

## Field Supervisor Section—Reference Guide Index

Revised (2-2020)

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## Field Supervisor Section—Reference Guide

(This guide is a reference tool and is not all inclusive)

The FSS responds to specific incidents and ensures on-scene operations are appropriate; they also ensure proper notifications are made (The FSS will not personally make all of the notifications but will ensure they have been made).

- Phone or Email – It depends on the circumstances or severity/sensitivity of the incident and time of evening (General rule - Email after 2200 hours unless extreme severity/sensitive).
- Keep in mind that Email or other messages may not wake the recipient. A phone call is the most appropriate form of communication in the evening hours when immediate notification is necessary.
- Any time we send the Chief's an Email, Capt. [REDACTED] should also be notified.
- RAVE – Is a pager system used by the DEC that allows you to quickly get out a brief message to a pre-determined group of recipients. Keep in mind the RAVE alert is a text message and email, so it may not awaken everyone, and the message length is very short, so it is not a substitute for actual notifications to necessary personnel. The current RAVE groups include:
  - Executive Staff
  - SWAT / CNT
  - Officer Involved Shooting
  - Rescue Task Force
  - Hazardous Devices Unit

\*Note – MEANS is a notification system that will be coming online in May 2020 and is designed to replace the RAVE system. MEANS functions much like the RAVE system and the protocols provided above for RAVE should be used when MEANS becomes active.

### Major Incident Notification Tree (Referred to as “ALL”)

- Chief of Police
- All Deputy Chiefs
- Specific Captains/Commanders of area or with personnel involved.
- CSB Executive Officer if CSB personnel involved.
- SDD Capt and the Field Supervisors not working at the time.
- Public Information Office ([REDACTED])
- PASS and OPA-- if applicable ([REDACTED])
- Safety Coordinator and Fleet if applicable ([REDACTED])
- Legal Advisor if applicable ([REDACTED])
  - The Legal Advisor needs to be called anytime we are potentially liable or pending actions have inherent liability.
- OPA Lieutenant on officer involved situations which might interest OPA

**LIMITED** Notification – this is an Email directed to those who need to know or whose personnel were affected. If precinct specific, include the PACL.

## **Active Deadly Aggression Incidents**

### Initial Response upon confirmation of the incident:

- Ensure incident command has been implemented with proper personnel serving as IC.
- Activate RAVE notification for Executive Staff, Rescue Task Force, and SWAT/CNT upon confirmation of the incident.
- Ensure proper staging for arriving personnel, EMS, media, family, and any victims evacuated.
- Ensure air is cleared of unrelated traffic. Switch precinct operations to a command channel for the duration of the event.
- Ensure emergency contact teams are responding appropriately (eg; driving to stimulus regardless of the number of personnel, are actively searching, etc.)
- Ensure Rescue Task Force trained personnel are staged for Rescue Task Force job functions if not needed for emergency contact team (eg; Security Cordons, Medical Escort, Triage Area Security, Ambulance Exchange Point Security, etc.)
- Ensure [REDACTED] Fire is aware of the command location and the staging location for Rescue Task Force operations.
- Ensure a point of contact for the response location is part of the Incident Command
  - Email “ALL”.
  - Request Victim/Witness Services to assist victims with contacting family as well as other needs.
  - If applicable, make “Officer Involved Shootings” notifications and separate involved officers once safe.

### **Arresting an Officer**

- Notify Bureau Chief – Consult with them before decommissioning when possible
- Notify affected personnel’s Captain or Commander
- Notify OPA. Include the OPA Director and lieutenant in any Emails, but also notify the on-call investigator by phone.
- Email “ALL” (Include if decommissioning is necessary or not)
  - Include PIO

### **Criminal Allegation against an Officer**

- Email “ALL”
- Notify employee’s captain/commander
- Notify OPA – lieutenant and on-call detective
- Contact CID – Cold Case, Precinct Detectives, or Specialized Unit if needed.
- List of who investigates who is found on p.12
- See decommissioning process, if appropriate

