANIMALS
When a member becomes aware of an injured domesticated animal, all reasonable attempts shall be made to contact the owner or responsible handler. If an owner or
If the responsible handler cannot be located, the animal should be taken to a designated animal care facility.

Injured wildlife may be euthanized whenever the ACO or officer determines that no other reasonable action would be practical, humane or effective for the rehabilitation of the wildlife (2 CCR 406-14:1405).

**809.7 ANIMAL CRUELTY COMPLAINTS**
Laws relating to the cruelty to animals should be enforced, including but not limited to CRS § 18-9-202 et seq.

1) An investigation should be conducted on all reports of animal cruelty.
2) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.

**809.8 STRAY ANIMALS**
If the animal has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the animal should be released to the owner and a citation may be issued, if appropriate. If an animal is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

**809.9 DANGEROUS ANIMALS**
In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Watch Commander will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

**809.10 PUBLIC NUISANCE CALLS RELATING TO ANIMALS**
Members should diligently address calls related to nuisance animals (e.g., barking dogs), because such calls may involve significant quality-of-life issues.

**809.11 DESTRUCTION OF ANIMALS**
When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

**809.12 REVISIONS**
Enacted: July 27, 2016
Revised: June 6, 2018
810.1 PURPOSE AND SCOPE

This policy establishes a forum in which department members from all levels of service may become involved in the policy and decision making process of the Department and to facilitate direct communication between representatives from each work unit within the Department and command staff.

810.2 REPRESENTATIVES

1) The designated people from each of the work units in the Department shall be elected by the members of that unit to serve as representative on the expanded staff:
   a) Patrol Division
      i) Day Shift
         (1) A Side: One
         (2) B Side: One
      ii) Swing Shift
         (1) A Side: One
         (2) B Side: One
      iii) Graveyard Shift
         (1) A Side: One
         (2) B Side: One
      iv) Patrol at Large:
         (1) Traffic: Two
         (2) Impact: One
         (3) High Density Housing: One
         (4) School Resource Officers: One
   b) Detective Division
      i) Detectives at Large: Two
   c) Administrative Division
      i) Administration Officers at Large: One
      ii) Records: One
      iii) Communications Center: Two
   d) Administration Specialists: One
e) Animal Control: One  
f) Victim Advocates: One  
g) Other Civilian Personnel: One

2) In addition, the following personnel shall be assigned to serve as representatives on the expanded staff:
   a) Chief of Police  
b) Police Services Administrator  
c) Patrol Division Deputy Chief  
d) Detective Division Deputy Chief  
e) Administration Division Deputy Chief  
f) Communication Center Manager  
g) Professional Standards Commander  
h) Patrol Commander Executive Officer  
i) Substation Commander  
j) Administrative Supervisor-Administration  
k) Animal Control Supervisor  
l) Records Manager  
m) Planning and Research Officer  
n) Victim Services Supervisor or Victim Advocate

**810.3 TERMS OF REPRESENTATION**

1) Those representatives elected by members of their units shall serve as expanded staff members for a term of one year.

2) Representatives from the three patrol shifts shall be elected at each shift change, and shall serve until the next shift change is completed.

3) Representatives may be re-elected to consecutive terms, the only requirement for reelection being that they remain assigned to the work unit from which they were elected.

4) Those personnel assigned to serve on expanded staff shall do so for the period of their assignment in their designated positions.

5) Elected representatives are responsible for serving the entire term for which they were elected, unless they are reassigned from the work unit or position which they represent during their term of service.

6) Should a representative wish, for any reason other than reassignment, to terminate his representation prior to the end of that period, he shall be responsible for obtaining a replacement from his work unit prior to his termination.

**810.4 MEETING ATTENDANCE**

1) Meetings shall be held semi-annual unless otherwise scheduled by the Chief of Police.

2) Attendance is mandatory for all members.
   a) Elected representatives shall be responsible for obtaining a replacement for meetings which they are unable to attend.
3) Members who must attend meetings on off-duty time shall be compensated for the time spent in attendance with overtime pay or compensatory time, pursuant to city policy.

810.5 REPRESENTATIVE RESPONSIBILITIES
1) Representatives shall bring to the expanded staff for discussion the suggestions or concerns of the members of their work unit which are of significant or department wide interest or concern.
   a) Representatives shall, within reason, exhaust all other means to address an issue or concern prior to presenting the matter at expanded staff.
2) Representatives shall canvass the members of their work unit prior to the expanded staff meeting to solicit issues or concerns to be presented at expanded staff.
3) Representatives shall report on information received from other representatives to the members of their work units.
4) Representatives shall update the staff on projects undertaken and policy implementation.
5) Representatives shall participate in research projects, conduct surveys, and prepare written reports and/or proposals as required in connection with the business of the expanded staff.
   a) Assignments are to be accomplished on duty time whenever possible however when off duty time is required and with prior supervisory approval, members shall be compensated for time spent on expanded staff assignments with overtime pay or compensatory time, pursuant to city policy.

810.6 REVISIONS
Enacted: July 27, 2016
Revised: January 24, 2018
Revised: June 20, 2019
811.1 PURPOSE AND SCOPE
This policy provides guidelines and information on how the Thornton Police Department will participate in the Colorado Household Medication Take-Back Program and operate the MedDrop Collection Receptacle provided by the Colorado Department of Health.

811.2 RESPONSIBILITIES
The Detective Division is responsible for the administration of this program and will oversee the operation of the MedDrop Collection Receptacle.

811.3 LOCATION
The MedDrop Collection Receptacle is located in the lobby of the Thornton Police Department Headquarters Building. The specific location in the lobby is generally in the southwest corner of the main lobby area, attached to the floor. It is a green metal box measuring 18” deep x 20” wide x 48” high.

811.4 ACCESS
The MedDrop Collection Receptacle has three locks installed. The keys are maintained by the designated member of the Detective Division.

The locks are described as follows:

1) One lock secures the drop box located on the front of the receptacle. It can be locked to stop usage of the receptacle.
2) Two locks secure the front panel of the receptacle. The panel can be opened to gain access to the shipping box.
3) Keys – There are two sets of keys for the MedDrop Collection Receptacle.
   a) One set of keys is kept with the Detective Sergeant responsible for overseeing the box.
   b) One set of keys is kept with Detective Division Commander in the secured key lock box.

811.5 MANAGEMENT
Refer to the Colorado Household Medication Take-Back Program Medical Waste Management Plan for further details.
811.6 PROCEDURES
Refer to the Instructions for using a Collection Return System provided by the Colorado Department of Public Health & Environment (CDPHE) for detailed instructions.

811.6.1 PACKAGING
Refer to the Instructions for using a Collection Return System for detailed packaging instructions.

1) Taping
   a) Refer to “H” taping method in the Instructions for using a Collection Return System.

2) Packaging Materials
   a) Packaging materials are provided by Trilogy Medwaste.
   b) Remember to retain the numbered seal, return packing list, and return label for return shipping.

3) Two Person Verification
   a) When packaging materials for shipment, a second department employee will verify the packaging process for accountability purposes.

811.6.2 SHIPPING
Shipments of collected items will be conducted as needed to ensure items never get stored in the Property/Evidence storage area. If a situation occurs where the collected items are required to be stored outside the collection receptacle for a short period of time, the temporary evidence lockers will be used following applicable department policies concerning evidence collection, preservation and storage. Refer to CDPHE for detailed shipping instructions if needed.

811.7 RECORD KEEPING
All MedDrop Collection Receptacle records required by the program rules and regulations will be retained by the Detective Division in an easily retrievable format for a period of three years from the date medications are acquired by a reverse distributor/distributor for subsequent destruction.

They will be made available for CDPHE review upon request.

1) Records will be maintained by the officer responsible for plan implementation in a binder labeled MedDrop Collection Receptacle Binder.

2) The Inner Liner Tracking Log will be completed for every shipping box used in the MedDrop Collection Receptacle.

3) The MedDrop Collection Receptacle Binder will contain:
   a) Operating Guidelines;
   b) keys to receptacle;
   c) inner liner tracking log;
   d) numbered seal, return packing list, and return label;
e) instructions for using a Collection Return System;
f) “H” taping method;
g) scheduling your UPS Pickup;
h) U.S. DOT Special Permit;
i) Thornton Police Department approved application;
j) CDPHE State Regulations.

811.8 REVISIONS
Enacted: January 17, 2020
Policy 812 – Cash Account Maintenance
(PD Cashiering)
Enacted: October 25, 2019
Revised: N/A

812.1 PURPOSE AND SCOPE
This policy provides guidelines for any cash funds that are maintained by the Department, and used for the day-to-day operations outside of the normal City budget process, and purchasing card use.

812.2 POLICY
The Thornton Police Department is dedicated to following City Administrative Directives regarding cash fund maintenance.

812.3 CASH FUNDS
The following area in the Department maintains cash funds, which pertain to this policy:
1) Records Unit
2) Detective Division

812.4 FUND MANAGEMENT (17.4.2)
1) Locations having a cash account will maintain a transaction log to record debits, credits, and ongoing balances unless the account is automated.
2) Cash Received: All revenue received will be documented/accompanied by a receipt.
3) Cash Disbursement Authorization: Cash disbursements to members from the cash accounts must have the approval of the Records Supervisor, if the amount is over $25.00.
4) Cash Expenditures: Each expense item/cash disbursement will be accompanied by an invoice or agency disbursement form.
5) Authority to Disburse/Accept Cash: Records Manager may designate the persons or positions authorized to disperse and accept cash.
6) Cash Activity Accounting: Regardless if manual or automated, the finance department annually check the cash drawer activities and procedures to ensure accuracy.

812.5 REVISIONS
Enacted: October 25, 2019
813.1 PURPOSE
To outline procedures for safeguarding, identifying, collecting and preserving evidence in order to ensure a proper chain of evidence for courtroom presentation.

813.2 POLICY
The investigation of crime and the successful prosecution of criminal offenders require that information be obtained through the application of scientific knowledge and methods. In order to effectively use laboratory support services, physical evidence must be identified, collected, preserved and transmitted to the laboratory without delay. Accordingly, it is the policy of the Thornton Police Department to diligently follow forensic methods of obtaining and protecting evidence.

813.3 DEFINITIONS
Definitions related to this policy include:

**Crime Scene Investigator (CSI)** - A department member who has been selected and trained to process crime scenes and collect evidence. The investigator is specifically equipped by the department with all the necessary equipment for the proper processing of crime scenes and evidence.

**Crime Scene** - A crime scene is a location where a crime was committed or other areas that may contain items of evidentiary value.

**Crime Scene Manager** - Any person at a crime scene who would take the lead role of coordinating the processing.

**Physical Evidence** - A material object used to establish a fact which may be used to aid in the solution of crime and prosecution of the offender.

**Processing** - The act of documenting, collecting, packaging and developing evidence from items of evidentiary value found at a crime scene with the intent of facilitating the solving and prosecution of criminal acts.

**Secured Area** - The area within a crime scene which has been marked with crime scene barrier tape.
813.4 CARE AND USE OF EQUIPMENT (83.2.4)
CSI's are responsible for the care and inventory of the equipment in their crime scene kits and vehicles. The Detective Division Commander is the contact point for any evidence collection equipment repair, as well as the supply resource for inventory restocking. The CSI will be issued equipment necessary for:

1) Recovery of latent fingerprints
2) Photography
3) Crime scene sketches
4) Collection and preservation of physical evidence

813.5 PROCEDURE
813.5.1 SCENE PROCESSING (83.2.1)
All items of evidence that can be properly processed at the scene may be done at the scene. If the CSI or case officer determines that the evidence needs further processing, they will ensure the evidence is properly handled and transported. The CSI will evaluate the evidence submitted and carry out any necessary follow-up to ensure the evidence is transported and processed.

813.5.2 Collecting, Processing & Preserving Physical Evidence in the Field:
1) The scene of a crime must be secured as soon as possible to prevent the loss of evidence. It is the responsibility of the first officer at the scene of a crime to secure and protect the scene from all nonessential personnel to prevent the loss of evidence. The officer securing the crime scene should initiate a log listing the time, name and reason for all personnel who enter the crime scene until relieved. (42.2.1 c and 83.2.6)
2) Crime Scene Investigators are available for call-out 24 hours a day, seven days a week through a Detective Division Supervisor. The requesting supervisor will contact CSI after hours and provide information about the case and the services requested. (83.1.1)
3) Personnel assigned as CSI will be trained in latent fingerprint recovery, photography, crime scene sketching, collection and preservation of evidence, to include the collection of DNA evidence, and other forensic procedures. (33.6.1 a, b & c, and 83.2.1 b).
4) Generators, lights, tools and other supplemental equipment not routinely maintained in CSI's assigned vehicles is available for use for extended periods of time at crime scenes if needed. (83.2.4 a, b, c & d)
5) When CSI is called out to process a scene, personnel at the scene should not disturb, touch, or handle physical evidence unless a danger exists that the evidence will be lost or destroyed prior to the arrival of CSI personnel. Should such a situation arise, it becomes the responsibility of the primary officer to mark, seal, tag and preserve the evidence. (43.2.1 c and 83.2.1 a, b, c & d)
6) The CSI responding to a crime scene or incident will be responsible for the following:
a) Photographing the scene overall, close up and item by item, with photos as required;
b) Sketching and/or scanning the scene using measurements to allow for the capability to draw the scene to scale at a later date when deemed necessary by the CSI, lead detective and/or supervisor;
c) Marking all items for identification at the scene, if necessary;
d) Measuring the scene and evidence when deemed necessary by the CSI, lead detective and/or supervisor;
e) Collecting latent prints and elimination prints from all subjects and/or locations as necessary;
f) Collecting all evidence in the proper manner;
g) Transporting all evidence to be secured, unless collected and transported by officers or Property/Evidence personnel and;
h) Collecting DNA evidence and elimination standards from all subjects and/or locations as necessary. (83.2.2 a, b, c & d)

7) The procedures used for the collection and preservation of all evidence will be in accordance with accepted forensic practices.

8) The suggested progression of crime scene processing tasks is as follows: photograph and/or sketch, fingerprint, mark, label and collect evidence. Specialized forensic processing may be included as required.

9) All evidence obtained will be marked, sealed, tagged and submitted with completed paperwork to the Property/Evidence Unit or secured in the CSI Laboratory or temporary storage lockers as soon as practical but prior to the end of the submitting CSI's tour of duty. (84.1.1 a-h)

10) Electronic evidence stored on computers, PDA's or other digital devices may be lost if tampered with or improperly collected. If electronic evidence is to be collected, members will follow the Computers and Digital Evidence policy and the Property/Evidence Procedure Manual. (83.2.1 a)

813.5.3 Crime Scene Photography and Videotaping:
1) Photography of certain crime scenes, serious traffic accidents and other incidents of major importance will be the responsibility of a CSI. The CSI will photograph all aspects of the crime scene, traffic accident, or incident using photography and/or video equipment supplied by the agency. If the presence of CSI is not required, the reporting officer may elect to take photographs using their department issued personal communication device.

2) Photographs and/or video taken of the crime scene must be submitted to Property/Evidence. The photographs will be stored until the case is resolved by the courts. (84.1.1 d)

813.5.4 Crime Scene Sketches:
1) When crime scene sketches are drawn pursuant to the collection and preservation of evidence, they will contain the following information:
   a) dimensions;
   b) dimensions;
b) address, including floor or room number as appropriate;  
c) location of significant features of the scene, including the victim;  
d) date of preparation;  
e) name of the person preparing the sketch;  
f) location of items of physical evidence recovered; and  
g) report number.

2) In fatality traffic accidents, scene sketches and/or scanning will also be completed as appropriate.

3) Generally, the CSI will make rough sketches and measurements, including sufficient additional information so a final drawing can be made at a later time. These rough sketches are evidence and shall be filed with the final diagram by the CSI.

4) In certain cases, the use of digital mapping software may be used to aid in the measurements and the creation of the final diagram. (83.2.4 c)

813.5.5 Collection of Known Standards for Comparison:

1) When the following types of physical evidence and/or trace evidence are collected from a crime scene, attempts should be made to collect a known standard sample for comparison before evidence is sent to the Laboratory: blood, hair, fibers, paint, glass, wood, metal, soil, tool marks, footwear, tire tread marks, handwriting samples, and fingerprints.

2) All standards for comparison will be collected by CSI and/or qualified personnel in accordance with procedure. (84.1.1 d)

813.5.6 COLLECTION OF BLOOD AND/OR OTHER BODY FLUIDS AT CRIME SCENES

1) Body fluids, DNA and other biological evidence found and collected at crime scenes will be handled by personnel as outlined in this policy and in accordance with procedures.

2) Latex gloves and other blood borne pathogens protective equipment will be used, as appropriate, during collection.

3) Whenever possible, the entire object which contains potential biological evidence should be submitted as evidence. In situations where this method is not possible, the evidence will be obtained using a sterile swab or patch. Distilled water may be used to facilitate the collection of dried substances. Other possible methods include taking a swatch from the area containing the evidence or collecting scraped samples from the area.

4) Wet materials will be air-dried prior to packaging. Items collected from other sources must be packaged individually to avoid contamination.

5) Body tissue must be collected, sealed, marked, tagged and refrigerated in the evidence unit.

6) Other biological materials, if not air dried, must be refrigerated after being marked, sealed and tagged. (83.2.1 a, and 83.3.2 b)
813.5.7 LATENT PRINTS:

1) The following general guidelines will be followed when processing a crime scene for latent prints:
   a) The CSI or officer will use the proper fingerprint powder to develop the fingerprint found on an object. The powder will be lightly brushed over the print until it fully appears. Latent impressions developed with fingerprint powder may be photographed on the original object. After being photographed, prints will be lifted.
   b) The lifted print is to be placed on the front of a fingerprint collection card and the following information captured in the spaces provided on the back of the card:
      i) place of occurrence;
      ii) type and date of the offense;
      iii) date and time processed;
      iv) processed by and initials; and
      v) Report Number

2) Laboratory Processing Requests for latent print comparison shall be completed by the officer who lifted the prints.

813.6 PROCEDURES FOR PROCESSING STOLEN VEHICLES

1) Recovered stolen vehicles may be processed for evidence by CSI or the investigating officer. In the event that the vehicle was used in the commission of another crime, the officer may request through their supervisor that CSI process the vehicle. The vehicle may either be processed at the scene or towed for processing.
   a) When the decision to tow the vehicle is made, the vehicle shall be placed into storage to protect physical evidence to be collected and to maintain chain of custody.
   b) A Thornton Police Department Tow Sheet shall be completed with the "Processing needed" section and "Hold" section clearly marked by the officer impounding the vehicle.

2) Any evidence collected from the recovered vehicle will be marked, sealed, tagged and entered into the Property/Evidence Unit. The CSI or officer processing the recovered vehicle will document their actions and the collected evidence in the Records Management System. (83.2.1 a)

3) It will be the responsibility of the officer recovering the stolen vehicle to notify Dispatch of the recovery and/or impound of the vehicle so the vehicle can be removed from CCIC/NCIC as stolen and entered as impounded.

813.7 REPORTING

1) It is the responsibility of the CSI or officer who processes the scene to submit detailed reports describing the sequence of events associated with a scene investigation as related to evidence. (42.2.1 c)

2) The CSI report will contain the following information:
   a) date and time of arrival at the scene;
b) location of the crime;
c) environmental conditions, if relevant;
d) vehicle information, if applicable;
e) narrative of the CSI's actions at the scene; and
f) report number.

3) The same responsibilities for accurate crime scene reporting apply to all investigating officers when a CSI is not summoned to a scene. (83.2.6)

813.8 TRAINING
All members of the department are trained in the in-house police academy with crime scene processing and evidence handling.

813.9 REVISIONS
Enacted: May 6, 2020
900.1 PURPOSE AND SCOPE
This policy establishes guidelines for the booking, housing, security and release of individuals at the Thornton Police Department Headquarters building, or the Fossil Ridge Public Safety facility, that detains people for less than 48 hours for processing or awaiting transportation to another facility (6 CCR 1010-13:2.8). The temporary holding areas at both locations do not qualify as a local detention facility (6 CCR 1010-13:2.11) and is only authorized for use for detainee processing, testing, and temporary detention.

This policy is established to ensure proper environmental, occupational and personal health conditions for the protection of persons detained and Thornton Police Department staff (6 CCR 1010-13:18.1).

In addition, a separate holding facility operations and procedures manual should be maintained and followed. The Department shall maintain the custody of detainees in accordance with this policy, any applicable operations and procedures manual and in accordance with applicable law.

900.1.1 DEFINITIONS
Definitions related to this policy include:

Holding facility - A local detention facility used for the confinement of persons for less than 48 hours pending release, transfer to another facility or appearance in court (6 CCR 1010-13:2.8). A holding facility includes any area designated for the temporary detention of persons in civil protective custody.

Temporary Holding Cell - A holding cell that does not include a bed or toilet.

900.2 DETENTION OF PERSONS IN THE HOLDING FACILITY (71.3.1(b))
The arresting and/or booking officer is responsible for the supervision and accountability for processing, searching and temporary detention of individuals within the facility.

Detainees in the holding facility shall be released or transported to another facility within four hours or sooner if possible and practicable. The time of detention may be extended
due to the completion of an investigation or required paperwork with supervisory notification and approval.

The time a detainee is held only applies to their time in an actual cell. The time is paused if the detainee is removed for an interview or medical clearance.

900.2.1 NON-DETAINABLE PERSONS
Detainees who fall within the following classifications should not be detained in the holding facility.

Any person in one of the following categories should be transported to the county jail, a designated medical facility or county mental health facility:

1) Any person who is sick, injured or claims to be sick or injured requiring medical attention.
2) Any person with a medical condition, including pregnant females, who may require medical attention, supervision or medication during confinement. An exception may be made for detainees requiring medication as provided in this policy.
3) Any person who has claimed, or is known to be afflicted with, or displays symptoms of any communicable disease.
4) Any person suffering from a severe mental disorder refer to the Civil Commitments and Crisis invention Incidents Policies.
5) Any combative or unruly person who is likely to cause damage to the facility or a disruption to the facility.
6) A detainee who has expressed thoughts of, or plans for, committing suicide.
7) Any person suspected of being under the influence of, and who is having complications due to substances, controlled or uncontrolled.

900.2.2 DETAINABLE PERSONS
Detainees who fall within the following classifications may be detained in the holding facility with the notification to the Field Supervisor. Detainable persons include those arrested and detained pending:

1) Posting of bail.
2) Release on own recognizance.
3) Citation or summons and release per the Summons Releases policy.
4) Transportation to the county jail.
5) In custody interview or other investigation.
6) Transfer to court.

900.3 TEMPORARY DETENTION OF JUVENILES
Juveniles who are detained by members of this department will be processed and handled in accordance with the Temporary Custody of Juveniles policy.
900.4 TEMPORARY DETENTION OF PREGNANT FEMALES
No arrestee who is visibly pregnant shall be handcuffed in back unless the arrestee presents an immediate and serious risk of harm to herself or others, or the arrestee poses a substantial risk of escape that cannot reasonably be reduced by the use of other existing means. Officers should attempt to handcuff in front. No belly chains or leg irons should be used.

900.5 ORTHOPEDIC OR PROSTHETIC APPLIANCE
Subject to safety and security concerns, persons who are detained in a holding facility shall be permitted to retain possession of an orthopedic or prosthetic appliance if it is prescribed or recommended and fitted by a physician. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance shall be removed from the detainee. It shall be promptly returned if the prisoner is released or transported to an appropriate detention facility.

Whenever a prosthetic or orthopedic appliance is removed from a detainee, the Field Supervisor shall be promptly apprised of the removal. If it is determined that the appliance will not be returned, the detainee shall be examined as soon as practicable by a physician to determine if the removal will be injurious to the health or safety of the detainee.

If the examining physician determines that removal is or will be injurious to the health or safety of the detainee and the appliance cannot be returned because of safety or security concerns, the detainee should be transferred to an appropriate detention facility.