## **SWAT Call Outs**

- Determine that the suspect is armed, indicating that they are armed, has a hostage, or is physically barricading the entrance (if it does not fit this criteria, SRT or Patrol response may be appropriate)
- Determine that the suspect has an outstanding warrant, a warrant is forthcoming, or Mobile Crisis will sign appropriate documents (e.g., 6-401 or 6-404 paperwork)
- Determine that the suspect is confirmed as being inside the location
- Notify SWAT Lt. and Legal Advisor (██████████).
- DEC can use RAVE pager system to notify SWAT/Negotiators list – Can designate full or partial callout, negotiators only, etc. Note: SWAT Lt. will typically do this.
- Email “ALL” including SOD Captain and Precinct Commander
- Ensure command is established and command and staging area are not in direct line of sight of the target location
- Ensure suspect information and location details (including floor plans, if available) are provided to responding SWAT and Negotiators
- Ensure EMS is staged during the duration of the incident
- Ensure any keys or access cards are available and threat assessments are completed, if the situation will call for the execution of a search warrant
- Ensure announcements are made and are continuous
- Call out PIO, if needed (major incidents)

### **NOTE:**

While a circumstance may not fit the criteria for a SWAT Call Out, an SRT response may be appropriate. The SWAT Lt is available for consultation to help make this determination. (e.g., Subject inside a location refusing to exit, there is no indication of weapons, but the suspect has a violent criminal history; etc.). Additionally, if an exigency exists, it may be necessary for on scene police personnel to make an emergency entry into the location to address the exigency. (e.g., Police personnel on the perimeter hear shots fired inside the location with known hostages and or can see a victim that has been seriously injured as a result of active aggression inside the location)

## **Decommissioning**

- Notify and consult personnel’s Deputy Chief /Capt-Cmdr
- Complete Decommissioning Form 12
- Have personnel report to work the next day at 0900 or designated place/time or personnel can also be instructed to call their DCOP for further instructions.
- Email COP, DCOPs and Executive Staff—including ██████████
  - Include HR-██████████, OPA-██████████, Training Academy Director-Capt. ██████████, PASS Director-██████████, Fiscal Director-██████████, IT Director-██████████, Director of Court Appearance-██████████, Secondary Employment – Capt. ██████████, and Legal Advisor – Capt. ██████████

## **Officer Involved in a Domestic Incident (Suspect or Victim)**

- Notify DV (Detective and Supervisor)
- Notify OPA lieutenant and on-call detective
- Notify on-call PASS personnel

- Email “ALL”
- Determine if decommissioning is necessary
- The chain of command of the personnel involved needs to be notified
  - The DV supervisor will send an investigative summary to command staff. A follow-up Email by FSS to “ALL” is a good practice.
  - The chain of command of █SO, Parks Police, DEC, and █FD need to be notified if their personnel are involved in DV—this is usually handled by DV. If █FD personnel, see “█FD Notifications” below.

### **█FD Notifications (PSI or Arrest Notifications)**

- Notify the on duty Assistant Chief and send an email (found in global directory) to the following persons:
  - Chief █
  - Deputy Director █
  - Deputy Director █
  - HR Manager █
  - Executive Assistant █

### **Officer Injury (Minor) – Not Going to the Hospital**

- Email the Safety Coordinator on minor injuries
- Email “ALL”
  - Include PASS
- Note who is doing the administrative paperwork.
- If officer is not cleared back to full duty, complete decommissioning process (5 day rule).

### **Officer Injury – Going to or at the Hospital**

- Notify the affected employee’s Commander or Captain.
- Notify PASS
- Email “ALL”
- Email the Safety Coordinator if minor; call them if it is a serious injury (See Call Out policy – █)
- Include in your notifications which supervisory personnel is doing the administrative paperwork.
- If officer is not cleared back to full duty, complete decommissioning process (5 day rule)
- Indicate the return to work date or follow up care plan, if known

### **Officer Exposure to Biohazard / Bodily Fluid**

- Only a doctor can determine if the exposure is a significant exposure.
  - What are the treatment measures? Prophylactic?
- If it is a significant exposure, then call the Safety Coordinator (the County Wide Dispatcher has the on call Safety Coordinator roster).
- If it is not deemed a significant exposure, then email the Safety Coordinator about what happened.

- If the exposure is deemed significant by a doctor, and the exposure occurred during the course of arresting, transporting, or processing a person charged with the commission of a criminal offense (██████████), the suspect needs to be taken to General Hospital for testing for HIV and Hepatitis.
- Ensure forms 101/155/201 are being completed.
- Note who is doing the administrative paperwork.

### **Large Scale Incident or Event**

- Request DEC use RAVE pager system to notify Executive Staff list
- Notify PIO if serious and they are needed on the scene.
- Public notifications needed? PIO can assist with social media.
- Email “ALL”

### **Officer Involved Shootings (Shoot at or Shot at)**

- Request DEC use RAVE pager system to notify OIS list
- Notify affected Bureau Chief
- Notify affected Commander or Captain
- Notify Legal Advisor
- Notify CID-Cold Case
  - If applicable, Cold Case will notify the DA’s Office. The DA will then notify █████. See page 14 regarding █████ MOU.
- Notify OPA
- Notify PASS
- Notify PIO
- Chaplain if needed
- Email “ALL”
- Procedural Issues
  - Safety Coordinator – to conduct required tests (drug/alcohol)
  - IBIS testing – █████ PD Crime Lab (or █████)
  - CSI
  - Any other appropriate investigative elements
- Note who is doing the 108.

### **Homicides**

- Email “ALL”
  - Precinct Investigations will notify Commander
- Call CID – Sgt. █████. Precinct investigators will typically handle this
- Notify PIO if high profile incident.
- CSI
- Chaplain and/or Youth Violence Chaplain if necessary.

### **Traffic Fatalities**

- A doctor at the hospital must confirm the victim has “life threatening injuries” before requesting the Fatal Team.
- “Life threatening injuries” means it is more likely than not the victim will die from his/her injuries within the next 30 days.
- Notification may be made via an Email to FSS Daily Report group.
- If special/unusual circumstances, send limited Email to “need to know” staff – include PIO
- CSI
- ■ DOT – If on the interstate. Public Works – if on secondary roads (trucks, signs, etc.)
- Chaplain – if necessary for persons on the scene. Fatal Team will contact Chaplain for next of kin notifications.

### **Aggravated Assaults with Life Threatening Injuries**

- Notify Precinct Investigations
- Notify CID – Sgt. ■
- Email “ALL”

### **K-9 Apprehensions**

- Notify K-9 supervisor
  - Notify Precinct Investigations
  - Request CSI
  - If the suspect needs medical attention, send them to G.H.
- Email “ALL” a brief synopsis. K9 supervisor will email a synopsis too.

### **Aviation Call Outs**

- In County – Request DEC to call them out, if FSS thinks it is necessary.
- Out of County Requests – The ■ PD is not reimbursed for expenses incurred when responding to these requests. We do have agreements in place to support a Homeland Security type disaster, but not for daily police functions. Some questions which are helpful in determining whether to call out Aviation:
  1. Has ■ HP been notified? (■ HP will usually respond but often the requesting agency forgets to ask them before asking us.)
  2. If ■ HP has been requested, why aren't they responding? (If the weather is too bad for them to fly, it's too bad for us to fly as well.)
  3. What is the nature of the call? Would the request meet the call out criteria if it were for a call in our county? (If we wouldn't go in ■, we won't go out of county.)
  4. What is the approximate distance to the requested site? (The farther we fly to get to the location, the less time we can spend there due to re-fueling issues.)

- All requests for Aviation will first go to the Lt. or Sgt. who will determine if weather conditions are favorable.
- Keep in mind that in hours of darkness, their SOP requires 2 pilots.
- ██████████ County now has a helicopter as well.

If you have any questions, please feel free to contact Lt. ██████████, ██████████ or Capt. ██████████.