900.6 MONITORING AND CLASSIFICATION
900.6.1 MONITORING OF DETAINEES (71.3.1 (d), 71.3.3 (e), (f), and (g))
All detainees shall be checked through direct visual observation without the aid of surveillance cameras as follows:

1) All detainees shall have a face-to-face visual observation no less than once every 30 minutes.
2) Detainees in physical restraints shall be personally monitored at all times. This includes temporary restraint of detainees by securing them to fixed objects.
3) An official count shall be conducted at the beginning of every shift to verify detainees' physical presence and identification.
4) All checks will be documented on the Detention Facility Inspection Form or other check sheet designed for that purpose.
5) The Department has use of audio and video devices in the temporary holding areas that records information 24 hours a day. It can be used to monitor detainees between the thirty minute face-to-face visual observations, if needed. The video feed is available on televisions at the front desk in the Headquarters building and at Fossil Ridge, along with televisions in the Communications Center.
900.6.2 LOG (71.3.1 (a))
The Patrol Division Executive Officer is responsible to ensure that a log is kept in the booking area of the holding facility and that all appropriate entries are made.

1) Any person booked into the holding facility should be logged into the holding facility ledger. The following entries are to be completed by the booking officer and personnel responsible for maintaining detainees in the facility:
   a) Case number
   b) Date/Time of Arrest
   c) Date/time of booking
   d) Charges
   e) Arrestee's name and date of birth
   f) Arresting officer's name
   g) Date and time of release
   h) If an arrestee is removed from a cell, those periods of time shall be reflected on the log. (Time removed from cells for interviews does not count as time in the holding cell).

2) Emergency situations and unusual incidents should also be recorded in the log.

3) The Field Supervisor should make periodic checks to ensure the log entries and security checks are made on time. A check shall be made at the beginning of every shift, and one at least halfway through the scheduled shift. The check completed at the beginning of the shift shall be thorough verifying the integrity of the interior of the cell and items contained there-in. Cells that have been used after the first check shall be inspected thoroughly.

4) The Patrol Division Support Officer should review all holding facility logs and shall report to the Patrol Division Executive Officer as required.

5) All logs and reports shall be maintained as required by records retention policies in the Records Unit for inspection by the Patrol Division Executive Officer or other officials as may be required.

900.6.3 DETAINEE CLASSIFICATION, SCREENING AND SEGREGATION (72.5.3)
The members of the Thornton Police Department shall book and maintain custody of detainees in accordance with any applicable federal, state and local laws.

1) All members with information related to a detainee's risk of suicide shall ensure such information is relayed to a supervisor and the booking officer. During the booking procedure, the booking officer shall ask the detainee if he/she is contemplating suicide. The officer shall evaluate the detainee for other signs or indications the person may be suicidal. If there is any suspicion the person may be suicidal, they shall be transported to the county jail or appropriate mental health facility. The receiving staff shall be notified that the person may be suicidal.

2) Prior to entering the holding facility, the officer shall evaluate each incoming detainee for any apparent chronic illness, physical disability, vermin infestation, or
possible communicable disease that may require medical attention (6 CCR 1010-13:14.2). The detainee's responses to related questions and the officer's observations shall be documented on the custody form. The booking officer shall promptly notify their supervisor of any conditions which may warrant immediate medical attention or other appropriate action.

900.7 HOLDING FACILITY PROCEDURES

900.7.1 SECURITY (71.3.1 (c), 71.3.3 (a), 72.4.1)
1) Firearms, deadly weapons or any type of explosive device are not permitted within the secure area of the holding facility. Officer weapons should be properly secured outside the secure area of the holding facility. Prisoner weapons and drugs should be secured in the designated lockers. An exception may occur only during emergencies.
2) Perimeter doors to the holding facility shall be kept locked at all times except during routine cleaning, when no detainees are present or in the event of an emergency, such as an evacuation.
3) Cell doors are to be locked at all times when detainees are in the facility.
4) No personnel shall smoke or use smokeless tobacco at any time while in the detention area.
5) No detainee shall be allowed to smoke, use smokeless tobacco, and possess smoking materials or chewing gum in the detention area.
6) Force may be used in accordance with Department policy and shall be reviewed by the Field Supervisor.
7) All restraint devices, including handcuffs, disposable cuffs, belly-chains and leg restraints, will be used in accordance with existing department policy and authorized training.
8) Prisoners may be left unattended in a temporary holding cell for a brief period of time while under observation by the Communications Center.

900.7.2 RECEIPT OF PRISONERS
The arresting and/or booking officer shall:

1) Conduct a search as detailed in the Custody Searches policy of each detainee booked into the holding facility.
2) Remove all contraband, hazardous items, belts, shoes, jackets and, if appropriate, prosthetic devices from each detainee.
3) Inventory, secure and record all property removed from each detainee as detailed in the Custody Searches Policy.
4) Ensure fingerprints and palm prints are obtained and submitted as appropriate.
5) Ensure DNA is collected and submitted as required.
6) Take one front view photo, ensuring glasses and/or hats are removed.
7) Complete any required Thornton Police Department booking form or county intake form.
8) Before the booking procedure is completed, the booking officer will log the detainee into the holding facility ledger. The booking officer will notify the Communications Center of the detainee information. This procedure is to be completed regardless of the length of time the detainee is to be held in the facility and shall include those detainees whose admittance is for booking only.

9) All members shall notify the on-duty supervisor once a detainee is placed in a temporary holding cell, or caged area.

10) The arresting and/or the booking officer will start the Detention Housing Record for the detainee starting the first 30 minute face-to-face observation.

900.7.3 HOLDING CELL SECURITY (71.3.1 (e), 71.3.3 (b), (c), 71.5.3)

1) Prior to placing a detainee into a cell, the cell shall be searched to ensure there are no weapons or contraband present and to ensure the cell is clean and sanitary.

2) Detainees shall be placed in the appropriate cells, males in the male cells, females in the female cells and juveniles in the juvenile area.

3) If the booking officer is alone and when practicable, any other detainees in a cell should be directed to stand against the far wall of the cell prior to opening the cell door.

4) Facility keys used by the staff shall be returned to their secure location prior to leaving the building.

5) Maintenance, IT, and/or cleaning personnel shall be accompanied at all times by an officer when inside the holding facility, unless the facility is empty.

6) Tours of the holding facility may be conducted with an officer when portions toured are empty.

7) There are panic buttons in various locations inside the temporary holding facilities located at both the Headquarters building and Fossil Ridge. They are a red push button mounted on the wall in various locations. Each cell is equipped with an intercom system that is monitored by the Communications Center.

900.7.4 HOLDING CELLS, PERSONAL HYGIENE AND BEDDING (71.41.1)

1) Detainees shall have toilets and water available at all times (6 CCR 1010-13:10.0).

2) A single occupancy cell shall have at least 35 square feet of space per detainee. Multiple occupancy cells shall have at least 25 square feet of space per detainee (6 CCR 1010-13:8.1).

3) Beds shall be spaced not closer than 36 inches apart. Double deck (also called double bunking) facilities shall be spaced not less than 48 inches apart (6 CCR 1010-13:8.6).

4) Temperatures in indoor living and work areas shall be maintained at least 61 degrees during the coldest months and less than 86 degrees in the warmest months (6 CCR 1010-13:9.4).

5) The booking officer shall provide the following to each person booked into the holding facility:
a) Clean bedding and linen and sufficient blankets to provide comfort (6 CCR 1010-13:12.3).
b) Clean, well maintained clothing as appropriate (6 CCR 1010-13:12.4).
c) Clean toilet paper and other personal articles as required (6 CCR 1010-13:11.1).

6) The Patrol Division Executive Officer shall ensure that adequate supplies are available to comply with this section. Bedding, linen, and blankets shall be washed at least weekly or when excessively soiled (6 CCR 1010-13:12.3).

7) Detainee personal clothing shall be bagged and stored to control communicable diseases (6 CCR 1010-13:12.6).

8) There shall be separate storage areas provided for storage of personal property, soiled laundry, and for the storage of clean linen, bedding and issued clothing (6 CCR 1010-13:12.7).

9) Only one detainee is permitted to be in a temporary holding cell.

900.7.5 FOOD SERVICE

1) Food will be purchased from a retail or commercial food provider.
2) Meals should be provided for persons detained in excess of six hours.
3) Meals shall be served three times in any 24-hour period. No more than 14 hours should pass between meals without supplemental food being served.

900.7.6 TELEPHONE CALLS

1) Every detainee is entitled to make a reasonable number of completed telephone calls from every police station, holding facility or other place of booking as soon as possible after arrival (CRS § 16-3-402).
2) Telephone calls may be limited to local calls.
3) Calls between the detainee and their attorney shall be allowed by the Department and shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.
4) If the person is a custodial parent with responsibility for a minor child or caring for a dependent adult, the person should be entitled to make a reasonable number of completed telephone calls for the purpose of arranging care for the minor child or a dependent adult.
5) There is no obligation for the officer to make a call on behalf of a detainee or assist a detainee in making calls. For example, assisting a person who is so intoxicated that they cannot make a call. An officer is not required to wake an intoxicated person so that they may complete a call.
6) There is no limit on the amount of time a phone call may last. A detainee should be given sufficient time on the phone to contact whomever they desire and to make for necessary arrangements. The phone calls are not intended to be lengthy conversations and the officer may use their judgment in determining the duration of the calls.
7) Once a detainee has completed telephone calls and it appears that the individual is not going to be released or transferred to another custodial facility, reasonable efforts should be made to provide the detainee with ongoing access to a telephone
as practicable. In providing further access to a telephone, legitimate law enforcement interests, such as officer safety, logistics and the effect on ongoing criminal investigations, should be balanced against the detainee’s desire for additional phone access.

900.7.7 ATTORNEYS AND BAIL BONDSMEN (1.2.3, 71.3.3 (c))
The Field Supervisor is responsible to ensure the following:

1) Any attorney licensed in this state shall be permitted to see and consult the detainee, alone and in private (CRS §16-3-404):
   a) Upon the demand of a detainee.
   b) Upon demand of a friend, relative, spouse or attorney of the detainee, if the detainee expressly consents to see or to consult with the attorney.
2) A detainee shall be allowed to consult with an attorney as many times and for as long as reasonable.
3) A bail bondsman should be allowed to meet with a detainee once the detainee has been processed and released.
4) The attorney and the detainee should be searched for weapons prior to and after being admitted to the holding facility interview room.
5) Attorneys and bondsmen must produce a current identification card or license from a recognized state regulatory or licensing agency as well as other matching appropriate identification.
6) Interviews between attorneys and their clients shall not be monitored or recorded.

900.7.8 MEDICATION
A holding facility is generally not appropriate for holding persons who will require medication during the period of their detention. It is preferable that persons requiring medication be housed at another facility and transported as soon as possible.

Exceptions may be made by the Watch Commander or another supervisor only under unusual circumstances. A supervisor authorizing this type of detention shall note in the booking log the unusual circumstances necessitating the detention, the maximum period of the detention and sign the booking entry.

Medication shall be stored in the original labeled container, separated from food, cleaning compounds and other toxic substances. If refrigeration is required, medication shall be stored in a separate refrigerator maintained for that purpose only, or in an impervious, properly labeled, secondary container in a designated area of a refrigerator that is separated from food and inaccessible to detainees (6 CCR 1010-13:14.7).

900.7.9 MEDICAL CARE
1) Medical services shall be available under the supervision of a licensed physician and shall be immediately provided when necessary (6 CCR 1010-13:14.0).
2) Should a detainee be injured or become ill during detention, appropriate medical aid will be summoned. An officer shall meet with those providing medical aid at the
holding facility to allow access to the detainee. The decision to transport a detainee to a hospital will be the decision of the paramedic. The method and means of transportation is subject to the approval of the Field Supervisor. If any detainee is transported while still in custody, the detainee shall be escorted by an officer. If the person is detained for a misdemeanor, the supervisor may release the person to facilitate medical care and transport.

3) Unless the holding facility is licensed as a community clinic, there shall be available:
   a) First aid equipment and medical supplies, as recommended by the American Red Cross (6 CCR 1010-13:14.4(a)).
   b) At least one staff member who has current certification from the American Red Cross Standard First Aid Course or an equivalent on duty at all times (6 CCR 1010-13:14.4(b)).
   c) A separate written policy and procedure for providing 24 hour emergency medical and dental care. The written plan shall be kept in each facility and include at least the following (6 CCR 1010-13:14.4(c)).
      i) Procedures for emergency evacuation of the inmate from the facility.
      ii) The emergency on call physician and dental services when the emergency medical facility is not located in a nearby community.
      iii) A designated hospital emergency room or other appropriate health care facilities.


900.7.10 RELEASE OF DETAINEES
1) Prior to removing a detainee from a cell for release, the releasing officer will compare the intake photograph with the individual being released to ensure proper identity. If any questions exist regarding proper identification, a field supervisor should be summoned to the holding facility.

2) The holding cell shall be inspected for damage and contraband prior to the release or transportation of any detainee.

3) Any damages shall be noted and, if necessary, an additional crime report completed. If additional charges are warranted, they shall be included in the report. Photographic evidence should be obtained and documented to support the additional charges.

4) Detainees should be required to clean cells prior to release or transportation. If a detainee refuses, they may not be compelled to clean up nor may their release be delayed to accomplish this.

5) Detainees shall be released in accordance with state law. The releasing officer will be responsible for the following:
   a) All proper reports and forms shall be completed prior to release.
   b) All bail money is accounted for.
   c) Bail bonds are attached to the necessary paperwork and forwarded to the Records Unit.
d) All property, except evidence, contraband or dangerous weapons, shall be returned to the detainee and the detainee will be required to sign for the release. If the detainee refuses to sign, the detainee's release may not be delayed. The releasing officer will write "REFUSED" in the detainee signature block.

e) The appropriate holding facility log and detention housing record will be completed showing the date, time and reason for release, as well as the releasing officer's name.

f) Notifying the Communications Center of the release.

g) The person being released will be escorted from the holding facility and the Police facility by an officer of the Thornton Police Department. At no time will a released person be allowed in any secure area of the station without personal supervision by a sworn member.

h) Notifying an on-duty field supervisor.

900.7.11 RELEASE OF DETAINEE'S PROPERTY

1) A request by a detainee for release of property to another person must be made by the detainee. Release of a detainee's property to any person requires the recipient's signature on the appropriate custody form.

2) If a detainee is released to the court or an officer of another agency, all property will be released to that officer, who will be required to verify and sign for the property. The officer responsible for transporting a detainee to court is required to obtain the receiving officer's signature on the custody form as notice of receipt of the property.

3) The Field Supervisor shall be notified whenever a detainee alleges there is a shortage or discrepancy regarding the detainee's property. The Field Supervisor will interview the person claiming the shortage prior to his/her release. The Field Supervisor shall ensure that a search for the alleged missing items is complete and shall attempt to prove or disprove the claim. A written claim by the detainee shall be requested when the discrepancy cannot be resolved.

4) All personal property that is unclaimed shall be booked as found property.

900.7.12 DETAINEE TRANSFERS

Generally and when circumstances permit, detainees of the opposite sex, or adult and juvenile prisoners, should not be transported in the same vehicle unless they are physically separated by a barrier. If segregating detainees is not practicable, officers should be alert to inappropriate physical or verbal contact between them and take appropriate action as necessary.

Whenever a detainee is to be transported from the holding facility to another facility by a member of this department, the transporting officer shall:

1) Verify that the identity of each detainee to be transported matches the booking paperwork, and photographs.

2) Ensure that all pertinent documentation accompanies the detainee, such as copies of booking forms, medical records when appropriate, an itemized list of the detainee's property and any warrant copies.
3) Ensure that any known or suspected threat or danger the detainee may pose, such as escape risk, suicide potential or medical condition, is recorded on the detainee's booking documentation and is transported with the detainee to the next facility. The transporting officer shall ensure such threat or danger is communicated to intake personnel at the receiving facility.

4) Document the identity of the receiving officer and their agency, including the date, time and location of the release.

5) Detainee transfers between facilities or to and from other entities, such as a hospital, should be accomplished with an officer.

6) Transporting more than four detainees will require two officers.

900.7.13 HOLDING FACILITY SEARCHES (71.4.3)
The Field Supervisor should ensure that all areas of the facility that are accessible to the detainee are inspected for contraband and physical security deficiencies at the beginning of each shift, and at least once halfway through the scheduled shift, unless circumstances warrant additional inspections during the course of a watch.

The Patrol Division Executive Officer or the authorized designee shall be notified of any discovered contraband or physical security deficiencies. The appropriate disposition of contraband and the remediation of physical security deficiencies shall be documented.

900.7.14 FACILITY SANITATION AND MAINTENANCE
All holding facilities shall be maintained in good repair and in a clean and sanitary condition.

The Field Supervisor should inspect the holding facility at the beginning and end of each shift, and at least once halfway through the scheduled shift, to ensure that the detention area is clean and maintained. Any maintenance problems will be reported to building maintenance (6 CCR 1010-13:18.1).

900.7.15 DEATH OF A DETAINEE
An officer who discovers a fatal injury or the death of a detainee while in the holding facility shall immediately notify the Field Supervisor. This will be in accordance with the Officer Involved Incidents Involving Shootings, Serious Bodily Injury and Deaths policy.

900.8 DETAINEE ESCAPES (71.3.3 (d))
In the event of an attempted escape from the holding facility, the following measures should be taken:

1) Any holding facility video system will be monitored by the Communications Center.

2) If an escape attempt is underway, with or without an officer present, the Communications Center should perform the following actions in sequential order:
   a) Broadcast an immediate alarm over the radio system.
   b) Notify the Field Supervisor to immediately respond to the holding facility to prevent the escape and/or assist the officer involved.
c) Announce the escape attempt on the internal communication system of the holding facility.
d) Alert administrative personnel of the attempted escape using appropriate communication systems.

3) All available personnel are to respond to aid in prevention of an escape.
4) If the escape is successful, the Communications Center will complete a Colorado Criminal Information Center (CCIC) teletype broadcast to surrounding agencies. The teletype, with the approval of a supervisor, should provide a physical description of the escapee, the reason for detention, whether the person is armed and if there were any injuries related to the escape.

900.8.1 USE OF FORCE TO PREVENT ESCAPE OR CAPTURE ESCAPEES
Officers attempting to prevent the escape 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.

900.8.2 POST-ESCAPE INCIDENT ACTIONS
Once the escape has been thwarted or escapees captured, the Communications Center shall announce via internal intercom and alpha page signifying an end to the alert. The Watch Commander will ensure all persons notified of the event are notified of its resolution.

900.9 FIRE AND LIFE SAFETY (71.4.2)
The holding facility is equipped with smoke detectors that trigger alarms. The facility is also equipped with a number of strategically located fire extinguishers. The person designated by the Patrol Division Executive Officer as having responsibility for the holding facility should, as designated on a daily or weekly basis, inspect the facility to ensure:

1) No flammable materials are stored in the detention area.
2) Fire extinguishers are serviceable.
3) Cell keys are available in the Sergeant's office.
4) First aid kits are readily available and completely stocked.
5) Smoke detectors are operational.

The facility shall be inspected every other year by the fire department. A written emergency operations plan and a fire hazard inspection checklist, approved by a city fire marshal, shall be implemented and evaluated at least once each calendar quarter.

The Patrol Division Executive Officer shall inspect the facility at least two times per year, but preferably at least every four months, for security, control, conditions and the overall state of compliance. The jail log will be used to document the inspections.
900.9.1 EMERGENCY PROCEDURES
1) In the event of a fire or other emergency requiring evacuation in the detention area, the employee who discovers it should immediately:
   a) Notify the fire department or other appropriate agency, the Field Supervisor and on duty patrol personnel simultaneously through the Communications Center.
   b) Initiate movement of all detainees to an area of safety through the utilization of the evacuation plan.
   c) Begin fire suppression procedures or other emergency mitigation actions, as appropriate.
2) Responding patrol officers under the direction of the Field Supervisor should be responsible for:
   a) The evacuation of detainees.
   b) Obtaining medical services as needed.
   c) Securing detainees in a temporary holding area.
   d) Arranging transportation of detainees to the county jail or other holding facility as necessary.
   e) Initiating an investigation concerning the origin of the fire or other emergency, along with filing the necessary reports.

900.10 EMERGENCY EVACUATION
If an evacuation of the holding facility becomes necessary, the following should be considered.

1) Safety and security concerns should be considered in the following order:
   a) Safety of public.
   b) Safety of Department personnel.
   c) Safety of detainees.
   d) Security of detainees.
2) Any person who believes evacuation is necessary should notify the Field Supervisor.
3) The Field Supervisor will ensure notification of the appropriate personnel:
   a) All available sworn personnel.
   b) Fire department.
   c) Emergency medical aid providers.

900.10.1 EVACUATION PROCESS
When time permits, all detainees will be restrained as deemed necessary by the officer conducting the evacuation. The evacuation will be conducted in an orderly fashion by one of the routes posted in the holding facility.

900.10.2 EVACUATION FORMATION AREA
All detainees will assemble in the designated location where they will be held until the facility can again be safely occupied, or in case of an emergency of a long duration, until they can be transported to another facility.
If possible, juveniles are to be kept separate from adult detainees, and females separate from male detainees.

Only after the safety and security of the detainees is assured will personnel not assigned to detainee security participate in fire suppression or other emergency activities.

900.10.3 CITY WIDE OR REGIONAL DISASTERS
In cases of City wide or regional disasters, the Watch Commander may authorize the release of prisoners detained for misdemeanors or felonies involving property crimes only. Every available effort will be made to continue the custody of violent felons or felons accused of violent crimes to ensure the safety of the public.

900.10.4 FIRST AID/PROFESSIONAL MEDICAL ATTENTION
As necessary, evacuating personnel will apply first aid techniques to those detainees injured because of the emergency or during the evacuation procedure until professional medical aid arrives to assist.

900.10.5 REPORTS
The Watch Commander will ensure that any emergency evacuation of the holding facility is documented and that copies of those reports be forwarded to the Patrol Division Executive Officer.

900.11 EMERGENCY TRAINING (71.2.1)
The Patrol Division Executive Officer is responsible to ensure all Department personnel receive initial training, an in-service training at least once every four years on the temporary holding facility, and are familiar with (6 CCR 1010-13:16.0):

1) This policy and any applicable operations and procedure manual.
2) Emergency first aid techniques.
3) The fire safety and evacuation plan, including the use of the fire extinguisher.

900.12 REVISIONS
Enacted: July 27, 2016
Revised: August 31, 2018
Revised: April 14, 2019
Revised: December 13, 2019
Revised: January 28, 2020
Policy 901 – Custody Searches
Enacted: July 27, 2016
Revised: January 28, 2020

Standards: 1.2.8, 70.1.1 and 70.1.6

901.1 PURPOSE AND SCOPE
This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Thornton 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.

901.1.1 DEFINITIONS
Definitions related to this policy include:

**Custody search** - An in-custody search of an individual and of their 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 their 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 their underclothing, buttocks, genitalia or female breasts are visible.

901.2 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.
901.3 ARREST AND TRANSPORTATION SEARCHES
An officer should conduct a search of an arrestee immediately after the arrest, when receiving an arrestee from another person, and before transporting an arrestee in any police vehicle.

Whenever practicable, a search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, it is recommended that a witness officer be present during any search of a person of opposite sex as the searching officer.

901.4 SEARCHES AT POLICE FACILITIES (70.1.6 b)
Custody searches shall be conducted on all individuals in custody, upon entry to either the Thornton Police Department Headquarters Temporary Holding Facility, or the Fossil Ridge Public Safety Center Temporary Holding Facility, and prior to the removal of any restraint devices. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

901.4.1 PROPERTY
Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value).

The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Thornton Police Department identification number and information regarding how and when the property may be released.