### **Officers Shooting a Vicious Animal**

- Email “ALL”
- Precinct Detective
- OPA
- PASS
- IBIS Testing – ██████████ PD Crime Lab
- Usually NO drug test required unless articulable justification
- Note who is doing the 108 documentation.
- If part of a search warrant, review the Threat Assessment

### **Officer Shooting a Wounded Animal**

- Supervisor of personnel to investigate
- Precinct Detective, if needed
- Safety and welfare of citizens is primary concern (before and after)
- Usually NO IBIS or Drug testing required
- Appropriate back drop/back stop?
- Email “ALL” – Note who is handling the 108 packet. Include officer’s Cmdr/Capt

### **Officer Accidental Discharge**

- Precinct Detective
- Safety Coordinator
- OPA
- PASS
- CSI
- Email “ALL”

### **10-45 Officer Involved Traffic Crash (Whether at-fault or not)**

- Traffic car, if available
- CSI – If unavailable, a sergeant may take the photos and upload them to the server
- Email affected personnel’s Commander/Captain, SC, Fleet – include PACL and CSB XO, if applicable.

### **10-46 Officer Involved Traffic Crash (Whether at-fault or not)**

- Traffic car, if available
- CSI



- Notify PASS if the officer goes to the hospital
- Notify Capt/Commander if serious injury to officer
- Email “ALL” if officer is not seriously injured – include PACL, if applicable.
- Notify SC to conduct required testing
  - This is required no matter how minor the injury and regardless of fault

### **In-Custody Deaths**

- Notify CID Cold Case – Captain [REDACTED]
- Notify Legal Advisor
- Notify OPA
- Notify PIO
- Notify Affected Bureau Chief
- Notify Affected Commander / Captain
- Notify PASS
- Notify Chaplain
- Email “ALL”

### **Home Invasion Robberies where a Female is Home Alone**

- Notify Adult Sex Crimes (18yo or older) or Youth Services (17 or younger)

### **Serious DV Incidents (Not Police Personnel Involved)**

- Notify DV and their counselors

### **Natural Deaths**

- Precinct Detective
- Chaplain
- Medical Examiner (done by precinct detective)
- CSI

### **Child Sexual Assaults**

- YSD – Sexual Abuse Unit (17yo and younger)
- DCS
- CSI

### **Juvenile Shot – Stabbed (Death or Life Threatening)**

- Notify YSD
- Notify CID
- Notify Precinct Detectives
- Youth Violence Chaplain
- Email “ALL”

### **Juvenile Shot or Stabbed (Not Life Threatening)**

- Notify YSD (YSD is not notified if it is a robbery or gang related)
- Notify Precinct Detectives
- Youth Violence Chaplain

### **Infant Deaths**

- Notify YSD
- Precinct Detectives and CID may assist
- Email “ALL”
- Ensure DCS was notified
- Chaplain – if hospital chaplain is not available.

### **Infant Life Threatening Injuries**

- Notify YSD
- Precinct Investigations and CID may assist

### **Missing Persons with Alzheimer’s or Dementia**

- Notify CID Missing Person
  - Ensure Incident Report submitted to Records promptly.
- Public Notifications – “Silver Alert” w/ media, PIO use social media

### **Suspicious Package / Device / Powder / Substance**

- Contact HDU / ECS / SID – Intelligence
- RAVE notification available

### **Detention Facility Escape**

#### Initial Response:

- Ensure incident command is established
- Ensure appropriate perimeters are established
- Ensure search teams are established within perimeter
- Ensure DEC relays all calls associated with escape to command
- Ensure Rapid Response Teams are created for deployment inside and outside of the perimeter
- Notify YSD and JCTF (For juveniles)
- Notify Precinct Detective
- Notify Support Elements as needed (eg; CID, SID, SRT, etc.)
- Notify HP (If state facility)
- Notify Aviation and K9 (If available)
- Obtain Pictures, Demographic Information and Criminal Histories on all escapees for PIO
- Notify PIO
- Email “ALL”

**DEC Supervisor Lines:**

[REDACTED]

**Radio Frequencies**

- JCTF and DM1 – P114PCMD
- Gangs – [REDACTED] P511SIDP, [REDACTED] P512SIDA, [REDACTED] (CGU) P515VIC3
- SRT – P601SRT1
- [REDACTED] SO – P111PCMD
- [REDACTED] Commands – P112PCMD
- [REDACTED] Command – P113PCMD
- [REDACTED] Command – P113PCMD
- [REDACTED] Stadium Command – A1
- [REDACTED] Football Command – P112PCMD
- [REDACTED] Football Command – P113PCMD
- Property Guards – P406FAC
- Fatal Team during measuring – P107PD7D
- Enhanced High School Football Security A2
- [REDACTED] Field EOD / Bombs – P302BOMB

**Hospital Door Codes**

- [REDACTED]
  - [REDACTED] – [REDACTED]
- [REDACTED]

**Hospital ER Phone Numbers**

[REDACTED]

## Language Line

Voiance Language Services – 1<sup>st</sup> choice

Optimal Phone Interpreters – 2<sup>nd</sup> choice

██████████ has two interpreter accounts (phone numbers) with the Voiance Language Services:

1. 911 Emergency account for emergency situations only
2. Non-Emergency account for all other language services needed

### 911 emergency account instructions:

- Dial ██████████ to access the interpretation services
- Press “1” for Spanish press “0” for all others
- If at any time you wish to speak with a CS representative you can press “0”

### Non-Emergency account instructions:

- Dial 1 ██████████
- When prompted enter account number: ██████████
- Second prompt enter the 4-digit pin number: ██████████
- Say the language needed
- Select if you would like to add an additional person to the call
- When the interpreter comes on the line, give the interpreter a brief explanation of the call

## FSS Daily Report Information (A brief succinct synopsis of the incident)

- **Include**
  - Shootings
  - Stabbings
  - Major Events
  - Commercial Robberies
  - Traffic Fatalities
  - SWAT/Negotiator Calls
  - Vehicle Pursuits
  - Commercial Burglaries when a suspect is caught inside
  - K-9 Apprehensions
  - Bomb Squad Calls
  - Robberies from persons if the victim sustains serious injuries
  - Suicides/Natural Deaths
- **Do Not Include (Send these items with “limited” Emails)**
  - Officer involved minor 10-45
  - Officer involved 10-46
  - Officer Misconduct / Decommissioning
  - Officer Injuries
  - Officer Domestic

**Do's and Don'ts**

- Don't put "high profile" or "celebrity" arrests in the Daily Report
- Don't include the following in the Daily Report. Instead, send a limited email:
  - Officer involved minor 10-45
  - Officer involved 10-46
  - Officer Misconduct / Decommissioning
  - Officer Injuries
  - Officer Domestic
- Don't put a sex abuse victim's name in the Daily Report
  - It is okay to indicate if the victim was a juvenile or adult
- Do include anytime the PIO comes out to a scene.

**Precinct Internal Investigations - Who investigates Who:**

investigates  
investigates  
investigates  
investigates  
investigates  
investigates  
investigates

**Deputy Chiefs**

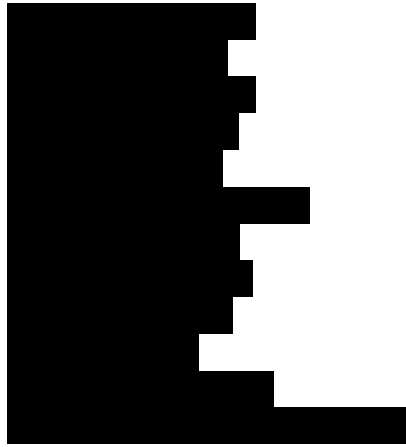
1. Services Bureau
2. Services Bureau
3. Services Bureau
4. Services Bureau
5. Services Bureau

**Commanders:**

[Redacted]

**Captains:**

[Redacted]



**From Department Manual [REDACTED]  
[REDACTED], Field Supervisor Section**

Field Supervisors, during their work hours, will regularly be immediately notified and respond as appropriate to the following:

- a. The death of a person;
- b. Injury or death of a [REDACTED] PD or government employee;
- c. Discharge of a weapon by [REDACTED] PD employee;
- d. When a person is seriously injured or dies from an incident involving the [REDACTED] PD;
- e. Other situations involving an Incident Command, or as necessary;
- f. Vehicle crashes involving death or life threatening injuries to a person injured;
- g. Vehicle crashes involving government vehicles where a person is injured;
- h. Vehicular pursuits;
- i. When another jurisdiction comes into [REDACTED] County in a vehicular pursuit;
- j. Any cutting, stabbing or shooting type call (10-51 or 10-52) as determined by the text in the call for service;
- k. A potential hostage or SWAT type call as determined by the text in the call for service;
- l. Any other type call requiring a large amount of resources from the precinct (large may be defined as one entire district on one call);
- m. A burglary call, when the suspect presence in the structure is confirmed (either residential or commercial);
- n. When the Hazardous Device Unit, SWAT, Negotiators, SID Gang or Terror Units, or non-[REDACTED] PD law enforcement agencies are called out in response to a call;
- o. Any other call where the text of the call indicates there is a high potential for large or multi-agency response, violence, or serious property damage.