901.4.2 VERIFICATION OF MONEY
All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the
contents on the front. The department member sealing it should place their initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

901.5 STRIP SEARCHES (1.2.8)
No individual in temporary custody at any Thornton Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

1) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
2) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
   a) A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
3) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).
4) The individual's actions or demeanor.
5) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual’s genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

901.5.1 STRIP SEARCH PROCEDURES
Strip searches at Thornton Police Department facilities shall be conducted as follows (28 CFR 115.115; CRS § 16-3-405):

1) Written authorization from the Watch Commander shall be obtained prior to the strip search.
2) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.
3) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
4) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
5) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

6) The primary member conducting the search shall prepare a written report to include:
   a) The facts that led to the decision to perform a strip search.
   b) The reasons less intrusive methods of searching were not used or were insufficient.
   c) The written authorization for the search, obtained from the Watch Commander.
   d) The name of the individual who was searched.
   e) The name and sex of the members who conducted the search.
   f) The name, sex and role of any person present during the search.
   g) The time and date of the search.
   h) The place at which the search was conducted.
   i) A list of the items, if any, that were recovered.
   j) The facts upon which the member based their belief that the individual was concealing a weapon or contraband.

7) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless they otherwise qualify for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect their privacy and dignity.

8) A copy of the written authorization should be retained and made available upon request to the detainee or the detainee's authorized representative.

901.6 BODY CAVITY SEARCH
A body cavity search at the holding facility may be conducted as follows:

1) An officer shall not conduct a body cavity search. A body cavity search shall only be conducted by a physician or nurse (CRS § 16-3-405(5)). A facility operated by another entity (such as a hospital detention or custody facility) may require determination of which physician or nurse is capable or willing to perform the search.

2) No person shall be subjected to a body cavity search without a search warrant unless there is a legitimate medical emergency that makes obtaining a warrant impracticable.

3) Authorized medical personnel may conduct a body cavity search for the following reasons:
   i) There is probable cause to believe that the person to be searched is concealing evidence of the commission of a criminal offense, including fruits or tools of a crime, contraband or a deadly weapon that could not otherwise be discovered.
   ii) There is a legitimate medical or hygienic reason.
4) No person shall be subjected to a body cavity search without written approval of the Watch Commander unless there is a legitimate medical emergency that makes obtaining written approval impracticable.

5) A body cavity search must be performed under sanitary conditions.

6) Except for medical personnel, persons present must be of the same gender as the person being searched.

7) A body cavity search must be conducted in an area of privacy so that the search cannot be observed by persons not participating in the search.

8) Upon completion of a body cavity search, the member requiring the search shall complete a written report concerning the search, which shall include:
   a) The written authorization for the search obtained from the Watch Commander, a copy of the search warrant and the search warrant affidavit.
   b) If the body cavity search was conducted before or without the issuance of a search warrant, or if the body cavity search was conducted before or without the granting of written authorization from the Watch Commander, the legitimate medical reason or medical emergency that justified the warrantless search or made obtaining written authorization impracticable.
   c) The name of the person who was searched.
   d) The name of the person or persons who conducted the search.
   e) The name of any person who participated in the search.
   f) The time and date of the search.
   g) The place at which the search was conducted.
   h) A list of the items, if any, recovered during the search.
   i) The facts upon which the officer based their probable cause for the body cavity search.

9) A copy of the search warrant and the result of a body cavity search shall be provided to the detainee or the detainee's authorized representative.

**901.7 TRAINING**

The Professional Standards Unit Commander shall ensure members have training in, at a minimum (28 CFR 115.115):

1) Conducting searches properly in a professional and respectful manner and in the least intrusive manner possible, consistent with security needs.

2) Conducting cross gender searches.

3) Conducting searches of transgender and intersex detainees.

**901.8 REVISIONS**

Enacted: July 27, 2016

Revised: May 24, 2019

Revised: January 28, 2020
1000.1 PURPOSE AND SCOPE
This policy provides department members the opportunity to improve knowledge, skills and abilities to perform department related tasks and to progress on a department directed or self-determined career path. To enable employees to develop a better understanding of the Department’s mission and vision in establishing partnerships that are more effective and developing a more collaborative problem solving mindset. This will guide the employee in their personal development and build a stronger understanding of providing proactive police services to our community.

1000.2 TYPES OF ASSIGNMENTS
Core Duty Assignment - A full time, specialized police officer assignment. Length of assignment is dependent upon performance and needs of the Department.

Rotational Duty Assignment* – A full time, specialized police officer assignment designed for a period of three to six years. After three years, the officer would be required to submit a memorandum of interest requesting to remain in the assignment. This request would be reviewed by the Deputy Chief of the Division. If the request is declined, the officer would be scheduled to return to a patrol assignment. If approved, the officer would stay in the assignment for an additional year and would need to submit another memorandum of interest to extend their assignment at the conclusion of that year. This process is only eligible to extend the assignment up to six years maximum. Any request to continue beyond six years would be at the discretion of the Chief of Police.

Supervisory and Management Positions – Assignments appointed by the Chief of Police or their designee. Assignments are usually for a period of up to five years. The duration of this assignment may change based on the needs of the department. Acting supervisory positions for up to a six month period will be approved by the Deputy Chief of the Division. All acting supervisory positions over a six-month period must be approved by the Chief of Police.

Temporary Assignment – Selection of department members by the Chief of Police or their designee for assignments where the duration of the assignment is typically less than six months.
1000.3 SELECTION PROCESS

1000.3.1 QUALIFICATIONS
Officers interested in an announced assignment opportunity must submit a memorandum of interest, with accompanying curriculum vitae (CV), as directed in the announcement to the designated Deputy Chief of the Division via the chain of command, no later than the posted deadline. Applicants will be notified of the interview dates and times.

Officers interested in an announced assignment opportunity must meet the minimum qualifications:

- Have a minimum of three years as a Thornton Police Officer, or combined law enforcement experience totaling three years, and be off probation unless waived by the Deputy Chief of the Division.
- Have a good working knowledge of current division and department operations.
- Demonstrate a solid working understanding of the department's mission, vision, and core values.
- Must demonstrate a successful job performance and have supervisor and manager approval.
- Have the interpersonal skills necessary to be a positive role model and have demonstrated the ability to work in a proactive problem-solving environment.
- Be willing to provide a minimum of a three-year commitment to the assignment.
- Must not be on a performance improvement plan.
- May not be the subject of an open internal investigation unless waived by the Chief of Police.

1000.3.2 ORAL BOARD
The oral board composition will be based on the needs of the announced assignment opportunity as approved by the Deputy Chief of the Division.

The respective division will forward, electronically, all the names of oral board members, all applicants, questions, score forms, documents and notes from the interviews to the Administrative Division. These electronic documents will be maintained for three years from the date of the interview process. All information provided in an interview by the candidate being interviewed is confidential information.

One oral board member will be designated by the board to notify the candidates of the results of the interview and share any necessary feedback.

1000.3.3 ELIGIBILITY LIST
An eligibility list may be established based on the process. The eligibility list may be valid for a period of one year depending on the type of position, and the availability of training classes. All positions are subject to review and approval by the Deputy Chief of the respective division.
Internal department eligibility lists are not rank ordered, but determined based on PASS/FAIL. As positions are vacated, all individuals are considered based upon suitability for the vacated position.

1000.3.4 ASSIGNMENT POSITIONS

Core Duty Assignment Listing

- Administration Division: There are no sworn officer core assignments in the Administration Division.
- Detective Division: Up to 60% of the division may be designated as core assignments.
- Patrol Division: Four accident investigator positions and two School Resource Officer positions may be designated as core assignments.

Rotational Duty Assignments Listing

Administration Division

- Planning and Research
- Community Relations / Public Information Officers
- Background Investigators
- Training / Recruitment Officers
- Technical Services

Detective Division

- Detective assignments (Persons, Property, North Metro Task Force, etc.)

Patrol Division

- Accident Investigators
- Police Service Dog Handlers
- High Density Housing Officers
- School Resource Officers
- Motor officers
- IMPACT team
- Patrol Support

1000.3.5 FINAL SELECTION

- The policy and procedure for all positions may be waived for temporary assignments, emergencies, and to meet the needs of the department or training.
- Approval in the selection of sworn personnel for all assignments and/or positions within the department is subject to the review of the Chief of Police.
- Rotation or selection of sworn personnel for assignments where the duration of the assignment is less than one year are excluded from the selection process set forth in this policy. Selection will be made based upon the needs of the department.
• All sworn personnel are subject to transfer when such movement is considered to be in the best interest of the department.

1000.4 PROMOTION AUTHORITY AND RESPONSIBILITY
The Chief of Police is vested with the ultimate authority and responsibility for administering the Thornton Police Departmental promotional process.

The Professional Standards Unit Commander, or their authorized designee, is responsible for coordinating the promotional process administered to candidates in sworn positions. (34.1.1)

1000.5 REVISIONS
Enacted: July 27, 2016
Revised: January 10, 2018

*The time frame listed for rotational positions is based on the member’s start date in the position, not when this policy was enacted or revised.
1001.1 PURPOSE AND SCOPE
Convictions of certain offenses may restrict or prohibit a member’s ability to properly perform official duties. Therefore, all members shall be required to promptly notify the Department of any past and current criminal convictions.

1001.2 DOMESTIC VIOLENCE CONVICTIONS AND PROTECTION ORDERS
Colorado 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 (18 USC § 922; CRS § 18-12-108).

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.

1001.3 CRIMINAL CONVICTIONS
Any person convicted of a felony is prohibited from being a peace officer in the State of Colorado (CRS § 24-31-305(1.5)).

If a person is convicted of a misdemeanor crime listed in CRS § 24-31-305(1.5) after July 1, 2001, they may not obtain POST certification without a waiver or may have their POST certification suspended or revoked.

Even when legal restrictions are not imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by a member of this department may prohibit them from carrying out law enforcement duties.

1001.3.1 COURT ORDERS
All members shall promptly notify the department if they are part of any criminal or civil court protection order. Court orders may prevent peace officers from possessing a firearm or require suspension or revocation of their POST certificate (see generally CRS § 24-31-303).
1001.4 REPORTING PROCEDURE
All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest or conviction, regardless of whether the matter is being appealed and regardless of the penalty or sentence, if any. An annual criminal history will be completed on all retired officers with a department issued identification card.

All members and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing their duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment or termination.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1001.5 REVISIONS
Enacted: July 27, 2016
Revised: May 23, 2019
1002.1 PURPOSE AND SCOPE
This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1002.1.1 DEFINITIONS
Definitions related to this policy include:

**Communicable disease** - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

**Exposure** - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member’s position at the Thornton Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

**Exposure Control Officer (ECO)** - The ECO position is filled by Thornton Fire Department Safety and Medical Unit officers.

1002.2 POLICY
The Thornton 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.

1002.3 EXPOSURE PREVENTION AND MITIGATION
1002.3.1 GENERAL PRECAUTIONS
All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to:
1) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.

2) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

3) Washing hands immediately or as soon as feasible after removal of gloves or other Personal Protective Equipment (PPE).

4) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

5) Using an appropriate barrier device when providing CPR.

6) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

7) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
   a) Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.

8) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

9) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

10) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1002.3.2 IMMUNIZATIONS
Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost.

1002.4 POST EXPOSURE
1002.4.1 INITIAL POST-EXPOSURE STEPS
Members who experience an exposure or suspected exposure shall:

1) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

2) Obtain medical attention as appropriate.

3) Notify a supervisor as soon as practicable.

1002.4.2 REPORTING REQUIREMENTS
The supervisor on duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:
1) Name of the member exposed
2) Date and time of the incident
3) Location of the incident
4) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
5) Work being done during exposure
6) How the incident occurred or was caused
7) PPE in use at the time of the incident
8) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply.

1002.4.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT
Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The supervisor should request a written opinion/evaluation from the treating medical professional that contains only the following information:

1) Whether the member has been informed of the results of the evaluation.
2) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the supervisor.

1002.4.4 COUNSELING
The Department shall provide the member, and their family if necessary, the opportunity for counseling and consultation regarding the exposure.

1002.4.5 SOURCE TESTING
Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate.

Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member’s supervisor to ensure testing is sought.

Source testing may be achieved by:

1) Obtaining consent from the individual.
2) Working with the Colorado Department of Public Health and Environment or local health officers through their authority to investigate and control communicable
diseases (CRS § 25-1.5-102; CRS § 25-4-506; CRS § 25-4-408; CRS § 25-4-412; CRS § 25-4-413).

3) Obtaining a court order for exposures related to assault offenses (CRS § 16-3-303.8; CRS § 18-3-202; CRS § 18-3-203; CRS § 18-3-204; CRS § 18-3-415).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if they refuse.

1002.5 CONFIDENTIALITY OF REPORTS
Medical information shall remain in confidential files and shall not be disclosed to anyone without the member’s written consent (except as required by law).

Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1002.6 TRAINING
All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training:

1) Should be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
2) Should be provided whenever the member is assigned new tasks or procedures affecting their potential exposure to communicable disease.
3) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

1002.7 REVISIONS
Enacted: July 27, 2016
Revised: May 18, 2018
Revised: June 12, 2020
1003.1 PURPOSE AND SCOPE
The use of seat belts and other safety restraints significantly reduces the chance of
death or injury in case of a traffic collision. This policy establishes guidelines for seat
belt and child safety seat use to promote maximum operator and passenger safety, thus
reducing the possibility of death or injury as the result of a motor vehicle collision. This
policy shall apply to all members operating or riding in Department vehicles.

1003.1.1 DEFINITIONS
Definitions related to this policy include:

Child restraint system - A specially designed seating system that is intended to
protect, hold, or restrain a child in a motor vehicle in such a way as to prevent or
minimize injury to the child in a motor vehicle accident that is either permanently affixed
to a motor vehicle or is affixed to such vehicle by a safety belt or a universal attachment
system that meets Federal Motor Vehicle Safety Standards and Regulations set forth in
49 CFR 571 (CRS § 42-4-236).

Safety belt system - A system utilizing a lap belt, a shoulder belt or any other belt or
combination of belts installed in a motor vehicle to restrain drivers and passengers, and
that conforms to Federal Motor Vehicle Safety Standards and Regulations (CRS § 42-4-
237(1)(b)).

1003.2 WEARING OF SAFETY RESTRAINTS
All members shall wear properly adjusted safety restraints when operating or riding in a
seat equipped with restraints, in any vehicle owned, leased or rented by this department
while on or off duty or when in any privately owned vehicle while on duty. The member
driving such a vehicle shall ensure that all other occupants, including non-members, are
also properly restrained.

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 member or the public. Members must be prepared to justify any deviation
from this requirement.
1003.2.1 TRANSPORTING CHILDREN
An approved child restraint system should be used for all children younger than eight years of age (CRS § 42-4-236(2)).

Rear seat passengers in a cage equipped vehicle may have reduced clearance that requires careful seating and positioning of seat belts. Due to this reduced clearance, children and the child passenger safety seat system or booster seat should be secured properly in the front seat of these vehicles, provided this positioning meets the vehicle and the child passenger safety seat system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the passenger side air bag should be deactivated. If this is not possible, officers should consider arranging alternative transportation.

1003.3 TRANSPORTING PRISONERS
Safety belts are not required for the rear seats of police vehicles. However, prisoners should be secured in the prisoner restraint system in the rear seat of the patrol vehicle or by seat belts when a prisoner restraint system is not available. The prisoner should be in a seating position for which seat belts have been provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

1003.4 INOPERABLE SEAT BELTS
No department vehicle shall be operated if the seat belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belt system, except for vehicle maintenance and repair staff.

Members who discover an inoperable restraint system shall promptly report the defect to their supervisor. Prompt action will be taken to replace or repair the system.

1003.5 VEHICLES MANUFACTURED WITHOUT SEAT BELTS
Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operating requirements for safe use.

1003.6 EXEMPTIONS
Sworn members of the Thornton Police Department shall be exempted from the mandatory use of seat belts, only when the sworn member is involved in primary response to a situation in which circumstances indicate that officer safety considerations clearly outweigh the benefits of using a safety belt.
Any sworn member exercising the above exemption must be able to clearly articulate, to the satisfaction of the Chief of Police, the officer safety considerations taking precedence over the benefits of using a safety belt.

1003.7 REVISIONS
Enacted: July 27, 2016
1005.1 PURPOSE AND SCOPE
This policy governs maintenance and access to personnel files. Personnel files include any file maintained under an individual member's name.

1005.2 POLICY
It is the policy of this department to maintain personnel files and preserve the confidentiality of personnel files pursuant to the Constitution and the laws of Colorado (CRS § 24-72-301 et seq.), and in accordance with the City of Thornton Personnel Code, § 54-10.

1005.3 DEPARTMENT FILE
City of Thornton Code Sec. 54-10 (a) says the human resources manager shall maintain a personnel file for each employee which shall include such information as the employee's name, position title, department, salary, application for employment, examination papers, physical examination, reports, information relating to changes in employment status, reprimands, disciplinary actions and any other information considered pertinent by the human resources manager. Employees shall be required to report all changes of name, marital status, dependents, domestic partner status, civil union status, address and home telephone numbers to the human resources manager within three working days of such change.

1005.4 DIVISION FILE
Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

The Division file may contain, but is not limited to:

1) Supervisor log entries, notices to correct and other materials intended to assist the supervisor in the completion of timely performance evaluations.
   a) Once the permanent performance evaluation form has been made final, the underlying foundational material and/or duplicate copies may be purged in accordance with the current records retention schedule.
2) A record of a supervisory intervention or a policy and procedure inquiry regarding an officer/employee.

1005.5 TRAINING FILES
An individual training file shall be maintained by the Police Administration Division for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

1) The involved member is responsible for providing the Administration Division or immediate supervisor with evidence of completed training/education in a timely manner.
2) The Administration Division administrative staff or supervisor shall ensure that copies of such training records are placed in the member's training file.

1005.6 INTERNAL AFFAIRS FILE
Internal affairs files shall be maintained under the exclusive control of the Professional Standards Unit in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Professional Standards Unit supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition.

1005.7 PURGING OF FILES
Data in personnel files not related to pending litigation or other ongoing legal proceedings may be purged from respective Department and Internal Affairs files per city policy.

1005.8 SECURITY
Personnel files should be maintained in a secured location in the City's Human Resources area, either physically or electronically.

Nothing in this policy is intended to preclude review of personnel files by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1005.8.1 RELEASE OF FILES TO AUTHORIZED AGENCIES
Upon receipt of a valid waiver, the Custodian of Records shall disclose data in the personnel file of a current or former officer, including internal affairs files, within 21 days to another law enforcement or governmental agency that is interviewing the officer. Prior to release, the Custodian of Records shall ensure that the information is not subject to a binding nondisclosure agreement. Disclosure may be accomplished by either providing
copies of the personnel files or allowing the requesting agency to review the personnel files at the Department (CRS § 24-33.5-115; CRS § 24-35-120; CRS § 30-10-526; CRS § 31-30-108; CRS § 33-9-112).

1005.8.2 REQUESTS FOR DISCLOSURE
Any member receiving a request for a personnel file shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel files shall be logged in the corresponding file.

1005.8.3 ACCESS TO PERSONNEL FILES
City of Thornton Code Sec. 54-10 (c) No person shall be given access to personnel files except as permitted by law or administrative directive.

1005.9 MEMBER ACCESS TO THEIR OWN PERSONNEL RECORDS
1) Any member may request access to their own personnel files during the normal business hours of those responsible for maintaining such files.
2) After a period of five years from the date of issuance of a Corrective Action or Written Reprimand, an employee may request in writing that the Corrective Action or Written Reprimand and accompanying documents be removed from his or her personnel file. (COT Administrative Directive 2-32 (5.1)).
3) When a request is received, Human Resources will review the personnel file and if approved, Human Resources will contact the employee and the employee's Department Head indicating to each that the Corrective Action or Written Reprimand will be removed from the personnel file. The employee and the Department Head will be informed if the request is denied. COT Administrative Directive 2-32 (5.2)).
4) Disciplinary Actions as defined by COT Personnel Code 54.182 (a) may not be removed from a personnel file at the request of an employee. (COT Administrative Directive 2.32 (5.4)).

Members may be restricted from accessing files containing any of the following information:
1) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.
2) Confidential portions of internal affairs files that have not been sustained against the member.
3) Criminal investigations involving the member.
4) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.
5) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
6) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.
7) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
8) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1005.10 RETENTION AND PURGING
The Human Resources Director shall retain the personnel records of all current city employees.

Records of former employees, not to include payroll records, shall be retained in accordance with the retention schedule approved by the State Archivist. (COT Code Sec. 54-10 (b).

1005.11 REVISIONS
Enacted: July 27, 2016
Revised: April 17, 2020
1006.1 PURPOSE AND SCOPE
Special recognition may be in order whenever a member performs their duties in an exemplary manner. Citizens may at times, perform a meritorious act that deserves recognition. This procedure provides general guidelines for commending exceptional member performance or meritorious acts by citizens.

1006.2 WHO MAY MAKE COMMENDATIONS
A written commendation may be made by a supervisor regarding any other member of the Department, provided the reporting person is superior in rank or is the person in charge of the individual being commended. Additionally, investigating officers may commend uniformed officers for exceptional assistance in investigative functions, with approval from the investigator's supervisor. Any member may recommend a commendation to the supervisor of another member.

A written commendation may also be made by a member of the public regarding any Department member.

Written recommendations for a citizen's meritorious acts may be made by any member of this department or any citizen of the public.

Award recommendations will be reviewed by the Department's Awards Board.

1006.3 MERITORIOUS OR COMMENDABLE ACTIONS
1006.3.1 MERITORIOUS OR COMMENDABLE ACTS BY MEMBERS
A meritorious or commendable act by a member of this department may include, but is not limited to, the following:

1) Superior handling of a difficult situation.
2) Conspicuous bravery or outstanding performance.
3) Any action or performance that is above and beyond the typical duties of a member.

1006.3.2 COMMENDATION INCIDENT REPORT
A memorandum shall be used to document the commendation of the member and shall contain the following:
1) Member name and assignment at the date and time of the commendation.
2) A brief account of the commendable action with report numbers, as appropriate.
3) Signature of the commending supervisor.

Completed reports should be forwarded to the appropriate Division Deputy Chief for review. The Division Deputy Chief shall sign and forward the report to the Chief of Police for review.

The Chief of Police will return the commendation to the member for signature. The memorandum will then be returned to the administrative specialist for entry into the member's personnel file.

1006.3.3 MERITORIOUS ACTS BY CITIZENS DOCUMENTATION
Meritorious acts performed by citizens and documented by members of this department should be documented on a Commendation Incident Report under the same process for members, with areas for inapplicable information left blank. Adequate information to identify the persons performing the meritorious act should be included on the form.

Any documentation in any form from the public identifying meritorious conduct of a citizen should be accepted by any member and forwarded to the receiving member's Division Deputy Chief, via the chain of command. Attempts to obtain detailed information regarding the matter and the person performing the meritorious act and the person submitting the document should be attempted by the member, with additional details documented as appropriate.

1006.4 MEMBER AWARDS
Awards may be bestowed upon members. These awards include:

- Medal of Honor
- Medal of Valor
- Purple Heart
- Lifesaving Medal
- Department Employee of the Year Award
- Distinguished Service Award
- Meritorious Service Award
- Commendable Service Award
- Letter of Recognition
- Unit Citation
- Employee of the Month Award
- Service Award

Criteria for each award, the selection, presentation and display of any award is detailed in the awards procedure guide.
1006.5 CITIZEN AWARDS
Awards may be bestowed upon citizens. These awards include:

- Citizen Citation for Distinguished Service
- Citizen Citation for Meritorious Service
- Citizen Commendation Award
- Business Commendation Award

Criteria for each award, the selection, presentation and display of any award is detailed in the awards procedure guide.

1006.6 REVISIONS
Enacted: July 27, 2016
1007.1 PURPOSE AND SCOPE
This policy provides reasonable accommodations to members desiring to express breast milk for the member’s infant child.

1007.2 POLICY
It is the policy of this department to provide, in compliance with the Fair Labor and Standards Act and the Colorado Workplace Accommodations for Nursing Mothers Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing child for up to two years after a child’s birth (29 USC § 207, CRS § 8-13.5-101 and CRS § 8-13.5-104(1)).