## **IOD Paperwork Instructions:**

Civil Service Rules/ [REDACTED] PD Department Manual require the employee give notice to their supervisor immediately.

The supervisor should review the circumstances surrounding the injury and be fully aware of how the IOD occurred.

The supervisor makes the initial determination of an IOD and authorizes any emergency medical treatment. The supervisor will document this with the completion of Form 101. The Form 101 can be obtained on the PDWeb under Forms/Form 101([REDACTED] Gov) - Record of Occupational Injury / Illness. The Form 101 must be faxed to [REDACTED] within 24 hours of the supervisor's notice of the injury. The fax number to [REDACTED] is ([REDACTED]), which is located in the upper right hand corner of the Form 101. Since [REDACTED] handles the coordination of medical treatment, and the payment of medical expenses, this fax ensures that our employees get the medical attention they need, and that if contacted by a medical provider [REDACTED] is able to immediately authorize treatment. If there are any witnesses to the employee's injury/ illness, have them fill out a Supplement Report and submit it with the Form 101. The original signed copy of the Form 101 should be sent to the Safety Division immediately after it is faxed to [REDACTED] (CSB personnel will need to submit these forms through their PACL). Please ensure that the employee signs Block #24 and that a witness to the signature signs Block #23, as this form also serves a medical release form.

Supervisors should have the Employer's Authorization for Care (Blue Form) to give to the treatment provider that authorizes them to provide emergency care, and makes certain that billing is sent to [REDACTED]. The Employer's Authorization for Care Forms (Blue Form) need to be taken by the employee each time they seek medical treatment. The Employer's Authorization for Care Forms (Blue Form) can be obtained from the [REDACTED] PD Supply Section.

The employee will also need a Form 201 (Injured on Duty Report) completed by the treating physician, and must be completed by the physician at any subsequent appointments. This form provides the necessary information on the employee's injury and their work status. The Form 201 can be obtained on the PDWeb under Forms/201 [REDACTED] Work Status. This form needs to be forwarded to the Safety Division immediately.

If a prescription is needed in connection with the IOD injury a Form 202 ([REDACTED] First Fill Program) must be provided and completed by the supervisor. This form will be provided to the pharmacy where the prescription is filled. The Form 202 can be obtained on the PDWeb under Forms/Form 202 [REDACTED] Government IOD Pharmacy Program.

If you have a billing question, please contact [REDACTED] at ([REDACTED]).

If you have any questions please do not hesitate to call the Safety Division for assistance at ([REDACTED]).

**MEMORANDUM OF UNDERSTANDING AMONG**  
**██████████ BUREAU OF INVESTIGATION**  
**THE DISTRICT ATTORNEY GENERAL FOR THE ██████ JUDICIAL DISTRICT**  
**AND THE ████████████████████ POLICE DEPARTMENT**

This Memorandum of Understanding (MOU) is entered into among the ██████ Bureau of Investigation (████BI), the District Attorney (DA) General for the ██████ Judicial District for ██████ and the ████████████████████ Police Department (████PD), hereinafter collectively referred to as the "Parties," in furtherance of their respective duties, under law, for the purpose of facilitating investigations of incidents as described hereafter.