1007.3 LACTATION BREAK TIME
Members wishing to express breast milk for their nursing child shall be permitted to do so during any authorized break. A break period should be permitted each time the employee has the need to express breast milk (29 USC § 207). Such breaks, if feasible, should be taken at the same time as the employee’s regularly scheduled break or meal periods. In general, lactation breaks that cumulatively total 30 minutes or less during any four hour work period or major portion of a four hour work period are reasonable.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled break time will be considered unpaid.

A reasonable period for such break should be consistent with existing law regulating work breaks under the FLSA, which are generally five to 20 minutes in duration (29 CFR § 785.18).

Members desiring to take a lactation break shall notify the Communications Center or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt Department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.
1007.4 PRIVATE LOCATION
The Department will make reasonable efforts to accommodate members with the use of the Victim Advocate's soft interview room, as available, or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 207).

The area assigned for this purpose should not be used for storage of any devices, supplies or expressed milk and should be returned to its original state after each use.

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area within the city.

1007.5 STORAGE OF EXPRESSED MILK
Any employee storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such. No expressed milk shall be stored at the Department beyond the employee’s shift.

1007.6 REVISIONS
Enacted: July 27, 2016
1008.1 PURPOSE AND SCOPE
It is the policy of the Department to compensate nonexempt, salaried members who work authorized overtime either by payment of wages, or by the allowance of accrual or compensatory time off.

1008.1.1 DEPARTMENT POLICY
Because of the nature of law enforcement work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Nonexempt members are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

The individual member may request compensatory time in lieu of receiving overtime payment.

The employee may not exceed 60 work hours per week.

1008.2 REQUEST FOR OVERTIME COMPENSATION
Members shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to Payroll.

Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1008.2.1 MEMBER RESPONSIBILITY
Members shall complete the request immediately after working the overtime and submit it to their immediate supervisor or the Watch Commander. Members submitting an overtime request for on call pay when off duty shall submit it to their supervisor by the end of the payroll period.

1008.2.2 SUPERVISOR RESPONSIBILITIES
The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request and submit it to Payroll.
1008.3 ACCOUNTING FOR OVERTIME WORKED
Members are to record the actual time worked in an overtime status. In the case of court, a minimum number of two hours will be paid.

1008.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR
When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as indicated by the following chart:

<table>
<thead>
<tr>
<th>TIME WORKED</th>
<th>INDICATE ON TIMESHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 15 minutes</td>
<td>.25 hour</td>
</tr>
<tr>
<td>16 to 30 minutes</td>
<td>.50 hour</td>
</tr>
<tr>
<td>31 to 45 minutes</td>
<td>.75 hour</td>
</tr>
<tr>
<td>46 to 60 minutes</td>
<td>1.0 hour</td>
</tr>
</tbody>
</table>

1008.3.2 VARIATION IN TIME REPORTED
Where two or more members are assigned to the same activity, case or court trial, and the amount of time for which payment is requested varies between the two, the Watch Commander or other approving supervisor may require each member to include the reason for the variation on the back of the overtime payment request.

1008.4 REVISIONS
Enacted: July 27, 2016
1009.1 PURPOSE AND SCOPE
This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balance of member speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1009.1.1 APPLICABILITY
This policy applies to all forms of communication including, but not limited to film, video, print media or public speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, wikis, video and other file sharing sites.

1009.2 POLICY
Public members occupy a trusted position in the community, and thus, their statements have the potential to violate the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Thornton Police Department will carefully balance the individual member's rights against the organization's needs and interests when exercising a reasonable degree of control over member speech and expression.
1009.3 SAFETY
Members should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of Thornton Police Department members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be expected to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

1) Disclosing a photograph and name or address of an officer who is working undercover.
2) Disclosing the address of a fellow officer.
3) Otherwise disclosing where another officer can be located off duty.

1009.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT
To meet the department's safety, performance and public trust needs, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

1) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Thornton Police Department or its members.
2) Speech or expression that, while not made pursuant to an official duty, is significantly linked to or related to the Thornton Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Thornton Police Department or its members. Examples include statements that indicate disregard for the law or the state or U.S. Constitution; expression that demonstrates support for criminal activity; participating in sexually explicit photographs or videos for compensation or distribution.
3) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness.
   a) Posting statements or expressions to a website that glorify or endorse dishonesty or illegal behavior.
   b) Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias of any race, any religion, or any protected class of individuals.
   c) Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
4) Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without authorization.
5) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen to jeopardize members by informing criminals of details that could facilitate an escape or attempted escape.

6) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Thornton Police Department.

7) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial gain, or data classified as confidential by state or federal law, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

8) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Thornton Police Department on any personal or social networking or other website or web page without the express authorization of the Chief of Police.

9) For safety and security reasons, department personnel are cautioned not to disclose their employment with this department nor shall they post information pertaining to any other member of the department without their permission. As such, department personnel are cautioned not to do the following:
   a) Display department logos, uniforms, or similar identifying items on personal web pages.
   b) Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a police officer of this department. Officers who are, or may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.

10) Accessing websites for unauthorized purposes, or use of any personal communication device, game device or media device, whether personally or department owned, for personal purposes while on duty, except in the following circumstances:
   a) When brief personal communications may be warranted by the circumstances (e.g., informing family of extended hours).
   b) During authorized breaks. Such usage should be limited as much as practicable to areas out of the sight and sound of the public and shall not be disruptive to the work environment.

11) Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Chief of Police or their authorized designee.

12) Department personnel should be aware that they may be subject to civil litigation for:
   a) Publishing or posting false information that harms the reputation of another person, group, or organization.
b) Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern and would be offensive to a reasonable person.

c) Using someone else's name, likeness or other personal attributes without that person's permission for an exploitative purpose.

d) Publishing the creative work of another, trademarks or certain confidential business information without permission of the owner.

In addition, a member is required to take reasonable and prompt action to remove any content that is in violation of this policy, whether posted by the member and/or others, from any web page or website maintained by the member (e.g., social or personal website).

1009.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized officer association, employees may not represent the Thornton Police Department or identify themselves in any way that could be reasonably perceived as representing the Thornton Police Department in order to do any of the following, unless specifically authorized by the Chief of Police:

1) Endorse, support, oppose or contradict any political campaign or initiative
2) Endorse, support, oppose or contradict any social issue, cause or religion
3) Endorse, support, or oppose any product, service, company or other commercial entity
4) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or any website

Additionally, when it can reasonably be construed that an employee, acting in their individual capacity or through an outside group or organization is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Thornton Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1009.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file sharing software or any Internet site (e.g.,
Facebook, Twitter, Instagram) that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose for whatever reason any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the Department e-mail system, computer network, radio or other communication system or medium or any information placed into storage on any department system or device.

This includes records of all key strokes or web browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a user name or password does not create an expectation of privacy if it is accessed through department computers or networks.

**1009.6 CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or their authorized designee should consider include:

1) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
2) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
3) Whether the speech or conduct would reflect unfavorably upon the Department.
4) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of their duties.
5) Whether similar speech or conduct has been previously authorized.
6) Whether the speech or conduct may be protected and outweighs any interest of the Department.

**1009.7 TRAINING**

Subject to available resources, the Department should provide training regarding member speech and the use of social networking to all members of the Department.

**1009.8 REVISIONS**

Enacted: July 27, 2016
1010.1 PURPOSE AND SCOPE

This policy provides guidelines for special detail assignments and secondary employment.

1010.2 POLICY - GENERAL

1) All department members must be aware that law enforcement can function properly only in an atmosphere of public trust. It is a profession with high visibility, demanding that members avoid any appearance of conflicts of interest. As law enforcement may confer upon its members special powers and authority or may give them access to privileged information, it is the duty of each member of this department to ensure that the integrity of the department is never compromised. Further, it is the duty of each member to ensure that the functioning of the justice system is not impaired by their actions or associations.

2) The nature of the law enforcement task requires department members to have the ability to work irregular duty schedules that are subject to change in meeting department needs. Additionally, it is necessary that a member have adequate rest to be alert during on duty assignments. For these reasons, and because certain occupations inherently conflict with a member's primary responsibility to the community, the department may impose conditions governing outside employment or may prohibit it altogether.

3) Special detail assignments and secondary employment shall constitute any employment, activity, contract, agreement or arrangement with any person, business, group, industry, public or private activity or endeavor where remunerations are received for services rendered.

4) Members wishing to work either special detail assignments or secondary employment shall comply with Section 54-81 of the City of Thornton Personnel Code and Administrative Directive 2-31.

1010.3 DEFINITIONS

Definitions related to this policy include:

Special or Extra Duty Assignment - An extension of a sworn officer's department responsibilities, provided by the department as a supplementary police service to a special detail assignment client and where the officer's duties include those within the
course and scope of such officer's duties within the department and which service is rendered during a period of time not within the officer's regularly assigned hours of duty.

**Secondary employment** - All other off duty employment that is not police related, not assigned by the Department and which does not constitute a conflict of interest or detrimental effect upon the image or reputation of the City or Police Department.

**Manpower Shortage or Backfill** - An officer is held over or brought in early to work their normal duty assignment.

1010.4 SPECIAL OR EXTRA DUTY ASSIGNMENTS

1010.4.1 POLICY (22.2.5 b, d, and e)

1) Special or extra duty assignments are a privilege granted by the Chief of Police, not a right. It is generally accepted that a member that is allowed to work special or extra duty assignments has the permission of the Chief of Police to work the assignment.

2) Special or extra duty assignments must occur at a location within the geographic boundaries of the City of Thornton unless waived by the Chief of Police.

3) Special or extra duty assignments shall be rendered during a period of time not within the officer's regularly assigned hours of duty.

4) The City and the Police Department have the sole authority for establishing any special or extra duty assignment contract.

5) Payment for the provision of special or extra duty assignments to a special detail assignment client by the Department is a financial contract between the private employer and the City based upon an established fee schedule.

6) Payment for the provision of special or extra duty assignments to a member of this department who provides such service is made by the City to the member.

7) Hourly charges for special or extra duty assignments shall be made from the starting place and time specified by the special or extra duty client to the ending time and place of the special or extra duty assignment. Travel time to and from shall not be included. The geographical points at which the special detail assignment commences and terminates shall be established at the time of the request.

8) The Patrol Division Deputy Chief, or their authorized designee, is responsible for the administration and approval of all requests for special or extra duty assignments within the City of Thornton. Department members are prohibited from soliciting special or extra duty assignments, or negotiating wage rates for special or extra duty assignments.

9) The Patrol Division Deputy Chief shall designate the Special or Extra Duty Assignment Coordinator (SEDAC). The SEDAC is responsible for the daily administration and coordination of the availability and assignment of officers and physical resources required for the special or extra duty assignments.

10) Sworn officers are deemed to be acting within the course and scope of official police duties while fulfilling special or extra duty assignments as set forth in the request for such special or extra duty assignment within the City of Thornton unless waived by the Chief of Police. Such officers are therefore, subject to all municipal, state and
federal laws and city and department rules, regulations, policies, procedures and codes of conduct. The duties performed for special or extra duty assignment clients are restricted to the duties as set forth and authorized in the approved application and as otherwise provided by law.

11) Sworn officers shall confine their activities within the course and scope of official police duties. Police Department employees shall not enforce policies and regulations of clients that are not a violation of law.

1010.4.2 PROHIBITED SPECIAL DETAIL ASSIGNMENTS

The following are examples of activities that are prohibited for special or extra duty assignments.

This list is not all inclusive and is subject to amendment as required:

1) Employment as an investigator or in any capacity involving the use of police records for other than law enforcement purposes.
2) Employment as a process server.
3) Employment with a bail bond agency.
4) Employment as a bill collector or for any credit or collection agency or in any capacity involving the repossession of property or eviction from premises.
5) Employment outside the corporate boundaries of the City of Thornton unless waived by the Chief of Police.
6) Employment in any capacity that would interfere with a sworn member being called for emergency police duty or otherwise interferes with a member's departmental responsibilities.
7) Employment as a strike breaker, temporary worker or replacement worker for any corporation, business or agency public or private, that is or is about to be the subject of a strike, lockout, job action or demonstration.
8) Employment at any business that deals in pornographic books, magazines, sexual devices or videos or that otherwise provided entertainment or services of a sexual nature.
9) In any employment or business which has a connection with a tow or ambulance business.
10) When, by virtue of the special detail assignment, any affiliation, membership or allegiance might tend to influence the conduct of the sworn officer in a manner inconsistent with the proper discharge of official duties, loyalty to the Police Department or the public interest.
11) Employment which would bring the Department or sworn officer into disrespect, disfavor, ridicule or involve the sworn employee in violation of department policies and procedures.
12) Any employment which assists in any manner case preparation for the defense in any criminal action or proceeding.
13) As a security guard or in any employment in which police power might be used for private purposes of a civil nature.
14) Employment under conditions that confer special advantage to private interests at the expense of public interest.

1010.4.3 ELIGIBILITY/LIMITATIONS (22.2.5 a)
All members are reminded that their primary responsibility is to the duties of their Thornton Police Department assignments. Secondary and Special or Extra Duty Assignments must not interfere with those on duty responsibilities.

1) No sworn officer shall work a special or extra duty assignment:
   a) Except as provided herein, no officer shall be permitted to perform Secondary or Special Detail Assignments prior to completing the probationary period. Exceptions include, but are not limited to, backfill. Other exceptions may be made by the Chief of Police or their authorized designee. These exceptions must be approved in writing and submitted to the member’s Commander or Supervisor. Lateral entry personnel may perform Secondary Employment and Special Detail Assignments after completing one full year and the completion of the FTO Program.
   b) Officers and members off duty due to a personal or line of duty illness/injury, extended military leave, leave of absence, suspension, FMLA, or on a limited duty status, will not be permitted to perform Secondary Employment and Special Detail Assignments. However, such employees may seek written permission from the Chief of Police, or their designee, to perform Secondary Employment work. The Chief of Police will grant or deny such requests on a case-by-case basis under the same factors that are applicable to active duty officers seeking permission to work secondary employment work.
   c) Within 16 hours following a scheduled tour of duty which has been missed due to injury or illness.

2) All special or extra duty assignments, regardless of the nature of the employment, are subject to the approval of the Chief of Police, or their designee.
   a) Employees approved for such assignments do not, by virtue of such approval, accrue any vested property rights associated with the special or extra duty assignment.

3) The total on duty and off duty employment hours, including department administered overtime assignments, shall not exceed 60 hours in a calendar week, Sunday through Saturday. Exceptions to the maximum weekly hour limits may be made by the Chief of Police, or their designee. Court time will not be included in this total; however, all other TPD paid overtime assignments, including backfill and grants, will be included.
   a) Officers who work less than 40 hours in a calendar week through the use of vacation, holiday, accumulated sick leave, or compensatory time may increase the number of Secondary Employment hours worked, up to the 60 hour limit.
   b) Officers will not be allowed to work more than 15 hours in a 24 hour period. A 15 hour work day starts with the start of the first shift worked regardless if the first shift is off duty or the officer’s regular duty assignment.
c) Officers will not work Special Detail Assignments when on vacation days.

d) Communication Specialists will not be allowed to work more than 12 hours. The Specialist must then be off for an eight hour break before working an additional shift in the Communications Center. Exceptions to the 12 hour limit may be made for offsite special events with written permission from the Communications Center Manager.

e) Members will not split shifts and/or flex their shifts to accommodate a Secondary Employment schedule.

4) Members who have a desire to participate in special or extra duty assignments must have the written approval of their Division Commander and Division Deputy Chief.

5) A member can be denied approval, or can be removed from the list by the SEDAC, for the following reasons:
   a) An unsatisfactory sick leave record.
   b) An unsatisfactory performance appraisal.
   c) Non-compliance with special detail assignments scheduling.
   d) Evidence that such employment might impair the member's health or ability to discharge regular departmental duty assignments.
   e) Unsatisfactory work record at the special detail assignment.

1010.4.4 PAY RATES AND FEES
Officers and sergeants working special or extra duty assignments will be paid 1.5 times their base hourly rate unless working a contract event in which case they will be paid at the contract rate.

1010.4.5 PROCEDURES (22.2.5 c)
1) The SEDAC will post assignments in the scheduling system.
2) Members shall comply with any special provisions on the scheduling system posting.
   a) Must follow the sign up rule of three days unless waived.
   b) Failure to follow the sign up rules can result in the member being removed from the programs or other disciplinary action.
3) When multiple members are needed for a single special or extra duty assignment, the SEDAC will determine if one or more supervisors are required.
4) No member shall sign up for special or extra duty assignments with the intent of having another department member work that assignment.
5) Assignments that require special police skills will be assigned to the first sworn officer on the list who is available and qualified in the needed skill.
6) Once a member accepts the assignment, they are committed to perform that assignment. In the event that a member is unable to report to a scheduled special or extra duty assignment because of an emergency or illness, it shall the responsibility of that member to find another member, with special skills, if required, as a replacement. If a replacement employee cannot be found, the scheduled employee shall notify the on duty Field Supervisor and the special or extra duty assignment client prior to the start of the special or extra duty assignment.
7) Equipment for a special or extra duty assignment is subject to availability and need as determined by the SEDAC. Use of any department equipment is subject to the approval of the Chief of Police, or their authorized designee.

8) Field supervisors are responsible for the functional supervision of all special or extra duty assignments which occur during their shift.

9) In the event that a sworn member working a special or extra duty assignment effects an arrest, they are responsible for completing the initial reports, with the exception of the custody report and associated booking reports. An on duty officer will respond to the scene, transport and book the prisoner and any associated evidence or property.

10) Information that is reported to, or otherwise comes to the attention of a sworn member working a special or extra duty assignment concerning criminal or non-criminal activity not connected to the special or extra duty assignment, shall be reported immediately if appropriate, to the Communications Center and/or the appropriate unit or individual within the Department.

11) Nothing in this procedure shall preclude any sworn supervisor from exercising authority in the cancellation of special or extra duty assignments when such action is in the best interest of the Department.

12) In the event a sworn member is requested to work beyond the scheduled contract time, by the special or extra duty assignment client, the member shall notify the Communication Center and the on duty supervisor of the extension of the special or extra duty assignment.

13) It is the officer’s responsibility to notify their supervisor if additional manpower/backfill assignments will put them over the maximum number of hours within a calendar week.

14) Supervisors will monitor member time sheet reports to ensure adherence to this policy is followed.

1010.4.6 OFFICER NON-COMPLIANCE PENALTIES (22.2.5 c)
Incidences of non-compliance with special or extra duty assignment scheduling by a member may result in suspension from the Special or Extra Duty/Secondary Employment privileges and/or a more severe form of disciplinary action.

1) First Offense in a 12 month period: 30 days of not being permitted to work Special Detail or Secondary Employment.

2) Second Offense in a 12 month period: 90 days of not being able to work Special Detail or Secondary Employment.

3) Third Offense in a 12 month period: one year of not being permitted to work Special Details or Secondary Employment.

4) Any subsequent offenses: Disciplinary action.
1010.5 SECONDARY EMPLOYMENT

1010.5.1 POLICY
1) Personnel may participate in secondary employment only during a period of time not within the department member's regularly assigned hours of duty.
2) The department member and secondary employer have the sole authority and responsibility for establishing working conditions, hours, salary and other related matters.
3) Payment for the provision of secondary employment is solely between the secondary employer and the department member.
4) For the purpose of secondary employment, department members shall not wear their uniforms; and sworn officers shall not present themselves as Thornton police officers during the normal course of their secondary employment.
5) Department members on light duty assignments must obtain written permission from their Division Deputy Chief to perform secondary employment that has been previously approved.
6) Department members incurring an injury that is not the result of an official police action while engaged in secondary employment will be responsible for reporting the injury directly to the State Division of Labor or the insurer of the employer. This report will not be processed through the Department. All such injuries will be considered by the department as an injury not in the line of duty and the member's absence will be deducted from accumulated sick leave.

1010.5.2 PROHIBITED SECONDARY EMPLOYMENT
The following are examples of assignments that are prohibited secondary employment. This list is not all inclusive and is subject to amendment as required:

1) As a sworn law enforcement officer in any capacity at another department.
2) As a watchmen or guard.
3) Employment in any capacity in or upon premises licensed as a tavern, club or retail liquor store.
4) Locations, establishments or venues where marijuana or marijuana products are sold or the primary purpose of the location, establishment or venue is the consumption, production, testing or transportation of marijuana, marijuana products or marijuana infused products.
5) The examples listed in Prohibited Special Detail Assignments with the exception of the secondary employment being allowed outside the corporate boundaries of the City of Thornton.

1010.5.3 ELIGIBILITY/LIMITATIONS
1) Any department member desiring secondary employment, regardless of the nature of the employment, must notify their Department Head in writing and request approval. The Department Head shall make a determination regarding the request and notify the employee in writing of their decision. (City Administrative Directive 2-31 and Municipal Code 54-242)
2) Exclusive of vacation and pre-approved compensatory time off, special detail assignments and secondary employment shall be limited to a cumulative maximum of 20 hours during a calendar week, Sunday through Saturday.

3) All department members are eligible to participate in secondary employment.

1010.6 REVISIONS
Enacted: July 27, 2016

Revised: October 16, 2019
1011.1 PURPOSE AND SCOPE
To project uniformity and neutrality toward the public and other members of the Department, members shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment. In the interest of presenting a professional image to members of the public, employees are required to use good judgment.

An employee’s dress, appearance, hygiene and attire must be what management considers acceptable while on duty.

1011.2 GROOMING STANDARDS
Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1011.2.1 HAIR
Hairstyles for all members of the Police Department shall be neat and clean in appearance. Hair color shall be conservative and have no unnatural tones of color (i.e. blue purple, green, etc.). Wigs or hairpieces are permitted, if they conform to the standards listed below and are the natural hair color. Shaved geometric patterns and letters are strictly prohibited.

For male sworn officers:

- Hair must not extend below the top edge of the uniform collar while assuming a normal stance.
- Hair on the sides shall be no lower than the middle of the ear. Hair will not fall over the eyebrows.
- Hair on top of the head must be neatly groomed.
- Shall not have a “man bun”, “faux hawk”, mohawk or ponytail.
- Hair swept upwards from the scalp or forehead (pompadour style) shall not exceed two inches in length.
• Styles that are lopsided or distinctly unbalanced are prohibited. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited.
• The block-cut fullness in the back is permitted to a moderate degree, as long as the outline conforms to the shape of the head.
• The bulk or length of hair may not interfere with the normal wear of headgear, protective masks, or equipment.
• Hair must be styled to present a professional, para-military image.

For female sworn officers:

• When hair is loose it can touch the top of the shoulder when assuming a normal stance.
• If hair is longer than the shoulder, the hair must be tightly secured in a ponytail or braid.
• If the length of the ponytail or braid is longer than the bottom of the shoulder patch, it must be securely put up.
• All hair-holding devices must be plain and of a color as close to the officer’s hair as is possible, or clear. Officers will not place hair-holding devices in the hair for decorative purposes.
• Hair swept upwards from the scalp or forehead (pompadour style) shall not exceed three inches in length.
• Shall not have a “faux hawk” or mohawk.
• Styles that are lopsided or distinctly unbalanced are prohibited. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited.
• There will be no loose hair around the face that interferes with the officer’s vision.
• Hair must be styled to present a professional, para-military image.

Non-sworn employees shall have a neat, professional hair style and be clean in appearance.

1011.2.2 MUSTACHES
Sworn personnel may have a short and neatly trimmed mustache may be worn. Mustaches shall not extend more than one inch below the corners of the mouth.

1011.2.3 SIDEBURNS
Sworn personnel may have sideburns that shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat. Sideburns shall not exceed 1 ¼ inch in width and shall not flare out.

1011.2.4 FACIAL HAIR
Facial hair other than sideburns, mustaches and eyebrows shall not be worn by sworn personnel, unless authorized by the Chief of Police or the authorized designee.
Non-sworn members may have facial hair, such as mustaches and sideburns, as long as it is trim, neat and professional looking.

1011.2.5 FINGERNAILS
For sworn officers fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be properly maintained and trimmed. Nail polish shall be a single subdued color or flesh tone and worn in a professional manner for female members. Multicolor fingernails or any ornamental design is prohibited, however an exception can be made for female officers assigned to detectives.

Male officers shall not wear finger nail polish.

Non-sworn employee's finger nails shall be properly trimmed and maintained. They should be professional in appearance and non-offensive in design. Fingernails may not interfere with an employee's job performance.

1011.2.6 JEWELRY AND ACCESSORIES
No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

No more than one bracelet will be worn while in uniform. Appropriateness of the bracelet will be determined by the Division Deputy Chief.

Female officers may wear no more than one pair of stud earrings which must be worn in the earlobes, an exception can be made for female officers assigned to the Detective Division. Male employees shall not wear earrings. Deviation from this policy must be authorized by the Chief of Police or the authorized designee. Only one ring may be worn on each hand of the officer while on duty. A wedding pair is considered one ring.

Non-sworn employees visible apparel, body art or jewelry which in the Chief of Police's, or their authorized designee's, opinion is unprofessional or which contains offensive writing, symbolism, or advertising is prohibited.

1011.3 TATTOOS
While any sworn employee is on duty or representing the Department in any official capacity, every effort should be made to conceal tattoos or other body art. The use of a cover, such as a bandage, is not a satisfactory alternative to avoid a violation of this policy and are prohibited.

Non-sworn employees who have regular contact with the public should make every effort to conceal their tattoos or body art. Those employees who do not have regular contact with the public will be expected to make every effort to cover their tattoos or body art when conducting official business in person for the Department, or as directed (i.e. court, public presentations, etc.).
Tattoos which, in the Department Head's opinion, are unprofessional, or which contains offensive writing, symbolism, or advertising are prohibited.

Tattoos which in the Chief of Police’s, or their authorized designee's, opinion is unprofessional or which contains offensive writing, symbolism, or advertising is prohibited.

The tattoo policy applies for both men and women.

1011.4 BODY PIERCING OR ALTERATION
Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire, and is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alterations include, but are not limited to, the following:

1) Tongue splitting or piercing.
2) The complete or transdermal implantation of any material other than hair replacement or breast augmentation.
3) Abnormal shaping of the ears, eyes, nose or teeth.
4) Branding or scarification.
5) Eye contacts that are not of natural color or shape.

1011.5 NON-COMPLIANCE
If an employee reports to work in non-compliance with this policy, the employee may be sent home and not allowed to return to work until such time as the employee is in compliance. Any work time missed as a result shall be considered as an unpaid absence and deduct hours. In addition, the employee may be subject to discipline.

1011.6 DISPUTES
In the event of a dispute between an employee and a supervisor regarding the question of whether the employee's attire or appearance complies with the provisions of this policy, the dispute shall be referred to the employee’s Department Head for resolution.

1011.7 REVISIONS
Enacted: July 27, 2016
Revised: April 4, 2019
Policy 1012 – Police Uniform Regulations
Enacted: July 27, 2016
Revised: September 5, 2019

1012.1 PURPOSE AND SCOPE
The uniform policy of the Thornton Police Department is established to ensure that uniformed officers, special assignment personnel and civilian members will be readily identifiable to the public through the proper use and wearing of Department uniforms. Members should also refer to the following associated policies and procedures:

- Firearms and Qualification Policy
- Department and Personal Property Policy
- Body Armor Policy
- Personal Appearance Standards Policy
- Commendations and Awards Policy
- Uniform Components Procedure

The Thornton Police Department uniform specifications and procedures are maintained and periodically updated by the Chief of Police or the authorized designee and should be consulted regarding authorized equipment and uniform specifications.

The Thornton Police Department will provide the initial uniforms for all members who are required to wear them either through issuance or Uniform Replacement monies as determined by the Chief of Police.

1012.2 DEFINITIONS
Definitions related to this policy include:

Licensed Facilities - Any business that requires a special license such as liquor businesses, marijuana businesses, sexually oriented businesses, and massage businesses, etc.

1012.3 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT
Police members wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.
1) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
2) All officers of this department shall possess and maintain, at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
3) Personnel shall wear only the uniform specified for their rank and assignment.
4) Members shall not loan any portion of the uniform with identifying marks of another officer to others.
5) Members shall not permit the uniform to be reproduced or duplicated.
6) The uniform is to be worn in compliance with the specifications set forth in the Department's uniform specifications and procedures, which are maintained separately from this policy.
7) All supervisors shall perform periodic inspections of their personnel to ensure conformance to the Thornton Police Department uniform specifications and procedures.
8) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
9) Uniforms are only to be worn while on duty, while in transit to or from work, for court or at other official Department functions or events (i.e. speaking to a class of children, or working a contract assignment).
10) Employees are not to purchase products, such as alcoholic beverages or marijuana, or services from any licensed businesses, as listed above, while wearing any part of the Department uniform, including the uniform pants identifying lanyard or any other identifying clothing. If this is in an on-duty status for an investigation, the Chief of Police or designee must approve it.
11) Mirrored sunglasses will not be worn with any Department uniform.
12) Visible jewelry, other than those items listed below, shall not be worn with the uniform, unless specifically authorized by the Chief of Police or the authorized designee.
   a) Wrist watch
   b) Wedding rings, class ring or other ring of tasteful design; a maximum of one ring/set may be worn on each hand
   c) Medical alert bracelet
   d) Females may wear no more than one pair of stud earrings which must be worn in earlobes
   e) Other visible jewelry as approved by the Chief of Police or respective division deputy chief.

1012.3.1 DEPARTMENT ISSUED IDENTIFICATION (22.1.8 a - c)
The Department issues each member an official Department identification card bearing the member's name, identifying information and photo likeness. All members shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.
1) Whenever on duty or acting in an official capacity representing the Department, members shall display their department-issued identification in a courteous manner to any person upon request and as soon as practicable.

2) Officers working specialized assignments may be excused from the requirements regarding the possession and display of identification when directed by their Division Deputy Chief.

3) If identification is worn on a lanyard, the lanyard should be a “break away” lanyard. If worn with the uniform the lanyard will be the department issued lanyard or a lanyard approved by the Chief of Police or their designee.

4) Along with having their physical identification card, all sworn personnel will identify themselves by their rank and name while utilizing the telephone and representing the agency.

1012.4 UNIFORM CLASSES
The various uniform specification classes are those identified in this policy. All uniform shirts shall be neatly tucked in to the uniform pants.

1012.4.1 CLASS A UNIFORM
All officers will possess and maintain a serviceable Class A uniform at all times.

The Class A uniform is to be worn on special occasions, such as funerals, graduations, promotions, ceremonies or as directed. The Class A uniform is required for all sworn officers. The Class A uniform includes the standard issue uniform with the following:

1) Long sleeve shirt with tie.
2) Polished shoes or boots.
3) Uniform pants.
4) Authorized duty belt.
5) Nametag and American Flag pin
6) Department earned awards.
7) Special Assignment pins.
8) Service stripes if applicable.
9) Military Branch Service pin.

The dress cap may be worn for events held outdoors, and for indoor events as directed.

1012.4.2 CLASS B UNIFORM
All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

1) The long or short sleeve shirt may be worn with the collar open. No tie is required. Long sleeve shirts will have the applicable service stripes. Ties will not be worn with a short sleeve shirt.
2) A black crew neck, turtleneck, or mock undershirt must be worn with the uniform.
3) All shirt buttons must remain buttoned except for the last button at the neck.
4) Clean and polished shoes or boots will be worn.
5) Uniform pants.
6) Nametag and American Flag Pin will be worn. Department earned awards, Special Assignment pins, and Military Branch Service pin are optional.

1012.4.3 UTILITY UNIFORM
The utility uniform will consist of the following authorized items:

1) Authorized navy polo shirt. The shirt must be neatly tucked into the pants or shorts.
2) Tan or khaki pants.
3) Tan or khaki shorts are authorized for specific training days.
4) Tan (brown) or black belt.
5) Tan (brown) or black shoes or boots.
6) Single color tan (brown) or black sport type shoes, with a subdued logo, may be worn to specific training as authorized.
7) A black jacket may be worn.

The utility uniform will be worn for training, or other duties as assigned.

1012.4.4 SPECIALIZED UNIT UNIFORMS
The Chief of Police may authorize special uniforms to be worn by officers in specialized units, such as the Police Service Dog Unit, SWAT, bicycle patrol, motor officers and other specialized assignments as recommended by the special unit's Division Deputy Chief.

1012.4.5 FOUL WEATHER GEAR
The uniform and equipment specifications procedure lists the authorized uniform jacket and rain gear.

1012.5 INSIGNIA AND PATCHES
1) The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets.
2) Service stripes and other indicators for length of service shall be worn on long sleeve shirts. They are to be machine stitched onto the uniform. The stripes are to be worn on the left sleeve only. Each service stripe shall denote five years of service as a commissioned police officer or animal control officer with the Thornton Police Department.
3) The regulation nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the member's first initial and last name. If the member desires other than the legal first name, the member must receive approval from the Chief of Police or their authorized designee. The nameplate shall be silver in color for sergeants and officers. The nameplate shall be gold in color for command personnel.
4) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.

5) Assignment insignias, (e.g., SWAT, FTO, TRAFFIC or similar) shall be worn as designated by the Chief of Police or their authorized designee.

6) An American flag pin shall be worn, centered above the nameplate.

7) The department issued badge, or an authorized sewn on cloth replica, must be worn and be visible at all times while in uniform. Certified non-uniformed personnel will wear or carry their badge in a manner that the badge is in reasonable proximity to their firearm and able to be displayed whenever appropriate.

8) The designated insignia indicating the employee's rank must be worn at all times while in uniform. Sergeant chevrons shall be worn on both sleeves of all uniform components. Command personnel rank insignia shall be gold in color. The Chief of Police or their authorized designee may authorize exceptions.

9) A designated pin recognizing an employee’s military service shall be issued to all employees who have served, or are serving, in the United States Armed Forces. The pin may be worn at the employee’s option. If worn on a uniform it will be worn in the designated location below the badge.

1012.5.1 MOURING BADGE BAND

Uniformed employees shall wear an all black, or black with a blue stripe mourning band across the uniform badge whenever a Colorado law enforcement officer is killed in the line of duty. Black tape is only authorized on cloth badging found on authorized uniform items. The following mourning periods will be observed:

1) An officer of this department - From the time of death until midnight on the day of internment.

2) A peace officer from this state - From the time of death until midnight on the day of the funeral.

3) Funeral attendee - While attending the funeral of a fallen peace officer.

4) National Peace Officers Memorial Day (May 15) - From midnight through the following midnight.

5) As directed by the Chief of Police or the authorized designee.

1012.6 CIVILIAN ATTIRE

There are assignments within the Department that do not require wearing a uniform because recognition and authority are not essential to their function. There are also assignments in which wearing civilian attire is necessary.

1) All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.

2) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button-style shirts with a collar, slacks or suits that are moderate in style, or authorized polo shirt.
3) All female administrative, investigative and support personnel who elect to wear
civilian clothes to work shall wear dresses, slacks, shirts, blouses or suits that are
moderate in style, or authorized polo shirt.
4) The following items shall not be worn on duty:
   a) T-shirt alone.
   b) Flip flops.
   c) Swimsuit, tube tops or halter tops.
   d) Spandex type pants or see through clothing.
   e) Distasteful printed slogans, buttons or pins.
   f) Denim pants of any color, unless approved on calendar Fridays (civilian
      employees only).
   g) Shorts.
   h) Sweatpants or similar exercise clothing.
5) Variations from this order are allowed at the discretion of the Chief of Police or the
   authorized designee when the employee's assignment or current task is not
   conducive to wearing such clothing.
6) No item of civilian attire may be worn on duty that would adversely affect the
   reputation of the Thornton Police Department or the morale of the members.
7) Sworn officers carrying firearms while wearing civilian attire should wear clothing
   that effectively conceals the firearm when outside a controlled law enforcement
   facility or work area.

1012.7 POLITICAL ACTIVITIES, ENDORSEMENTS,
ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM
Unless specifically authorized by the Chief of Police, Thornton Police Department
employees may not wear any part of the uniform, be photographed wearing any part of
the uniform, utilize a department badge, patch or other official insignia, or cause to be
posted, published or displayed, the image of another member, or identify themselves as
a member of the Thornton Police Department to do any of the following:
1) Endorse, support, oppose or contradict any political campaign or initiative.
2) Endorse, support, oppose or contradict any social issue, cause or religion.
3) Endorse, support or oppose, any product, service, company or other commercial
   entity.
4) Appear in any commercial, social or nonprofit publication, or any motion picture, film,
   video, public broadcast, photo, any website or any other visual depiction.

1012.8 OPTIONAL EQUIPMENT - MAINTENANCE AND
REPLACEMENT
1) Any of the items listed in the uniform and equipment authorized list as optional shall
   be purchased at the expense of the member. Uniform replacement funds may be
   used for these purchases.
2) Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

3) Replacement of items listed in this order as optional shall be done as follows:
   a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.
   b) When the item is no longer functional because of damage in the course of the member's duties, it may be replaced following the procedures for the replacement of damaged personal property outlined in the Department and Personal Property Policy.

1012.9 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES
Thornton Police Department members may not wear any uniform item, accessory or attachment unless specifically authorized in the uniform and equipment specifications policy or procedure or by the Chief of Police or the authorized designee.

Thornton Police Department members may not use or carry any tool or other piece of equipment unless specifically authorized in the uniform and equipment specifications manual or by the Chief of Police or the authorized designee.

1012.10 REVISIONS
Enacted: July 27, 2016

Revised: June 15, 2017

Revised: April 4, 2019

Revised: September 5, 2019
1013.1 PURPOSE AND SCOPE
A Thornton Police Department badge and uniform patch as well as the likeness of these items and the name of the Thornton Police Department are property of the Department and their use shall be restricted as set forth in this policy.

1013.2 POLICY
The uniform badge shall be issued to Department members as a symbol of authority. The use and display of Department badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1013.2.1 FLAT BADGE
Sworn officers off of probation, and with the written approval of the Chief of Police or their authorized designee, may purchase at their own expense a full sized flat badge that can be carried in a wallet. The use of any flat badge is subject to all the same provisions of Department policy as the uniform badge.

1) Should the flat badge become lost, damaged or otherwise removed from the officer's control, they shall make the proper notifications as outlined in the Department and Personal Property Policy.
2) An honorably retired officer may keep their flat badge upon retirement.
3) The purchase, carrying or display of a flat badge is not authorized for civilian personnel.
4) If the flat badge is purchased prior to the officer's five year anniversary, the officer will not receive a flat badge at the five year mark.

1013.2.2 CIVILIAN PERSONNEL
Department identification cards issued to civilian personnel shall be clearly marked to reflect the position of the assigned member (e.g. animal control, communication specialist, etc.).

1) Civilian personnel shall not display any Department badge except as a part of their uniform and while on duty or otherwise acting in an official and authorized capacity.
2) Civilian personnel shall not display any Department badge or represent themselves, on or off duty, in such a manner which would cause a reasonable person to believe that they are a sworn officer.

1013.2.3 RETIREE UNIFORM BADGE
Upon honorable retirement, members may purchase their assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia, as other uses of the badge may be unlawful or in violation of this policy.

1013.3 UNAUTHORIZED USE
Except as required for on duty use by current members, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn officers and civilian uniformed members for official use only. The Department badge, shoulder patch or the likeness thereof, or the Department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as electronic mail or websites and web pages.

The use of the badge, uniform patch and Department name for all material (e.g., printed matter, products or other items) developed for Department use shall be subject to approval by the Chief of Police or the authorized designee.

Members shall not loan the badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1013.4 PERMITTED USE BY MEMBER GROUPS
The likeness of the Department badge shall not be used without the express authorization of the Chief of Police or the authorized designee.

1) The likeness of the Department badge for endorsement of political candidates shall not be used without the express approval of the Chief of Police or the authorized designee.

1013.5 REVISIONS
Enacted: July 27, 2016
Revised: November 8, 2018
1014.1 DUTY STATUS OF MEMBERS (22.2.2)
Members are expected to report for duty in a physical and mental condition conducive to performing the duties and responsibilities of their position. When circumstances arise preventing a member from performing assigned tasks, the appropriate command officer may alter the member’s duty status.

1014.2 FULL DUTY STATUS
Members are considered to be at full duty status when no legal, physical, or administrative limitations exist preventing the member from performing the normal duties of their position.

1014.3 OTHER THAN FULL DUTY
Members that sustain a performance limiting injury or medical condition either on-duty or off-duty will report the condition in an expeditious manner to their immediate supervisor. Once informed of the member’s injury or medical condition the supervisor or command officer will immediately notify the appropriate Division Executive Officer. If the injury or medical condition inhibits the member’s ability to safely perform the duties of their position, the Executive Officer will coordinate with Risk Management to determine if the member’s limitations can be accommodated allowing for the placement on light duty status. The Administrative Assistant in the Division will create a combined Other than Full Duty Report on a weekly basis. The combined weekly report is sent to the Chief’s office for review and then distributed to all of Command level members.

Members that sustain a performance limiting injury or medical condition related to an on-duty incident will be placed in an Other than Full Duty position within the Department if the member’s limitations can be accommodated.

Members that sustain a performance limiting injury or medical condition that is not duty related may request an Other than Full Duty work position within the Department in lieu of expending paid leave such as sick time.

All requests for an Other than Full Duty work assignment must be approved by the appropriate Division Deputy Chief and assignments for on-duty injuries take priority.
Other than Full Duty assignments are based on the needs of the Department and are not guaranteed.

Members reporting a non-duty related injury or medical condition or scheduling a planned medical procedure will be required to obtain a letter from their physician. The letter will provide a brief diagnosis of the injury, a description of any work limitations and an anticipated date for the member to return to full duty. The letter will follow this four-step process;

1) The member will give the form to their supervisor and will be sent up the chain of command to the appropriate Division Deputy Chief.
2) If approval is given for Other than Full Duty status, the letter will be forwarded to the Division Administrative Assistant for personnel orders if necessary and for completing the Other than Full Duty memo.
3) The Other than Full Duty Diagnosis memo is then forwarded to the Chief's office.
4) Chiefs' office forwards the form to the Office of Risk Management for the city.

When a member is assigned to an "other than full duty" status that is anticipated to exceed 14 days, a personnel order detailing the member to a specific position will be issued by the appropriate Division Chief’s Office Administrative assistant as directed by the appropriate Division Deputy Chief. The supervisor of the unit receiving the light-duty member will notify the Appropriate Executive Officer when the member's status changes regarding a return to full-duty date or additional restrictions.

When a member is injured outside of regular business hours but can still perform a light-duty function within the Department, the Division Executive Officer may approve light-duty assignments on a temporary basis. The supervisor will update the member's status within the current scheduling system to reflect the member's light-duty status and adjust the patrol roster to reflect the change in duty assignment.

Members injured in the course of duty will be evaluated periodically by the worker compensation doctor. Members will provide doctor’s progress reports to their supervisor to be forwarded to the Division Executive Officer. The Workers Compensation doctor provides copies of the member's medical status directly to Human Resources.

All members working in a Other than Full Duty assignment are required to submit to their supervisor a letter completed by the physician if there is a change in status or expected return to duty dates.

For members injured off duty the expenses related to the treatment of the injury and office visits for progress reports are the responsibility of the member. The supervisor receiving the letter will forward the information to the Division Executive Officer.

At a minimum, the appropriate Division Deputy Chief or their authorized designee will conduct a monthly review of the status of all members on light duty within their command.
A member’s authorization to carry a weapon while assigned to an Other than Full Duty status will be evaluated on a case-by-case basis by the Chief of Police or their authorized designee.

No Officer who is on the Other Than Full Duty Status list may participate in training without prior supervisor approval. The approving supervisor is responsible for ensuring that the Officer is allowed to participate in the training based upon any restrictions.

1014.4 MODIFIED (RESTRICTED) DUTY
When a legal or administrative action limits a member from performing their normal duties, the member is expected to immediately report the situation to their immediate supervisor. The supervisor will ensure the chain of command is promptly notified. The appropriate Division Deputy Chief will review the actions and determine what actual limitations to duty exist for the member and impose those limitations. Duty assignments under the determined limitations may include, but are not limited to:

- Unarmed duty assignment
- Remedial training program
- Non-driving assignment (front desk, etc.)
- Non-enforcement assignment

The reviewing Division Deputy Chief will notify the Chief of Police of the status of the member.

At a minimum, the appropriate Division Deputy Chief will conduct a monthly review of the status of all members on modified duty within their command.

1014.5 ADMINISTRATIVE LEAVE
Administrative leave is an administrative action. Administrative leave may be levied with pay or without pay. The guidelines for administrative leave are determined by the Chief of Police and Human Resources. Within the Department, only the Chief of Police or their authorized designee has the authority to place a member on administrative leave.

1014.6 MILITARY DUTY
Military service members are entitled to military leave while engaged in military service with right of reinstatement as set forth in C.R.S. § 28-3-604 and the Uniformed Services Employment and Reemployment Rights Act (“USERRA”), 38 U.S.C. §§ 4301 et. seq. not to exceed a cumulative leave period of five years. To be eligible for military leave, military service members must provide prior notice to the City of such leave in writing, unless precluded by military necessity. Members being deployed by the military will immediately inform their chain of command. Copies of military orders can be used as notification of military leave. The member’s supervisor will complete a memo documenting the deployment specifics. City Administrative Directive 2-19 (3.8).
1014.7 WORK RESTRICTIONS
Members working in an unarmed capacity will not wear a police uniform or display a police badge.

Members working in an unarmed capacity are restricted from driving marked police vehicles unless the vehicle is conspicuously marked as "Out of Service." Supervisors will ensure assignments given to members that are unarmed will not place the member in jeopardy.

1014.8 FITNESS FOR DUTY
Whenever there is reason to believe that a member can no longer perform the duties of their position due to a medical or mental condition, the member may be required to undergo a fitness for duty evaluation. Only the Chief of Police or their authorized designee can order a fitness for duty evaluation of a member. The Chief of Police or their authorized designee should notify the City Attorney and Human Resources whenever a fitness for duty has been ordered.

1014.9 RETURN TO FULL DUTY AFTER EXTENDED ABSENCE
Any member who has been in any status other than full duty for a period of 90 days or more will have a consultation with the Division Executive Officer before returning to a full duty assignment.

The Training Unit will determine what administrative tasks, training, field training, certifications, qualifications and/or inspections are needed to assist the member in their re-entry to full duty status. The Training Unit will create a checklist of these needs and facilitate the member in acquiring them, including identifying the contact person for each need. The member will have each item on the checklist signed by the appropriate responsible person. Once all needed administrative tasks, training, field training, certifications, qualifications and inspections are completed and verified by the members Commander, the checklist will be forwarded to the Training Unit and filed in the member’s training record file. The Division Executive Officer will contact the member’s supervisor and advise them that the member is ready to assume a full-duty status. If the member is returning to a special assignment, the receiving supervisor and commanding officer will determine if there are any assignment-specific needs that must be addressed.

Any member (or the member’s supervisor) who has been in any status other than full duty for a period of less than six months or is moving to a new assignment may request assistance in reentry to full duty status or entry to the new assignment. The assistance will be handled in the same manner as outlined above for a member in an Other than Full Duty status for six months or more.
1014.10 MEMBERS CALLED TO ACTIVE MILITARY DUTY (22.1.9)

1014.10.1 DEPARTMENT POINT OF CONTACT
The Deputy Chief of the division to which the employee is assigned will identify and assign a department point of contact to assist the employee with all portions of this policy, applicable portions of the City of Thornton Employee Handbook, and the Department’s out-processing and in-processing procedures. The department point of contact, if not the employee’s direct supervisor, will keep that supervisor informed of the employee’s status.