The parties agree to the following terms and conditions of this MOU:

1. Pursuant to ████████████████████, the DA for the ██████ Judicial District, through this MOU, requests the ██████BI to investigate any incident involving use of force by a ██████PD Officer, or person holding a ██████PD Special Police Commission, acting in their official capacity that results in a fatality.
2. Upon the occurrence of the above described event, the ██████PD and its agents shall:
  - A. Immediately notify the DA, or a representative of the DA, for the ██████ Judicial District;
  - B. Secure a crime scene perimeter;
  - C. Identify all eyewitnesses for subsequent interview by ██████BI.
3. Upon notification of the above described event by the ██████PD or the DA for the ██████ Judicial District, the ██████BI, in furtherance of the provisions of ████████████████████, is responsible for the following:
  - A. Initiating an investigation in accordance with the ██████BI Standard Operating Procedure: Law Enforcement Use of Force and Custodial Deaths Investigation Manual;
  - B. Providing an electronic copy of said manual to all other parties, to include any future updates;
  - C. Dispatching any ██████BI Personnel necessary for the proper conduct of such an investigation. At least one ██████BI investigator shall arrive at the scene within thirty minutes after being notified of the incident in accordance with the provisions of this MOU, with the remainder of the ██████BI response team to arrive within one hour after being notified;
  - D. Notifying the medical examiner;



E. Retaining operational direction of investigations and forensic assistance or coordination initiated pursuant to this MOU to include all laboratory testing being overseen by the █BI Crime Laboratory;

F. Issuing of investigative reports and summaries to the DA of the █ Judicial District as appropriate in the investigative process; and,

G. Submitting final reports to the DA for the █ Judicial District for review. █BI will report factual findings of the investigation, but will offer no recommendations or reach legal conclusions concerning whether the force used, if any, was justified.

4. █BI recognizes █PD's experience and expertise in investigating officer-involved shootings. █PD shall assign at least one investigator to provide assistance to █BI with the investigation as needed and requested by █BI. Such █PD investigator(s) shall work under the direction and supervision of █BI.

5. The parties agree the criminal investigation conducted by █BI takes precedence over any internal or administrative investigation conducted by the █PD. The parties also agree that there may be situations where both the █BI criminal investigation and the █PD internal or administrative investigations can be conducted simultaneously without interference. Accordingly, the █PD agrees to advise █BI and the DA before initiating any internal or administrative investigation. When there is a reasonably foreseeable likelihood an internal or administrative investigation would interfere with the criminal investigation, █PD agrees to postpone components of the internal administrative investigation that would likely interfere with the criminal investigation until an appropriately agreed upon time. At the conclusion of the █BI investigation, the Chief of the █PD may request a copy of the █BI file for use in any █PD administrative investigation. █BI will release the file to the █PD upon approval by the DA for the █ Judicial District.

6. The parties agree that upon completion of the investigation by █BI, the DA for the █ Judicial District, may petition the appropriate court of record in █ County, █ for public disclosure of the █BI Case File pursuant to █.

7. The parties agree protocols shall exist to ensure the role of the █PD in these types of investigations is strictly limited to scene security, crowd control, traffic control, reporting and administrative investigations that do not interfere with the █BI investigation. The following protocols are designed with the sole purpose to create transparency and to reduce or remove any appearance to the public that the █PD is in any way interfering with, participating in or influencing the █BI criminal investigation. In summary, the criminal investigation will be conducted under the direction of █BI. █PD will be responsible for ancillary or procedurally required procedures (reporting, safety, security, etc.) at the direction or approval of █BI.

A. Crime Scene Protocols:

- 1) █PD will be responsible for scene security and █BI will be responsible for directing scene investigation.
- 2) █PD officers and supervisors will immediately begin securing the crime scene area by cordoning off the inner perimeter, intermediate perimeter and outer perimeter. Access to the immediate perimeter will be limited. If █BI investigators are unable to begin collecting evidence within one hour of being notified about the incident, █PD may preserve the evidence and turn it over to █BI when they arrive.
- 3) Media shall be placed within an area that will allow an easy transfer of information from the █BI Public Information Officer (PIO) and the █PD Public Affairs personnel to the news media, provided that media shall not be permitted within the crime scene or otherwise interfere with the investigation.
- 4) If a scene is held overnight, █PD will continue to provide scene security. This includes keeping the media and citizens at a safe and appropriate distance.
- 5) If a weapon is on the scene, █PD will secure that weapon and note who was assigned to secure it. This will be accomplished by posting an officer to stand near the weapon. If, for safety reasons, the weapon is collected, this information will be notated and forwarded to █BI upon their arrival. █PD involved officer weapons should remain holstered until instructed otherwise.
- 6) Exigent circumstances may arise (weather, safety issues, etc.) that could require involvement by the █PD CSI Unit. Circumstances may also arise that call for any deceased individuals to be moved prior to █BI arrival. █PD will notify the █BI Special Agent in Charge or Assistant Special Agent in Charge (SAC/ASAC) prior to actual involvement by █PD CSI.
  - (a) █PD CSI may deploy a tent and side shields prior to the arrival of █BI, if needed. Deployment of these items will be documented and given to █BI (who deployed, when deployed, etc.). █PD may post an officer near the body if determined to be needed for security.
  - (b) If any deceased individual must be moved prior to █BI arrival, the preferred action is to mark the position and location of the head, hands and feet. These actions will be documented in detail, to include photographs, and provided to █BI.
  - (c) If █PD CSI officers take photos of a scene (in exigent circumstances) that is later surrendered to █BI, █BI Agents will be able to download electronic media from the camera/device(s) at the scene.
  - (d) All paper reports that might be generated (in exigent circumstances) by █PD CSI will be provided to █BI as soon as possible.