1014.10.2 HUMAN RESOURCES POINT OF CONTACT
A point of contact will be established with Human Resources. The department point of contact and/or the employee may seek assistance from the human resources point of contact with respect to pay, benefits, and complying with applicable written directives and laws.

1014.10.3 LEAVE FROM DEPARTMENT - OUT-PROCESSING
The department point of contact and the employee will coordinate with the human resources point of contact to ensure compliance with the City of Thornton Administrative Directives and Personnel Code, USERRA, the applicable collective bargaining agreement and this policy for out processing, to include pay, benefits, and establishing lines of communication between all parties. The department point of contact shall also ensure that an exit interview between the employee and the Chief of Police or their designee is arranged and conducted.

1014.10.4 STORAGE OF DEPARTMENT-OWNED EQUIPMENT
The department point of contact will work with the affected employee to ensure the proper, safe and secure storage of department-owned equipment while the employee is deployed. Department owned equipment will be stored as follows:

1) For deployments not anticipated to exceed 90 days, employees may retain possession of non-firearm equipment owned by the Department, provided that the equipment is properly, safely and securely stored in the employee’s home.
2) For deployments anticipated to exceed 90 days, all department-owned equipment must be stored at a Thornton Police Department facility.
3) Any piece of equipment that cannot be properly, safely and securely stored in the employee’s home must be stored at a Thornton Police Department facility.
4) Agency-owned firearms must be stored at a Thornton Police Department facility regardless of the length of the employee’s deployment.

1014.10.5 COMMUNICATION WHILE DEPLOYED
The department point of contact will act as the formal line of communication between the Department and the deployed employee. The department point of contact will provide agency news, significant events and advisement of promotions or promotion
opportunities. This communication is dependent on the deployed employee’s ability to communicate with the Department during the deployment. The method of communication (e.g., telephone, electronic mail, mail, etc.) will depend on the method(s) available to the deployed employee. The Department will also offer to include the deployed employee’s family in department functions and provide assistance to the family during the deployment when possible.

1014.10.6 REINTEGRATION - IN-PROCESSING
The department point of contact and the employee will coordinate with the human resources point of contact to ensure compliance with the City of Thornton Employee Handbook, USERRA, the applicable collective bargaining agreement and this policy for in processing, to include pay, benefits and establishing lines of communication between all parties. The department point of contact shall also ensure that a reentry interview between the employee and the Chief of Police or their authorized designee is arranged and conducted.

The department point of contact will ensure that the returning employee meets with the Training Unit to determine a reintegration plan. The plan will be defined and implemented by the supervisor, the employee, and other identified members of the Department. The reintegration plan should include a review of the City of Thornton’s Employee Assistance Program.

1014.10.7 COURT NOTIFICATIONS
Employees shall notify the courts and district attorneys' offices with which they have cases/citations pending, of their deployment, in order to avoid dismissal of cases/citations in accordance with policy.

1014.11 REVISIONS
Enacted: August 15, 2019 (Formerly known as "Modified Duty Assignments")
1016.1 PURPOSE AND SCOPE
Cadets and explorers perform a variety of routine and progressively advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

1016.2 EDUCATION REQUIREMENTS
Cadets and explorers are required to maintain a minimum grade point average of 2.0 ("C" grade) for all courses taken. Cadets shall complete 12 semester credits of college course work per semester. The requirement for summer semester is a minimum of three credit hours.

1016.3 CADET PROGRAM COORDINATOR
The administrative supervisor of the Administration Division will be the Cadet Program coordinator, and will assign cadets to either the Patrol or the Administrative Division as needed. While the cadet is assigned to a division, they will be assigned to a direct supervisor and are expected to complete the tasks laid out in the Department Cadet Duties procedure.

1016.4 EXPLORER PROGRAM COORDINATOR
The Youth Services Unit Commander will serve as the Explorer Program coordinator. The program coordinator will be responsible for tracking the educational and job performance of cadets and explorers and making their individual assignments throughout the Department. The program coordinator will also monitor the training provided for all explorers and review all decisions affecting job assignments, status for compensation, school attendance and performance evaluations.

1016.4.1 PROGRAM ADVISERS
The program coordinator may select individual officers to serve as advisers for the Cadet and Explorer Program. These officers will serve as mentors for each cadet and explorer. Cadets and explorers will bring special requests, concerns and suggestions to their program adviser for advice or direction before contacting the program coordinator. An adviser may be designated as the coordinator’s assistant to lead scheduled meetings and training sessions involving the explorers.
Multiple cadets and explorers may be assigned to each program adviser. Program advisers are not intended to circumvent the established chain of command. Any issues that may be a concern of the individual's supervisor should be referred back to the program coordinator.

1016.5 ORIENTATION AND TRAINING
Newly appointed cadets and explorers will receive an orientation of the organization and facilities before reporting to their first assignment. Training will be scheduled as needed to train cadets and explorers for as many assignments as possible. In addition to job specific training, information will be offered to prepare cadets and explorers to compete successfully in the police officer selection process, as well as academy training. All training will focus on improving job performance, as well as preparation to become police officers or to pursue a law enforcement related career. These meetings will also offer an opportunity to receive continuous feedback regarding progress in the program.

1016.6 CADET AND EXPLORER UNIFORMS
Each cadet and explorer will be provided uniforms meeting the specifications described in the uniform and equipment specifications for each position.

1016.7 ROTATION OF ASSIGNMENTS
Rotating job assignments should occur on a regular basis to enhance the career development for each cadet. Department needs and concerns will take precedence over individual cadet considerations, with the final decision resting with the administrative supervisor.

1016.8 RIDE ALONG PROCEDURES
All cadets and explorers are authorized to participate in the Ride Along Program, provided ride along standards are met and as approved by their immediate supervisor and the appropriate Watch Commander. Applicable waivers must be signed in advance of the ride along. Cadets and explorers shall wear their uniform while participating in a ride along.

1016.9 REVISIONS
Enacted: July 27, 2016
Revised: October 15, 2019
1017.1 PURPOSE AND SCOPE
The Thornton Police Department is committed to high ethical standards. We are an integral part of the community and the Department exists to serve the needs of citizens. The people entrust us with considerable authority, and we must be responsive to their concerns.

The primary purpose of this policy is to establish the procedures to be used in Personnel Complaints and Performance Reviews of members to ensure fair treatment of complaining parties, witnesses, and employees. Another purpose of this Policy is to establish the procedures that may or should be taken to address complaints and member performance on and off duty. It is not the intent of this Policy to discourage legitimate complaints.

This Policy applies to Personnel Complaints and Performance reviews of alleged misconduct by Department members, whether such reviews are initiated internally or as a result of a citizen complaint.

Reviews that may rise to the level of a Supervisory Reviews or Internal Affairs Investigations will be investigated under the Administrative Investigations Policy.

1017.2 TYPES OF REVIEWS
Personnel complaints consisting of any allegation of misconduct or improper job performance against any Department member that, if true, would constitute a violation of Department Policy or Procedure, City Policy, Federal, State or Local Law. These complaints may be generated internally or by the public.

Reviews shall be classified in one of the following categories:

1) Citizen Complaint - Complaints which are generated by Citizens or Department members regarding the perceived action or violation of policy or law by a Department member.

2) Performance Review - Review involving the allegation of a performance issue(s) that comes to the attention of the Department by any source.
1017.3 AVAILABILITY OF COMPLIMENTS/COMPLAINTS FORMS
Compliments/Complaint forms will be maintained in the Department Headquarters' public lobby through the desk officer and through the City of Thornton website. The forms may also be available at the Fossil Ridge Public Safety Center.

1017.4 SOURCE OF COMPLAINTS
Any person who believes that a Department member has been involved in improper conduct has the right to make a complaint. In fact, under some circumstances, Department members may be obligated under the law and under policies of this Department to report improper conduct of other employees, as well as, have a professional obligation to report such conduct. It is the policy of this Department to review all such complaints expeditiously, effectively, and impartially, and to take appropriate action, all in accordance with this policy and other applicable laws.

Anonymous complaints and third-party complaints should be accepted and reviewed to the extent that sufficient information is provided. All complaints received will be documented by the Department member's direct Supervisor. Complaints that are substantiated will be entered into the Early Intervention System by the Department member's direct supervisor. However, Supervisors have the discretion to enter any documentation on a member's performance into the Early Intervention System.

The Early Intervention System (EIS) is a computerized management system defined in the Early Intervention System Policy. The Early Intervention System is managed by the Professional Standards Unit Commander. Access is limited and all entries are tracked by name of the member, date and time.

1017.5 ACCEPTANCE OF COMPLAINTS
If a complaint involves a citizen's perception about an employee's behavior, a minor violation, of policy or procedure, or a concern expressed about the way an incident was handled, the complaint will be reviewed and documented by the member's direct supervisor.

All Compliments/ Complaints forms will be courteously accepted by any employee and promptly given to the Department member's direct supervisor. Although written complaints are preferred, a complaint may also be filed in person, by email, City website, or by telephoning the Department and will be accepted by any supervisor. If a supervisor is not immediately available to take a complaint, the receiving employee shall obtain contact information sufficient for the supervisor to contact the complainant. In the event of a verbal complaint, the supervisor will make every effort to record the complaint by audio or video means.

The following should be considered when handling complaints:
1) A difference of opinion between an employee and a citizen concerning the citizen's guilt or innocence for a crime will be decided within the confines of the criminal justice system, and will not ordinarily be subject to a review. This includes the issuance of a traffic or other citation. Only if the complainant states that the member violated law or policy, will the matter be investigated and entered into the EIS by a supervisor.

2) If a complainant is intoxicated to the point where their credibility appears to be unreliable, identifying information should be gathered and the person provided with information as to how a Compliments/Complaints form may be obtained. However, if the intoxicated person insists on filing the complaint, the supervisor handling the complaint has until the end of the next working business day to re-contact the complainant to validate their complaint. If the complainant refuses to cooperate or is unable to be reached due to misinformation given when identified, the supervisor may disregard reviewing the complaint further. The complainant has the ability to file their complaint in the future regardless of their initial cooperation.

3) Depending on the urgency and seriousness of the allegations involved, complaints from juveniles should generally be taken only with a parent or guardian present, and after the parent or guardian has been informed of the circumstances prompting the complaint.

4) If serious allegations are made against a member that are promptly proven (e.g., through video recording) not credible, the member's immediate supervisor can review the allegation as a Citizen complaint regardless of the allegations. The member's supervisor must adequately document why the allegation was not credible in the EIS.

5) Complainants may rescind their complaint so long as the reviewing supervisor or Professional Standards Commander believes there is no concern of a violation of Department Policy, City Policy, Federal, State, or Local Law. The reviewing supervisor or Professional Standards Unit Commander must adequately document the initial complaint and subsequent rescinding statements. If the review was classified as a Supervisory Review or Internal Affairs Investigation, it may be reclassified as a Performance Review and a finding of unfounded given.

**1017.6 COMPLAINING PARTY RIGHTS AND RESPONSIBILITIES IN REVIEW**

Individuals wishing to comment or complain about the conduct of Department members will be treated with respect and professionalism.

1) Complainant interviews shall be scheduled at the mutual convenience of the Department and the complainant.

2) Complainant Interviews will be conducted at a reasonable hour unless the seriousness of the investigation requires immediate actions.

3) The duration of a Complainant interview shall be for a reasonable time.

4) The Complainant has the right to a copy of their statement.
5) The Complainant should be notified of the findings of the review.

1017.7 INITIAL SUPERVISOR RESPONSIBILITIES
A supervisor who becomes aware of alleged misconduct or receives a citizen complaint shall take reasonable steps to prevent aggravation of the situation.

In general, the primary responsibility for the review of a performance review should rest with the member’s direct supervisor. The appropriate Deputy Chief or their designee may, however, direct that another supervisor conduct the review. The supervisor conducting the review shall be responsible for the following;

1) If the complaint involves serious allegations, the supervisor shall notify the member’s chain of command as soon as practical. The appropriate Deputy Chief shall notify the Chief of Police as soon as practical.
2) During the preliminary review of any complaint, the supervisor should make every reasonable effort to obtain names, addresses and telephone numbers of any complainants and potential witnesses.
3) When appropriate, immediate medical attention should be provided and photographs should be taken of alleged injuries or damage as well as accessible areas of non-injury.
4) In circumstances where the integrity of the review could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member’s Commander and follow the chain of command.
5) A supervisor reviewing an allegation of misconduct by an employee shall ensure that the procedural rights of the member are followed pursuant to Policy, State and Federal law.
6) When the nature of the complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall gather basic facts and then promptly notify his or her chain of command who will make appropriate notifications to the Chief of Police who will initiate appropriate action.
7) The supervisor conducting the review shall notify the member of the Personnel Complaint or Performance Review within four working days of receiving the review.

1017.8 PERFORMANCE REVIEWS VS SUPERVISORY REVIEWS AND INTERNAL AFFAIRS INVESTIGATIONS
Employees may be subject to Supervisory Review and/or Internal Affairs Investigation to determine the factual basis of any complaint. It is the policy of this Department to distinguish between this policy and the Administrative Investigations policy.
1017.8.1 PERFORMANCE REVIEWS (26.1.4 a and b)
Performance Reviews - A Performance Review involves the allegation of a performance issue that comes to the attention of the Department by any source. Performance Reviews typically are for, but not limited to the following:

1) Substantiated Complaints from any source.
2) Response to Resistance.
3) Vehicle Pursuits.
4) Vehicle collisions involving City-owned vehicles.
5) Failure to attend training
6) Failure to attend court
7) Failure to recertify (e.g., SFST).
8) Neglect or loss of department-issued equipment.
9) Firearms discharge, other than range.
10) Off-duty incidents.
11) Other incidents deemed necessary.

Performance Reviews are generally conducted by the member's direct supervisor. However, nothing in this policy prohibits the assignment of another supervisor as the person responsible for conducting the review as directed by the appropriate Deputy Chief. The supervisor tasked with completing the review shall render findings and will normally recommend further action. Action taken would generally be, but is not limited to: verbal counseling as a function of discipline, verbal reprimand, mandated training as a function of discipline, written reprimand or corrective action when the allegations are substantiated.

Performance Reviews typically require minimal review and usually consist of speaking with the involved member and documenting the occurrence. The supervisor has broad latitude in resolving the issue. This review is not appropriate for allegations that may rise to the level of a Supervisory Review and/or Internal Affairs Investigation.

Except as otherwise specifically provided in any other policy, all Performance Reviews of Department members shall be conducted pursuant to and in accordance with this policy.

1017.8.2 ADMINISTRATIVE INVESTIGATIONS
At the direction of the Chief of Police, complaints or performance reviews can be determined to be better handled as a Supervisory Review or Internal Affairs Investigation as defined in the Administrative Investigations policy.

1017.9 REVIEW FINDINGS
At the conclusion of a Personnel Complaint or Performance Review, one of the following shall be used:

1) Sustained: The allegation is substantiated by the evidence; misconduct did occur.
2) Not sustained: The evidence is insufficient to clearly prove or disprove the allegation.
3) Sustained, other: Employee misconduct occurred other than that which was alleged.
4) Unfounded: The alleged incident did not occur, no misconduct.
5) Exonerated: The incident occurred but the member involved acted lawfully and properly.
6) Exonerated as to specific allegations: The incident occurred, the employee involved acted lawfully, but the behavior did not conform to the Department's expected standards of professional conduct and/ or performance and will be addressed as a performance issue rather than discipline issue.
7) Not Involved: The investigation reveals that the named employee was not involved in the incident that resulted in the complaint.

There may be instances, upon the conclusion of an investigation, where the evidence shows that not only did the member act properly but in fact should be commended for their actions. In such instances, the investigator shall add an appropriate paragraph below the initial determination section of the final report. The Chief of Police shall notify the complainant in an appropriate manner regarding the results of the complaint.

1017.10 RETENTION
All records generated through this policy are held in compliance with and according to the City of Thornton Records Retention Schedule.

1017.11 REVISIONS
Enacted: January 17, 2020 (Formerly known as "Personnel Complaints")
1018.1 PURPOSE AND SCOPE
The Thornton Police Department is committed to high ethical standards. We are an integral part of the community, and the Department exists to serve the needs of citizens. The people entrust us with considerable authority, and we must be responsive to their concerns. The Department has the obligation to the community to complete fair and impartial reviews and investigations of members when the seriousness of the allegations rise to the level of Supervisory Reviews and/or Internal Affairs Investigations.

1018.2 POLICY
This policy applies to all Supervisory Reviews and/or Internal Affairs Investigations of alleged serious misconduct by Department members whether such investigations are initiated internally or as the result of a Citizen Complaint as defined in the Complaints and Performance Review policy. It is the policy of this department to conduct fair and impartial investigations into allegations of serious misconduct against Department members. Failure by the Department to comply with any portion of this policy during the investigative process shall not invalidate an investigation.

1018.3 TYPES OF INVESTIGATIONS
Allegations of serious misconduct against any department member that, if true, would constitute a violation of Department Policy, City Policy, Federal, State, or Local Law. These Investigations shall be classified in one of the following categories:

1) Supervisory Review - Investigation conducted by a Commander or Supervisor at the direction of the appropriate Deputy Chief.
2) Internal Affairs Investigation - Formal Investigation assigned by the Chief of Police to the Professional Standards Unit (PSU) or a supervisor trained in Internal Affairs Investigations; regarding allegations of misconduct and/or policy or procedure violations which, if sustained, likely would result in disciplinary action.
3) Administrative Review - Formal review by PSU of an outside agency investigation regarding department personnel to ensure compliance with Department Policy, City Policy, Federal, State, or Local Law.
4) Criminal Investigation - Investigation of allegations that may result in the criminal prosecution of a department member.

1018.4 INVESTIGATIVE PROCESS (26.3.2)
The purpose of this section is to outline the process used to investigate the conduct of department members. It is intended to provide a guideline for supervisors to follow and also give employees an expectation of the investigation process. While an attempt has been made to give examples of situations that could be classified under these investigations, it is not intended to define every situation. Supervisors are expected to exercise good judgment in classifying investigations and discuss any uncertain situations with their chain of command.

1) The Chief of Police or the authorized designee has the primary authority to conduct all Administrative Investigations of department members or cause them to be conducted. In accordance with City policy, the Department shall refer allegations of sexual harassment, discrimination, or retaliation to the City Human Resources Department.

2) While conducting an investigation, the Professional Standards Unit (PSU) is delegated from the Chief's authority for the purpose of directing an Internal Affairs Investigation. The PSU has the authority to require all members to make full and complete disclosure pertaining to the commission of, and/or the omission of any act which might be in conflict with their duties and obligations as a member of the Department or pertaining to the duties and obligations of any other member of the Department. The PSU Commander reports directly to the Chief of Police regarding all information pertinent to an administrative investigation.

3) The Chief, Deputy Chiefs or the authorized designee may direct or authorize any supervisor to conduct a Supervisory Review. When doing so, they have the same authority as PSU described above.

4) The Chief of Police has the authority to determine whom, or authorize any sworn personnel to conduct a criminal investigation of department members.

5) Personnel assigned to perform Internal Affairs Investigations should receive specific training in these types of investigations as soon as possible on/or before assignment to the Professional Standards Unit.

6) Supervisors are expected to exercise good judgment. Any complaint received which may rise to the level of an Administrative Investigation may shall be forwarded to the appropriate Deputy Chief for a determination on the level of review or investigation.

7) Legal advice regarding investigative procedures or action may be provided by the City Attorney's Office.

8) All findings during an Administrative Investigation will be presented to the Chief of Police or the authorized designee for a determination of disciplinary action.

1018.4.1 GROUNDS FOR DISCIPLINARY ACTIONS
1) Definition - Disciplinary Action is an action administered by Human Resources, City Manager's Office and the Department as a disciplinary measure that may affect a
member's status, pay or tenure and may include but is not limited to suspension, demotion or discharge.

2) Grounds for disciplinary actions - Grounds for Disciplinary Action include acts involving unsatisfactory work performance by a member, or member conduct which would prejudice the public interest. (COT Code 54-182)

1018.5 GENERAL CONDUCT OF INVESTIGATIONS

Administrative Investigations and Criminal Investigations shall be conducted separately and managed by different individuals. The criminal investigator shall not have access to evidence, results, and other information that came from compelled disclosures made by that member as part of the Administrative Investigation or that were obtained from leads furnished by such disclosures.

An Administrative Investigation may parallel a Criminal Investigation and/or prosecution.

1) The Chief of Police shall be notified as soon as practical when a member is formally accused of criminal conduct.

2) A member accused of criminal conduct shall be provided with all rights and privileges afforded to a citizen under the State and Federal Constitutions and the member may not be administratively ordered to provide any information to a criminal investigator.

3) An independent Administrative Review shall be conducted in accordance with the Department Policy when any department member is the subject of criminal action.

1018.6 SUPERVISORY REVIEW

A Supervisor Review involves an allegation that a member violated established Department Policy, City Policy, Procedure, Practices, Federal, State, or Local Law and may be brought to the attention of the Department by any source. The Supervisory Review involves an allegation that if substantiated could result in disciplinary action beyond that of a Performance Review as outlined in the Personnel Complaints and Performance Reviews policy.

Some examples of investigations classified as Supervisor Reviews include, but are limited to, allegations that:

1) The police tactics used were inappropriate or unwarranted, but do not rise to the level of an Internal Affairs Investigation.

2) A member's behavior presented a significant safety risk to another person.

3) A member engaged in conduct that tends to seriously impair the operation or morale of the Department and may cause the public to lose confidence in the police department, violates the public trust, or affects the reputation of the Department or any member.

4) A member's treatment of others was biased, unequal, or discriminatory in nature, but not rising to the level of a civil rights violation.
5) Subsequent Supervisory Review investigations involving similar conduct by the same member may result in the elevation of the investigation to an Internal Affairs Investigation.

If during the investigation of a Supervisory Review it is determined the allegations rise to the level of an Internal Affairs Investigation. The assigned investigator shall, following the chain of command, notify the Chief of Police or the authorized designee to determine the appropriateness of continuing the investigation as a Supervisory Review or raising the level of investigation to an Internal Affairs Investigation to be conducted through the PSU.

1018.6.1 DOCUMENTATION (26.3.2)
Unless there are extenuating circumstances, the investigating supervisor should, within four days of the member's working days, notify the member of the Supervisory Review.

The supervisor shall, as soon as practicable, conduct an investigation into the allegations, contacting and listing all witnesses and statements.

1) The Supervisory Review shall be completed within 15 working days unless extended in writing by the affected member's Deputy Chief.
2) The supervisor should enter the investigation into the Early Intervention System attaching all related documents for record-keeping purposes.
3) Respond to all complainants in a courteous and professional manner.
4) If during the review of a complaint, allegations of a potentially serious nature arise, the Deputy Chief and Chief of Police shall be notified via the chain of command as soon as practicable.
5) When the supervisor is investigating or is presented with allegations which they believe to rise to the level of an Internal Affairs Investigation, an Inquiry Form should be completed.
6) The supervisor should ensure that the procedural rights of the accused member are followed.

On an annual basis, the PSU Commander shall audit the Early Intervention System and send a report to the Chief of Police or the authorized designee.

1018.7 INTERNAL AFFAIRS INVESTIGATIONS (26.3.5)
When a Deputy Chief determines that a formal investigation is appropriate, the Deputy Chief shall notify the Chief of Police. The Chief of Police may determine that a request for an Internal Affairs Investigation is more appropriately investigated as a Supervisory Review. In these instances, the investigation will be returned to the Deputy Chief for assignment to an investigating supervisor following the procedures for the Supervisory Review. If the inquiry is determined to warrant an Internal Affairs Investigation, a Personnel Investigation Number shall be assigned.
The personnel investigation number shall consist of two digits identifying the year in which the inquiry was filed, followed by the consecutive number of inquiries received that year.

When an Internal Affairs Investigation is to be conducted, the Chief of Police shall assign the inquiry form to the Professional Standards Unit or a supervisor trained in internal affairs investigations.

The assigned investigator shall complete the appropriate portions of the Inquiry Processing Form and attach it to the Inquiry Form.

The assigned investigator shall, within four days of the member's working days, have the member who is the subject of the investigation sign and date the Inquiry Form acknowledging the member's receipt of the complaint; and provide the member with a copy of the Inquiry Form, unless such notification would interfere with the investigation.

1) The decision not to notify the member will be made by the Chief of Police.

The investigation shall be completed within 45 working days from the date of the assignment, unless subsequent to the written request of the assigned investigator the Chief of Police may extend the investigation.

1) The member will be notified in writing by the Chief of Police or the Professional Standards Unit within two business days of the extension and the reason(s) for the extension.
2) During the extension, a written Bi-monthly Status Report shall be completed by the investigator and a copy forwarded immediately to the member in a sealed envelope.
3) The Bi-monthly Status Report shall include any extensions granted, the reason(s) for the extension and the new due date.

During the investigation, if other misconduct may have occurred, that alleged or suspected misconduct shall also be investigated.

1) The member will be informed of these developments as soon as practical.
2) If other members are implicated of misconduct, not previously identified in the original investigation, a new Inquiry Form will be completed by the investigator and forwarded to the Chief of Police for assignment of the investigation.

1018.7.1 INTERNAL AFFAIRS INVESTIGATION FORMAT

The investigator's final report in an Internal Affairs investigation shall be organized in the following format:

1) Original Inquiry Processing Form
2) Original Inquiry Form
3) Investigative Report: Detailed, chronological summary of the investigation.
4) Garrity Warning
5) Transcriptions: Transcribed taped interviews and/or memoranda from members, witnesses, and others, or reports detailing contents of interviews.
6) Reports  
7) Inter-departmental correspondence  
8) Miscellaneous documentation  
9) Violations  
10) Final disposition  
11) Digital Media

The member involved shall be notified by the Chief of Police or the authorized designee in writing upon the completion of the investigation.

1018.8 INVESTIGATIVE FINDINGS

The Chief of Police or the authorized designee at the conclusion of a Supervisory Review and/or Internal Affairs Investigation shall find one of the following:

1) Sustained: The allegation is substantiated by the evidence; misconduct did occur.
2) Not sustained: The evidence is insufficient to clearly prove or disprove the allegation.
3) Sustained, other: Employee misconduct occurred other than that which was alleged.
4) Unfounded: The alleged incident did not occur, no misconduct.
5) Exonerated: The incident occurred but the member involved acted lawfully and properly.
6) Exonerated as to specific allegations: The incident occurred, the employee involved acted lawfully, but the behavior did not conform to the Department's expected standards of professional conduct and/or performance and will be addressed as a performance issue rather than a discipline issue.
7) Not Involved: The investigation reveals that the named employee was not involved in the incident that resulted in the complaint.

There may be instances, upon the conclusion of an investigation, where the evidence shows that not only did the member act properly but in fact should be commended for their actions. In such instances, the investigator shall add an appropriate paragraph below the initial determination section of the final report. The Chief of Police shall notify the complainant in an appropriate manner regarding the results of the complaint.

1018.9 SUMMARY SUSPENSION

Members may be ordered at the direction of the City Manager per City Code 54-186 to be placed on summary suspension at any time with, or without, cause or notice. Such notice shall be in writing to the affected member. Circumstances under which such leave may occur include, but are not limited to, the following:

1) To make inquiries into or investigate a work-related matter;
2) To remove the member from the workplace pending a pre-decision or pre-deprivation hearing or final decision;
3) To protect the member;
4) To protect the public;
5) To protect the other members or property in the workplace; or
6) To further any other work-related or business-related purpose.

1018.9.1 MEMBER RESPONSIBILITIES
Unless otherwise stated in the Collective Bargaining Agreement, a member placed on summary suspension will be subject to the following:

1) The determination of paid versus unpaid leave will be made in accordance with City Personnel Policies and Procedures.
2) A member placed on Summary Suspension shall not hold themselves as a Thornton Police Officer. All authority as a Police Officer of the City of Thornton including, but not limited to, the authority to carry a firearm, make arrests, conduct an investigation and issue summonses, shall be suspended. The Chief of Police or the authorized designee may waive this requirement on a case by case basis.
3) A member placed on Summary Suspension may be required to relinquish Department issued Badge and ID's.
4) A member on Summary Suspension shall comply with all City Policies, Department Policies, Procedures, Practices, federal, state, local law.
5) A member placed on Summary Suspension may be temporarily placed in a different assignment, generally within normal business hours, during the pendency of the investigation.
6) The member on Summary Suspension is required to be immediately available within a 10-minute response time by personal phone Monday through Friday between 8 am and 4 pm.
7) At such time as any member placed on Summary Suspension is returned to full and regular duty, the member shall be returned to their regular assignment unless otherwise directed by the Chief of Police or by a disciplinary outcome.

1018.10 SPECIAL EXAMINATIONS
1) Administrative investigators may employ any investigative procedure, method, or tool that is reasonable and appropriate to each specific case, which may include, without limitation:
   a) Intoxilyzer;
   b) Blood tests;
   c) Urine tests;
   d) Fingerprinting;
   e) Photographs;
   f) Audio and Video recordings;
   g) Medical examinations;
   h) Psychological examinations;
   i) Laboratory examinations;
   j) Lineups; and
   k) Financial disclosures with proper legal orders.
2) A member under investigation may be compelled to submit to such tests and examinations that the investigator has reasonable grounds to believe may yield
information or evidence relevant to the investigation. Refusal of an employee to submit to such tests and examinations shall subject the member to disciplinary action up to and including termination from employment with the Department.

1018.11 ADMINISTRATIVE SEARCHES
1) Any member may be compelled to disclose personal financial information pursuant to proper legal process if such information tends to indicate a conflict of interest with official duties, if the member is assigned to or being considered for a special assignment, or to determine if the member is engaged in unlawful activity.
2) Members shall have no expectation of privacy when using the telephone, computers, radios, or other communications provided by the Department.
3) Assigned lockers and storage spaces and other areas, including desks, offices, and vehicles should only be administratively searched upon reasonable suspicion of misconduct. Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other documents or equipment.

1018.12 EMPLOYEE RIGHTS AND RESPONSIBILITIES IN AN ADMINISTRATIVE INVESTIGATION (26.3.5)
1) Every Department member is required to establish and maintain a working knowledge of all City and Department Rules, Regulations, Policies, Procedures, and Training Directives. In the event of an Administrative Investigation, it will be presumed that the member was familiar with the City or Department Rules, Regulations, Policies, Procedures, and Training Directives in question.
2) Members subject to an Internal Affairs Investigation shall be permitted to read the Inquiry Form prior to being required or compelled to make a verbal or written statement concerning the matter under investigation. The reporting party’s name shall not be deleted from the Inquiry Form; however, this requirement may be waived by the Chief of Police or the authorized designee in the interest of the safety of the reporting party.
3) All members who are the subject of an investigation shall, at their option and their own expense, have the right to have a representative or attorney at any interview. Such representative shall be chosen by the officer under investigation. Such representative may be physically present for the interview but may only act in the capacity of an observer. Any witness to the alleged offense or violation shall not be permitted to act in the capacity of a representative for the officer under investigation.
4) Any member contacted with regard to providing a statement or other information shall be immediately advised as to their status with reference to the matter under investigation; that is, whether the member is being questioned as a witness or as a subject, or possible subject, of an investigation.
5) In the event, a member who is under investigation is required to provide any additional evidence or statements to the investigating officer, the member under
investigation shall be allowed to review all of their previously made written or oral statements in the investigation. If any electronic recordings were made of the initial interview, the member under investigation shall be permitted upon their request, to review all the electronic recordings to which they were a party prior to being required to provide any additional evidence or statements in the case.

6) Interviews shall be conducted at reasonable hours and shall not exceed a reasonable length of time.

7) Any member who is a witness, or the subject, or possible subject in an investigation shall be afforded a personal break. Breaks shall be noted with the reference to the beginning and ending time periods on audio recordings.

8) Members who are being interviewed shall be interviewed in a business-like manner.

9) Members who are not on duty will be compensated when interviewed.

10)The interview will be considered confidential and treated as such.

11)The assigned investigator is prohibited from divulging any information pertaining to the investigation except as necessary in the course of the investigation, or to provided updates to the Chief of Police or the authorized designee.

12)If a statement of a member who is a witness or the subject, or possible subject, of an investigation is audio/video recorded, the statement will contain the name of the member under investigation, the name of the member conducting the interview, the names of all persons or parties present during the course of the interview, the questioning and/or breaks provided to the member. No audio recording shall be turned off or discontinued without prior notification on the recording itself.

13)All interviews shall be conducted in a private, enclosed setting, not in an open office area or public environment.

14)All Administrative Investigations shall be performed by a supervising officer of at least the next rank higher than the person being investigated, except in the case of Deputy Chief.

15)Any member who is a witness, or the subject, or possible subject of an investigation may be compelled to make statements regarding the incident being investigated. If the member refuses to testify or answer questions in this investigation the member may be subjected to departmental discipline to include termination.

16)Any member who is the subject or possible subject in an investigation shall be advised of their Garrity or Miranda rights pertaining to the use of their statements and shall be informed whether those statements may be used against them in any subsequent criminal investigation or charge.

17)In cases of internal investigations, the member shall be advised as follows (Garrity Warning):

a) "I wish to advise you that you are being questioned as part of an official investigation of the Thornton Police Department. You will be asked questions specifically directed and narrowly related to the performance of your official duties or fitness for office. You are entitled to all the rights and privileges guaranteed by the laws and the Constitution of this state and the Constitution of the United States, including the right not to be compelled to incriminate yourself.
and to have an attorney of your choice present during questioning. I further wish to advise you that if you refuse to testify or to answer questions relating to the performance of your official duties or fitness for duty, you will be subject to departmental charges which will result in your dismissal from the Thornton Police Department. If you do answer, no testimony or other information which you provide as a result of this investigation or any information directly or indirectly derived from such testimony or information may be used against you in any criminal case except in a prosecution for perjury or false statement. Any of the aforementioned statements may be used against you in relation to subsequent departmental charges."

18) If the investigation discloses facts that suggest that the investigation is more appropriately a Criminal Investigation which may be referred to a District Attorney's Office, the United States government, or the Municipal Court, the member who is the subject of said investigation shall be afforded the same rights and protection as any other citizen in the same or similar circumstances. The member shall promptly be advised of his constitutional rights (Miranda Warning) and treated in the same fashion as any citizen under the same or similar circumstances. In such circumstances, the Chief of Police or the authorized designee will be notified immediately.

19) Upon order of the Chief of Police or the authorized designee, members shall submit to any medical, ballistics, chemical or other tests; photographs or lineups; or provide financial disclosures, etc. which are specifically directed and narrowly related to an investigation.

20) No member shall be required to submit to a polygraph or Computerized Voice Stress Analyzer (CVSA) examination as part of an investigation; however, a member may request a polygraph or CVSA examination. In such cases, the Chief of Police will determine whether the polygraph or CVSA examination will be administered, and by whom.

21) All members shall provide complete and truthful responses to questions posed during interviews.

22) Failure of the Department to comply with any of these standards during the investigative process shall not invalidate an investigation.

1018.13 ADMINISTRATIVE INVESTIGATION FILES (26.2.2)

1) Files relating to Administrative Investigations are inter-departmentally confidential and are the property of the Department. Access to such files shall be limited to PSU personnel and those specific persons authorized by the Chief. However, a supervisor conducting an ongoing Administrative Investigation or Performance Review of a member may have access to all Administrative Investigation files of that member, if the Chief, Deputy Chief, or the authorized designee first approves such access.

2) All Administrative Investigation files shall be maintained by the PSU Commander.
3) Except as provided in this policy, records pertaining to Administrative Investigations shall not be released without the prior approval of the Chief with the exception of State Law or Statutory Regulations.

4) After an Administrative Investigation has been completed and the chain of review is complete, members may request, in writing, permission from the Chief to review the contents of an Administrative Investigation file in which they are accused of misconduct. The Chief may deny the member inspection of all, or any part, of such an Administrative Investigation file if the Chief determines such inspection is not in the best interest of the Department or of any complainant/witness involved, or that such inspection would compromise the investigation.
   a) Unless otherwise permitted by the Chief, such "review" by a member shall be limited to reading and cursory note-taking and shall not include taking photos of, copying, or otherwise recording the contents of the file.
   b) However, upon written request, a member accused of misconduct shall be provided with a copy of his or her statements.

5) Administrative Investigation files will be maintained and archived in accordance with the Department's records retention schedule and state law.

**1018.14 DISCIPLINARY ACTION INFORMATION RELEASE**

On occasion, it is necessary and appropriate to administer corrective action or discipline to a member in order to correct his or her behavior. While supervisors and staff members may be informed of Disciplinary Action, discipline is a private matter that should be kept between the member, his or her supervisors, and other people directly involved in the incident. Therefore, it is Department policy to keep disciplinary matters confidential and to maintain personnel files in a secure area with controlled access. Exceptions to the policy concerning Disciplinary Action information release may be made at the discretion of the Chief of Police.

**1018.15 REVISIONS**

Enacted: January 17, 2020
1019.1 PURPOSE AND SCOPE

The Thornton Police Department Early Intervention System (EIS) shall provide accurate and accessible accounts of a member's performance record, allowing both the member and supervisory staff the ability to quickly identify areas of risk or concern and initiate appropriate disciplinary or non-disciplinary assistance as needed to improve performance.

All early intervention records are considered a part of the permanent administrative Investigation file of a member and shall be provided all confidentiality associated with internal records under law and policy.

Early Intervention records will be recorded and stored in the electronic Internal Affairs Case Management System (IACMS). The IACMS is a secure software application where investigations can only be accessed by a member's chain of command or personnel assigned to the Professional Standards Unit. All dispositions and discipline will be recorded and stored in the IACMS.

It is the policy of the Thornton Police Department to utilize the EIS as a means to recognize and assess member performance of potential risk and intervene where appropriate. The EIS will be used to track and review incidents including but not limited to, complaints, Response to Resistance, vehicle accidents, pursuits and performance-based incidents as defined in the Complaints and Performance Reviews Policy. The EIS will also be used to track positive alerts such as citizen compliments.

1019.2 RESPONSIBILITIES

The Professional Standards Unit, is responsible for collecting performance indicators and other relevant data to generate and provide a quarterly Performance History Audit Report for each officer to the appropriate Deputy Chief. Though generated quarterly, each Performance History Audit will contain data from a one-year time period.

1019.3 PERFORMANCE INDICATORS (35.1.9 a)

The following incidents will be entered into the early warning system, and the listed triggers will start a review of the member's behavior;

1) Substantiated complaints from any source
2) Response to resistance
3) Vehicle Pursuits
4) Vehicle collisions involving City-owned vehicle
5) Failure to attend training
6) Failure to attend court
7) Failure to recertify when required (e.g., SFST)
8) Neglect or loss of Department issued equipment
9) Firearms discharge, other than range
10) Off-duty incidents
11) Administrative Investigations
12) Compliments
13) Other incidents deemed necessary

If any of the previous indicators occur, the Department member's supervisor will complete the necessary report documenting the indicator(s), and actions taken.

Any other information that a supervisor deems appropriate may also be entered into the Early Intervention System. This can include citizen commendations, awards such as Employee of the Month, and other work performance related items.

1019.3.1 THRESHOLDS (35.1.9 b)
Thresholds causing an alert will be as follows:

1) Substantiated Complaints from any source: Four complaints within 12 months.
2) Response to resistance: Four incidents within 12 months.
3) Vehicle pursuits: Three pursuits within 12 months.
4) Vehicle collisions involving City-owned vehicle: Two accidents in 12 months.
5) Failure to attend training: Two incidents within 12 months.
6) Failure to attend court: Two incidents within 12 months.
7) Failure to recertify when required (e.g., SFST): Two incidents within 12 months.
8) Neglect or loss of Department issued equipment: Two incidents within 12 months.
9) Firearm discharge, other than range: Two incidents within 12 months.
10) Off-duty incidents: Two incidents within 12 months.
11) Administrative Investigations: Two incidents within 12 months.
12) Compliments: no minimum.
13) Other incidents deemed necessary: no minimum.

1019.3.2 INTERVENTIONS
Interventions are strategies to align member conduct with the Department's expectations and include oral counseling, retraining, discipline or other actions an employee must complete or a supervisor elects to pursue to address concerns noted as a result of the supervisory assessment.
1019.3.3 COMPLIMENTS
Compliments are documented in the EIS to ensure department members are aware of their positive conduct and to reinforce good behavior. Supervisors may also document compliments through the annual evaluation system as needed.

1019.4 SYSTEM DESCRIPTION
The EIS is intended to be a member assistance instrument that helps supervisors identify at risk activities and behaviors in order to prevent possible member misconduct. The EIS assists supervisors in identifying at-risk behaviors by monitoring occurrences of performance indicators, and by generating alerts for supervisory assessment whenever thresholds for performance indicators are reached. Supervisors determine what, if any, intervention is appropriate and ensure the member fulfills intervention obligations. Supervisors also evaluate the need for a post intervention assessment and complete it when appropriate.

1019.5 SYSTEM DESIGN AND RESPONSIBILITIES
The computer-based EIS applications will track event data for each member for all performance indicators described in this policy. Additionally, it may:

1) Automate the alert process to the supervisory chain-of-command;
2) Provide supervisor-reporting fields;
3) Provide status queues for reviewers; and
4) Enable members to review summary counts of their own performance categories.

1019.5.1 SUPERVISOR RESPONSIBILITIES (35.1.9 d, g, f AND h)
Supervisors shall:

1) Review all Response to Resistance reports from members they directly supervise and refer to the Response to Resistance policy in determining the appropriateness of the force used.
2) Enter all Performance Reviews in the EIS.
3) Access the EIS at least weekly to identify any alerts associated with members they directly supervise. When an alert is generated by the EIS, the supervisor shall:
   a) Review the EIS records associated with the alert to determine if early intervention is applicable. Supervisors should consider each of the following areas in terms of whether an member exhibits any behaviors where intervention may help improve the member's work performance:
      i) Verbal and non-verbal communication;
      ii) Tactics;
      iii) Safety; and/or
      iv) Member behavior, both on and off-duty
   b) Send recommendations for intervention, other than Oral Counseling, through the member's chain of command for review and approval. If an intervention is not warranted a chain-of-command review is not required.
c) If an intervention is approved by the chain of command, the supervisor will coordinate and implement the intervention, and record the action taken in the EIS record.
   i) Intervention assigned - Summary of actions were assigned or planned and the result of the intervention.
   ii) Intervention Not Assigned - Summary of why an intervention was not necessary.

4) Identify and record Post-Intervention Assessments as a means of determining if an intervention was successful.
   a) Initial Reporting - Determine if a post-intervention assessment will occur, identify the date for the evaluation to be conducted and record that date in the automated EIS record.
   b) Additional Interventions - If the supervisor concludes a need for additional intervention, other than Oral Counseling, the supervisor will review that need and recommend follow-up intervention to the chain of command. Upon approval of the chain of command, the supervisor shall implement the intervention.
      i) Additional interventions may include giving the member the option to participate in member Assistance Programs such as peer counseling.
   c) Complete and Document - In cases where a post-intervention assessment is completed, the supervisor will ensure:
      i) That the results are reviewed by the chain of command;
      ii) That any additional interventions are coordinated and completed; and
      iii) The results are documented in the automated EIS system.

1019.5.2 PROFESSIONAL STANDARDS UNIT RESPONSIBILITIES
(35.1.9 c, 35.1.9 e)
1) The Professional Standards Unit Commander is designated as the EIS Coordinator. The EIS Coordinator may delegate their duties to other members of the Professional Standards Unit with approval of the Chief of Police.
2) The EIS Coordinator will follow-up on assigned interventions and monitor their progress and closure.
3) The EIS Coordinator will ensure that any required updates or changes to the EIS or the EIS Directive are completed.
4) Annually, the EIS Coordinator shall complete a written report for the Chief of Police that provides summary data and information about the EIS, including the number and types of interventions. This report will also include overall review of the EIS system to ensure it remains functional and effective. Recommendations for any changes to the system will be made to the Chief of Police by the EIS Coordinator.
1019.6 INTEGRATION WITH OTHER POLICIES OR DIRECTIVES
1) Because a threshold alert does not, by itself, establish the need for any level of discipline, the fact that a member has received an alert shall not by itself constitute grounds for discipline.
2) The assessments made by a member's supervisor and chain-of-command of the performance indicator (activities/behaviors) causing the alert may lead to the imposition of corrective action and/or discipline. The EIS is not intended to supersede the provisions of this manual and the collective bargaining agreement concerning internal investigations and the imposition of discipline. The EIS will operate in combination with those provisions.

1019.7 RETENTION AND CONFIDENTIALITY OF DATA
All records generated in the EIS are subject to, and in compliance with, the City of Thornton Retention Schedule. Information, data and copies of material compiled to develop Performance Audit Reports shall be considered part of the member's personnel file (or where appropriate, their Administration Investigation file) and will not be subject to discovery or release except as provided by law. Access to the date in the system will be governed under the same process as access to an officer's personnel files as outlined in the Personnel Files Policy.

1019.8 REVISIONS
Enacted: January 17, 2020
1020.1 POLICY
This policy provides a Program that offers non-professional peer support to members during times of personal or professional crises. It is designed to assist members especially with the more traumatic and stressful components of their job. The Program is designed to:

1) Promote trust, allow appropriate anonymity, and preserve confidentiality to persons using Peer Support Advisors with the guidelines of the Program.
2) Support those who have family tragedies.
3) Support those who have been involved in critical incidents within the scope of their job.
4) Maintain an effective Peer Support Advisor training and response program.
5) Develop Peer Support Advisors who can identify personal conflicts and provide guidance or resource referrals as necessary.

1020.2 DEFINITIONS
Definitions related to this policy include:

Peer Support Program or Program - A program offering assistance and appropriate resource information during times of grief, stress, or other personal and professional problems when requested by a member.

CRS § 13-90-107 - Colorado Revised Statute defines when a peer support member is required to break confidentiality. For example, the peer support members are required to report incidents where the information shared during the peer support session reveals that the situation involves any type of criminal activity, and/or when members may be a danger to themselves or others.

Peer Support Program Coordinator or Assistant Coordinator - The member designated by the Chief of Police to coordinate the program.

Peer Support Advisor or Advisor - Members designated by the Chief of Police and trained to support and provide assistance to members in times of stress and crises. A Peer Support Advisor is a specifically selected and trained colleague, not a counselor or therapist.
Peer Support Team or Team - All Peer Support Advisors and the Coordinators are a part of the Peer Support Team.

1020.3 ROLE OF PEER SUPPORT ADVISOR
The Peer Support Advisor provides support and assistance to members in times of stress and crisis. Responsibilities of Peer Support Advisors are as follows:

1) Comply with this Peer Support Program policy and training.
2) Provide assistance and support to members.
3) Be available to the member for additional follow-up support.
4) Attend the Peer Support training as provided by the Department.
5) Advise members seeking assistance that the Peer Support Advisor and member continue to be subject to all laws, policies, directives or orders.
6) Advise members seeking assistance that the Peer Support Advisor is trained but is not a licensed counselor or therapist and therefore such assistance does not take the place of professional counseling. If the problem appears to affect the employee’s job performance and may endanger themselves or others, the Peer Support Coordinator will be notified immediately.
7) The Peer Support Advisor should provide the member with professional referral information and other resources as appropriate.
8) Prior to the start of a conversation with an Advisor, notify the member seeking assistance that conversations with the Advisor is confidential except that the Peer Support Advisor is required to disclose information to the appropriate person or agency in the following instances:
   a) When it is believed that member is a danger to themselves.
   b) When the member is believed to be a danger to someone else.
   c) Child or at-risk elders abuse/neglect is suspected.
   d) Narcotic, alcohol or substance abuse or a related criminal offense or violation of a City Administrative Directive.
   e) Harassment of another City employee is suspected.
   f) Where there are threats or acts of work place violence.
   g) When Domestic Violence is suspected.
   h) Unreported Use of Force.
   i) In cases where the law or Administrative Directives requires disclosure.
   j) In cases where there is a question of the employee’s fitness for duty, the peer advisor will follow established City Personnel Code 54-149.