7) All offense reports will be the responsibility of █PD. █BI will provide all the necessary information for █PD to complete Law Enforcement Officers Killed or Assaulted (LEOKA) reports as soon as is practicable.

B. Handling of Witnesses at the Crime Scene:

1) To the extent possible, all identified witnesses will be separated as soon as possible until the arrival of █BI. Such witnesses are not to be questioned by █PD Investigators unless otherwise directed by █BI.

2) █BI will canvass witnesses upon their arrival.

3) █PD will transport lay or civilian witnesses to █BI Headquarters only after being instructed to do so by █BI Personnel. To the extent legally permissible, witnesses should remain separated and secured on the scene until █BI Agents advise otherwise. Witnesses shall not be taken to any █PD facility prior to being transported to █BI Headquarters.

4) Public safety is the highest priority and if a suspect remains at large, █PD should continue efforts to apprehend the suspect(s). Any need to apprehend a suspect(s) will be articulated to █BI.

5) █PD Officers who are witnesses should be interviewed by █BI prior to giving any administrative statements. █PD agrees that all witnesses (civilian or sworn) will be interviewed by █BI first. The █ Office of Professional Accountability (OPA) will obtain approval from █BI to approach witnesses prior to interviews (in the event additional criminal investigative tasks are necessary).

6) █BI encourages █PD, as with all agencies where █BI conducts Use of Force Investigations, to delay conducting administrative or internal investigations until █BI has concluded their investigation. However, █BI realizes that agencies may start their administrative investigations prior to the conclusion of the █BI investigation. With this in mind, any "walk-throughs" associated with administrative or internal investigations should be delayed until █BI has completed their on-scene investigation. This in no way shall preclude the asking of "Public Safety Questions" to involved officers by █PD on-scene supervisors.

C. Involved Officers:

1) █BI will photograph the involved officers, including any injuries they may have sustained, in the clothing and gear they were wearing at the time of the incident. █BI will collect and photograph gun belts, uniforms, boots, and any other items necessary for testing.

2) █BI will collect any weapons used by involved officers for testing.

3) OPA may, after ■BI completion, conduct post-incident drug testing. If ■BI suspects an involved officer is impaired, ■BI will obtain a search warrant(s) or consent from the officer(s) for the appropriate testing before OPA conducts any administrative testing.

D. Video / Digital Media:

The importance of keeping the public informed on the aspects surrounding a use of force incident by law enforcement is understood by all parties . Therefore, all reasonable steps shall be taken to facilitate the rapid dissemination of ■■■PD audio/video, 911 call recordings, recovered surveillance video, etc. In an effort to prevent the hindrance of an ongoing investigation and/or the tainting of existing or potential witnesses, ■■■PD audio/video, 911 call recordings, recovered surveillance video, etc., shall only be released to the news media after consultation and approval by the DA for the ■■■ Judicial District once the ■BI assumes responsibility for the investigation.

8. ■BI shall provide weekly updates to ■■■PD OPA regarding the status of the investigation.

9. This agreement shall become effective on the last date of execution by the parties and may be terminated upon thirty (30) days' notice by mutual agreement of the parties.