In the event that information received in a peer support interaction must be revealed by reason of law, the Peer Support Advisor shall reveal such information only after an effort to elicit the member’s voluntary disclosure has failed. In cases where it is appropriate, the member of the Peer Support Team must inform the member of the obligatory actions necessary. Information revealed under such circumstances shall be provided to the appropriate supervisor or agency immediately.
If the member agrees to voluntarily disclose the information the Peer Support Advisor will verify this information has been reported and documented in a timely and immediate manner.

Peer Support Advisors will be paid for anytime period when they are acting as an advisor. If a Peer Support Advisor is off duty and receives a telephone call requesting support services, then the initial telephone call, but in no event more than five minutes in any one day, would be not compensable. There is no employer expectation whatsoever that such employee will be required to respond to such information or report to work based on such information outside of his or her assigned work hours. Peer Support Advisors are not on-call. Such occasional and limited time spent in a request for support services outside of assigned work hours is not considered time worked and thus is not compensable.

1020.4 ROLE OF PROGRAM COORDINATOR
The Peer Support Coordinator manages the Peer Support Program in accordance with this policy and evaluates whether Peer Support Advisors are responsive in meeting member needs when assistance is requested. The duties of the Program Coordinator include:

1) Supervising the program.
2) Recruiting and coordinating the screening of Peer Support Advisor applicants.
3) Coordinating and scheduling training/meetings of Peer Support Advisors.
4) Developing resources to assist members when problem areas are identified.

1020.5 STATISTICAL DATA
No written records pertaining to conversations between the Peer Support Advisor and the member will be made except the Peer Support Advisors will create a log of the number of members with whom they have met and the length of time of each interaction. This log will only be used as an aid in tracking program usage.

1020.6 SUPERVISOR RESPONSIBILITY
Supervisors are responsible for monitoring their subordinates when members are involved in critical/traumatic incidents. Such incidents include but are not limited to:

1) Suicides;
2) Serious injury or death;
3) Situations that have extensive media interest;
4) Unusually prolonged events;
5) Mass casualty incidents;
6) Natural disasters; and
7) Serious injury or death to child(ren).

Supervisors shall be responsible for providing and/or referring assistance to members involved in critical/traumatic incidents by initiating at least one of the following actions:
1) Allow the members to take a break from normal duties.
2) Conduct a "defusing" session with the member. This session usually lasts 15-30 minutes and the member many times can return to their regular assignment and complete their shift.
3) The supervisor may assist the member with contacting a Peer Support Advisor at the member's request.
4) Removing the member from duty may be required. When this is necessary, a shift Commander shall be notified as soon as feasible.
5) If the supervisor determines that the member is not capable of returning to normal duty, the Division Deputy Chief should be notified through the Chain of Command.

New supervisors shall receive Peer Support Program training that addresses the supervisor's role, responsibility to identify member behaviors this policy intends to address.

Peer Support Training shall be provided on a continual basis for both supervisors and Advisors. Training for both will be appropriately documented.

1020.7 REQUESTING PEER SUPPORT SERVICES

Self-referral: Any member may request a Peer Support Advisor for personal or professional matters by contacting them directly and setting up an appointment.

Supervisor referral: Supervisors may recommend that a member under the Supervisor's direct supervision with a perceived difficulty or stressful situation, contact a Peer Support Coordinator or Advisor. In such cases, contact is voluntary. Supervisory recommendations do not constitute a supervisory order. Supervisors shall not order a subordinate to contact a member of the Peer Support Program for the purpose of peer support.

Reach-out Program: The Peer Support Program members may engage in personal contact in an effort to assist any person with perceived difficulty or stressful circumstance.

Administrative Investigations: Members involved in any type of administrative investigation, including internal investigations and supervisory inquiries, who want assistance to deal with the stress inherent in such investigations, may contact the Peer Support Coordinator for support and assistance. A Peer Support Advisor will not be permitted to stay with the member during investigation interviews.

Group Response: Peer Support Advisors may be authorized to respond to the scene of any incident serious enough to warrant a clear need for Advisors with the approval of the Peer Support Coordinator, and the request of an on-duty field supervisor. This will be a measured response planned by the Coordinator and requesting supervisor to provide appropriate resources.
Peer Support Advisors should not discuss specifics of any critical incidents involving a police officer until after the member has been interviewed by the Adams County Critical Incident Team. The Peer Support Advisor will not be permitted to stay with the employee during the Adams County Critical Incident interview.

**1020.8 CONFIDENTIALITY**
Except when disclosure is required by law, Department policy, city code or administrative directive as provided in §1018.3 (h), the details of peer support sessions are confidential.

Safeguarding acquired information is a primary obligation of the Team. An intentional violation of the confidentiality standard by any Team member is a serious breach of trust and may be cause for disciplinary action and removal from the Peer Support Program.

Subject to the limitations of law, information received in confidence shall not be revealed without the express consent of the member involved. Express consent to disclose information constitutes a waiver of confidentiality. In cases where express consent is granted, information will be provided only to those specifically authorized to receive the information.

A Peer Support Advisor may not be compelled to testify without the consent of the person to whom the peer support services have been provided, pursuant to Colorado law (CRS § 13-90-107). As long as the communication is made by the member to the Advisor, and Advisor is acting in their official capacity as a law enforcement Peer Support Advisor in accordance with this policy.

**1020.9 ALTERNATIVE OPTIONS FOR MEMBER SUPPORT SERVICES**
The Employee Assistance Program is available to all members as well as the member's family and these services can be accessed directly by the employee, covering a variety of areas:

1) Professional services are available for consultation and/or counseling relative to personal issues such as family conflicts, marital issues and substance abuse.
2) Professional services are available for employment-related issues such as stress, interpersonal relations with public, peers or supervisors, job stress and anxiety.
3) Consultation is also available relative to referrals to other specialized services, such as adolescent, or child counseling or in-patient treatment.

**1020.10 REVISIONS**
Enacted: April 24, 2018
1021.1 PURPOSE AND SCOPE
This policy establishes guidelines for departmental grant administration, to include the application and management of grant funds. Significant efforts are made to seek out and receive awards for relevant grants that further the mission, goals, and objectives of the Department.

1021.2 POLICY
In the course of grant administration, members must adhere to City of Thornton Administrative Directive 1-4 in order to ensure a consistent method of obtaining and managing grants. Present and future grant funding is contingent upon strict adherence to policy and regulations governing the grant process, and the grants themselves.

Administrative Directive 1-4 will be the prevailing governing policy for grant process procedures within the City to include: preliminary review and approval authority.

1021.3 GRANT OPPORTUNITIES
The Planning and Research Unit has the responsibility for grant coordination and liaison within the police department. All grant proposals will be reviewed by the respective Division Deputy Chief for eligibility, relevance, and forwarded to the Administration Division Deputy Chief for budget and audit considerations in the event the grant will have future budgetary requirements.

The Planning and Research Grant Manager will be available to provide guidance and assistance, if requested, to members on issues of grant opportunities, applications and conformance to established procedures. When a member becomes aware of a grant opportunity, that is not Division specific, information should be forwarded directly to the Grant Manager, who will review the information and make the appropriate recommendation to the Administration Division Deputy Chief who will then make a recommendation to the Chief of Police. The Chief of Police has the final departmental authority whether the application process will be pursued for any grant opportunity.

The grant must be entered into the current grant tracking spreadsheet and updated on a quarterly basis. The Planning and Research Grant Manager will send out the grant tracking spreadsheet no later than the 10th day of each quarter to all Department Grant
Managers. Department Grant Managers will update the grant tracking spreadsheet no later than the 15th of each quarter and return it to the Planning and Research Grant Manager. The grant tracking spreadsheet will then be sent to the City Grant Specialist to ensure accurate grant tracking.

1021.4 GRANT ADMINISTRATION
The Chief of Police will appoint a grant project manager for the department. Grant administration duties rest with the designated grant project manager and begins with the entry of the grant into the current tracking system spreadsheet as well as submittal of the actual grant application.

The grant project manager must submit a copy of all grant related paperwork to the City Grant Specialist. Grant management responsibilities normally end with completion of the closeout procedure of the grant. (Note: Each awarded grant provides details of requirements for compliance with acceptance, progress, reporting, maintenance and closeout).

The appointed Grant project manager will be listed on the documentation with the awarding agency as the single point of contact between the department and the awarding agency. As noted above, the grant project manager must ensure compliance with the grant restrictions and all city regulations.

1021.5 GRANT ARCHIVES
When a grant is awarded, the Grant Manager will forward a copy of the award document(s) to the Grant Specialist. Additionally, when a grant is closed out, the Grant Manager will forward a copy of completed closeout documentation to the Grant Specialist for historical and audit purposes.

For each awarded grant that has ended and/or expired, and is appropriately closed out, there are retention requirements for all associated documents. The retention time is normally specified by the grantor, federal regulations, and/or other applicable directorates. The physical safe storage of such original documents for the retention period will normally rest with the functional unit of the designated grant project manager.

1021.6 INVENTORY AND DISPOSAL OF EQUIPMENT PURCHASED WITH GRANT FUNDS
All items purchased with grant funds will be inventoried and tracked via spreadsheet to include name of item, serial number (if applicable), location and a point of contact for the equipment. This inventory will be audited on a quarterly basis no later than the last day of each quarter. When a grant purchased item reaches the end of its useful life, the items must be disposed of in accordance with the original grant requirements. In most cases, the grant documentation will be archived by the Grant Manager. The Grant Manager will research the document to determine the proper disposition process.
1021.7 EQUIPMENT MANAGEMENT
The purpose of a grant opportunity is to afford agencies the abilities to advance with technologies and equipment beyond what their normal budget would allow. Most grant opportunities require the awarded agency to accept responsibility for ongoing maintenance of all equipment after the grant period ends. To this end, all grant funded project proposals must include anticipated maintenance costs and a budget add request, as appropriate, to ensure the project continues to function beyond the grant period.

1021.8 REVISIONS
Enacted: June, 11 2019
1022.1 PURPOSE AND SCOPE
This policy establishes guidelines regarding contractual agreements entered into by the Thornton Police Department for providing law enforcement services.

1022.2 POLICY
The Thornton Police Department will coordinate law enforcement services with outside agencies and other entities when the delivery of such services is in the best interest of the citizens of the City.

1022.3 CONTRACT REQUIREMENTS (3.1.1 a-h)
1) All contractual agreements for law enforcement services will contain the following:
   a) Use only the legal contract that has been reviewed and approved by the City of Thornton Attorney’s Office
   b) a statement of the specific services to be provided;
   c) specific language dealing with financial agreements between the parties, including the cost and method of payment;
   d) specification of the records to be maintained concerning the performance of services;
   e) language dealing with the duration, modification, renewal, and termination of the contract;
   f) specific language dealing with legal contingencies, including provisions for possible litigation that may arise;
   g) stipulation that the Thornton Police Department maintains complete managerial control over agency personnel;
   h) specific arrangements for the use of equipment and facilities; and
   i) a procedure for review and revision of the agreement, if needed.
2) All contracts for law enforcement services will assure that employment rights of personnel assigned under the contract are not abridged by the provider agency.
3) All interagency contracts, interagency agreements, and law enforcement services contracts in effect prior to the issuance of this directive will be reviewed upon renewal by the Patrol Division Executive Officer and may be reviewed at any time upon request to ensure compliance with this directive.
1022.4 REVISIONS
Enacted: October 25, 2019
1023.1 PURPOSE AND SCOPE
This policy establishes the elements of the process for recruitment and selection of qualified applicants for all positions within the Thornton Police Department and sets forth procedures governing the administration of all phases of that process. The Chief of Police may deviate from this policy depending on the position, or when in the best interests and for the good of the agency.

This policy shall be followed in conjunction with Administrative Directive 2-7.

1023.2 POLICY
The Department is an equal opportunity employer, and as such, shall ensure that all applicants are provided an equal opportunity for employment through an employment process, which recruits and selects the most qualified candidates without regard to age, color, disability, national origin, race, religion, sex, creed, sexual orientation, veteran status or any other factor which cannot lawfully be used as the basis for employment. All applicants are required to meet the same minimal standards through uniform testing standards and practices for their classification. The Department will recruit and select applicants in accordance with federal, state, and local laws and ordinances.

1023.2.1 RECRUITMENT PLAN (31.2.1)
The Department will develop a recruitment plan for sworn and civilian personnel outlining the steps to achieve the goals of an ethnic, racial, and gender workforce composition in approximate proportion to the available workforce in the agency's service community to include the following:

1) statement of objectives;
2) plan of action designed to achieve the objectives identified in bullet a; and
3) identify employees, inside or outside the agency, responsible for plan administration.

1023.3 HIRING PROCESS (31.4.1)
The City’s Human Resources Analyst is responsible for overseeing the employment process and ensuring that each step is administered uniformly.
1023.3.1 APPLICATION PHASE
Each position advertised will provide a description of the minimal job duties, responsibilities, requisite skills, educational level, and other qualifications or requirements (i.e., typing test, computer software test), pay range, length of probationary period, and elements of the employment process. Applications for specific advertised job openings are accepted only during the period specified in the advertisement (to be determined by the Human Resources Analyst).

Upon receipt of applications from the City of Thornton Human Resources Office, the Department Background and Hiring staff, along with a Human Resources Analyst will conduct preliminary screening to verify eligibility and send each qualified applicant an invitational letter. This letter includes information regarding the date, time, and place where initial testing will be conducted. In addition, there are instructions concerning required documents, applicants must furnish at the time of testing. Failure to show up or tardy for the testing, without prior notice to the agency’s Human Resources Office, will result in the applicant being excluded from the employment process. The testing date of the applicant will be considered as the formal application phase by the Department.

1023.3.2 TESTING
Attendance of applicants at the testing site is taken by the designated testing administrator.

The documents requested in the invitational letter are collected and placed in the applicant’s file. In the event the applicant does not produce the requested documents, they will be given a reasonable period of time, depending on the reason the document could not be obtained, in which to turn them in. Failure to meet the deadline will result in the applicant being removed from the employment process. Required forms and waivers are completed prior to testing. It is at this time that all applicants are advised they must successfully complete, or comply with, all phases of the employment process.

All applicants will be administered the written test by the designated testing administrator who is trained to administer the written test in accordance with the directives of this standardized examination.

Those who do not receive the minimum passing score, depending on the position applied for, are excused and are removed from the employment process at that time.

Qualified applicants will be given a Personal History Statement with instructions that it has to be completed and returned to the agency’s Human Resources Office at the time of their oral interview.

Before the applicant leaves the testing site, the designated testing administrator will ensure that the applicant’s file has all of the required documents. All applicants’ files, those selected for employment and those not selected, will be kept in the records files in the Human Resources Office in accordance with the City's Records and Retention Schedule.
Selection materials will not be left unattended at any time. This includes the test materials, typing test(s), and the Department's Personal History Statement. They will be maintained by the agency's Human Resources Analyst in a secured/locked area when not in use. Access to selection materials will be permitted to those directly involved in the formal application phase only. During the formal application phase of the employment process, applicants are informed regarding the subsequent phases of the process (e.g. duration, time limitations, additional tests, etc.). Applicants who do not successfully complete the test will be notified by a member of the agency’s Human Resources Office at that time, and no further correspondence is required. Successful applicants will be notified that the background investigation will commence. Prior to leaving the testing site, all applicants are advised that at any time during the process, should they be deemed ineligible to continue (in the process) or otherwise not selected, the Human Resources Analyst will notify them in writing.

1023.3.3 BACKGROUND INVESTIGATION (31.5.1)

A background investigator will review the Personal History Statement before proceeding with the background investigation. Based on the content of the statement the applicant has submitted, disqualifying admissions could result in the applicant’s immediate removal from the employment process. All applicants removed from the process will be with the knowledge and approval of the Chief of Police, and the agency’s Human Resources Analyst. Subsequent to the review of the applicant’s statement and the approval of the background investigator(s), the applicant's background investigation will begin. If a background check has been completed in the last 12 months on a current employee who has applied for another position internally, the Chief of Police may waive the requirement for an additional background investigation.

A background investigation of each candidate for all positions is conducted prior to appointment may include but is not limited to:

1) verification of qualifying credentials;
2) criminal history report;
3) verification of personal and professional references;
4) education verification;
5) credit report;
6) employment history;
7) a review of relevant national or state decertification resources if available;
8) Computerized Voice Stress Analysis (CVSA);
9) home visit and neighbor canvass, and;
10) relevant social media review;

While a background investigation typically spans the previous ten years of an applicant’s history, the investigation could expand depending on what is revealed in the applicant’s history. Any areas of concern uncovered by the CVSA, or records checks, will be fully investigated. In some instances a delay might occur, this may be a direct
result of being unable to obtain certain records (e.g., certified driving history from another state, unable to speak with references).

1023.3.4 CHIEF'S INTERVIEW
The Chief's interview will be comprised of a representative from the chain-of-command and the Chief of Police (except in certain circumstances, his designee). An Administrative Specialist assigned to the Office of the Chief of Police will notify applicants of the interview. This notification will occur either in person, by telephone, or via e-mail. The applicant will be informed regarding the time, date, and location of the interview and that attendance at such time is non-negotiable (except in cases of a bona fide emergency). Failure to appear at the Chief's interview, either in person or by video conference will result in the applicant being removed from the employment process.

1023.3.5 PSYCHOLOGICAL WELLBEING AND PHYSICAL FITNESS (31.5.7)
Pre-employment medical testing may include a physical, psychological and/or drug testing as established through testing procedures approved by the Human Resources Director.

Pre-employment medical testing must be completed following the acceptance of a contingent job offer.

1023.3.6 JOB OFFERS
Contingent job offers will be made by Human Resources following the approval of the Appointing Authority, and will include the job title, pay rate and all outstanding contingencies that could include incomplete testing procedures, background checks, as well as pre-employment medical testing.

Human Resources will make all final job offers, unless otherwise approved upon the successful completion of all outstanding contingencies.

1023.4 REVISIONS
Enacted: October 25, 2019
Revised: December 4, 2019
1024.1 PURPOSE AND SCOPE
This policy establishes guidelines for a documented review of all job descriptions within the Department, and ensure job descriptions are current and made available to all personnel.

1024.2 CITY HIRED POSITIONS
The City of Thornton Human Resources maintains the job descriptions online for every position in the City, which can be found here. Changes to job descriptions shall be requested through the Chief of Police to Human Resources when needed; or a new position is generated which does not have a job description associated.

Every four years, the Chief of Police will designate a member of Command Staff to conduct a documented review, and update all job descriptions within the Department. Any changes will be submitted to Human Resources in accordance with City Administrative Directive 2-22.

1024.3 SPECIALIZED UNITS AND POSITIONS
Job openings for specialized units are posted internally, with job descriptions maintained by each division that operates a specialized unit. Specialized units include, but are not limited to: Impact, High Density Housing, Planning and Research, etc. The Deputy Chief of each division that operates a specialized unit, or their authorized designee, will complete a documented review of those job descriptions every four years.

Specialized unit job descriptions will be sent to the Executive Assistant of the Administration Division to keep a master file for the Office of the Chief. Current copies of specialized unit job descriptions will also be kept by the division Administrative Supervisor and made available for members to review, if requested.

1024.4 REVISIONS
Enacted: December 10, 2019
1025.1 PURPOSE AND SCOPE (35.1.2)
To establish policies and procedures associated with Performance Management to assist employees and supervisors to identify employee strengths and how those strengths can benefit the employee and the organization; create a clear understanding of work expectations; encourage ongoing feedback regarding performance relative to expectations; and when needed, identify development opportunities and address performance that does not meet expectations.

Performance Management is an on-going process that involves both the employee and the supervisor. On-going communication between an employee and supervisor is a priority utilizing both formal and informal methods. Through this communication, both parties can identify ways to utilize an employee’s strengths, as well as keep track of the progress of goals and expectations.

In addition, this communication provides timely feedback and coaching to assist the employee in their success. Supervisors should utilize a variety of sources including key performance indicators or measurements, established performance measurements, and information from customers or co-workers.

1025.2 POLICY
This policy mirrors and requires performance evaluation of each full-time employee the rank of Deputy Chief and below, sworn and non-sworn, to be conducted and documented in accordance with the City of Thornton Administrative Directive 2-15.

1025.2.1 TRAINING PLANS
1) The City’s staff training program divides the broad topic of organizational training into five defined categories. These training categories address the general and specific needs of our individual employees, departments, and organization. They are a means to directly address shortfalls, build new competencies, and retain excellencies.

2) Every Regular employee should have an individual training plan that is updated annually.

3) Categories of Training
a) Organizational – established by Human Resources each year and are required by all Regular employees, unless otherwise approved by the City Manager.
b) Safety – established by Risk Management each year and are required by all Regular employees, unless otherwise approved by the City Manager.
c) Professional – established by the employee and supervisor specific to the obtainment or maintenance of a professional certification.
d) Departmental – established by each Department Head and may be department wide or by division.
e) Individual – established by the employee and supervisor.

1025.2.2 GOAL SETTING/ UPDATES
1) Employees and supervisors should work together in establishing goals that are specific, measurable, achievable, relevant and time-based. Goals should be designed to complement the employees’ strengths.
2) Goals should be updated and adjusted as needed. Goals may be short-term or long-term. The frequency of goal updates will vary but should be reviewed by the employee and supervisor at least quarterly as part of the Performance/Development Conversation.

1025.2.3 ONGOING CHECK-IN CONVERSATIONS
1) On-going conversations are an important piece of Performance Management and are commonly driven by the goals that have been established. These conversations focus on strengths, general work progress, as well as other day-to-day items.
2) Supervisors should consider the timing and formality of these one-on-one conversations. Timing may vary depending on the complexity of the work/goal; how often the work/goal changes; and the visibility of the work/goal. A higher frequency of such conversations provides for more opportunities of course correction, if necessary.
3) Giving regular positive feedback should be balanced with constructive feedback. If there are development opportunities and/or performance that do not meet expectations, these should also be addressed, but not the focus of the conversation.

1025.3 PERFORMANCE/DEVELOPMENT CONVERSATIONS
1) Performance/Development Conversations should occur at least quarterly and include the employees’ strengths and updates on current goals. These conversations may focus on development/training needs for the future as well.
2) Supervisors should document performance that is not meeting expectations, including details of actual performance as it relates to expectations. Such information should be communicated to the affected employee on a timely basis.
3) Process/Timing
   a) Employee Responsibility
      i) Prior to the end of each quarter, employees should ensure they have provided a current update on goals, if not previously completed.
ii) At this time, employees should also provide input on their strengths as they relate to their performance over the past quarter.

b) Supervisor Responsibility
   i) At the end of each quarter, supervisors should finalize the current status of existing goals for the employee.
   ii) Supervisors are then responsible for identifying the employee’s strengths that contributed to their performance during the quarter.
   iii) Supervisors should review all comments on goals and strengths the employee may have provided prior to finalizing the information.
   iv) If there is an area for development that should be addressed, the supervisor should include this information as well.

c) The employee and supervisor should meet to discuss the information.

1025.4 PERFORMANCE ACTION PLANS
Certified Career Service employees may be placed on a more formal performance action plan in certain circumstances. The length of such plan will vary. Human Resources should be notified when an employee is placed on a plan. Employees who do not successfully complete the plan and sustain acceptable performance may be subject to disciplinary action.

1025.5 DOCUMENTATION/TRACKING
1) Supervisors are responsible for documenting employee performance, both positive and negative. Documentation should include information that is job related and specific.
2) Employees and supervisors shall utilize an approved online tool approved by Human Resources to document all performance and manage goals.

1025.6 REVISIONS
Enacted: January 14, 2020