# GOLDEN POLICE DEPARTMENT
## POLICY MANUAL

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1. GOVERNING PRINCIPLES

1.1 GENERAL

The Golden Police Department subscribes to certain underlying truths, which constitute the governing principles upon which the underlying foundation of the agency is rooted.

This section defines the sources of the department's authority, and the scope of its jurisdiction.

1.2 TERMINOLOGY

- Authority - The constitutional and statutory authority of the City of Golden to exist as an independent entity. To pass and enforce ordinances, to appoint its own Chief of Police, to form its own police department, and to grant the authority to its police officers to enforce the laws, make arrests, and carry firearms.

- Constitution - If not further identified in context, the term is generally intended to refer to the Constitution of the United States of America.

- C.R.S. - The Colorado Revised Statutes of 1973, as amended.

- Jurisdiction - The geographic boundaries of a political subdivision, particularly the City of Golden. If not otherwise described, the term is generally intended to refer to the area within which the Golden Police Department has original authority.

1.3 LAW ENFORCEMENT AGENCY ROLE

1.3.1 The role of the law enforcement agency in modern society has evolved beyond the original concepts of traditional policing. The Golden Police Department forms the community nexus of a complex and interlocking system of communications and problem resolution. It is no longer possible to envision the police as solely engaged in the enforcement of laws, although this continues as a significant element of police responsibility.

1.3.2 Maintenance of the public peace and safety relies heavily upon voluntary compliance with the law by the citizens whom we serve. Therefore, the primary responsibility for upholding the law lies not with the police but with the people. Prevention of crime is the concern of everyone residing in, or passing through the City of Golden.

1.3.3 Mutual respect and courtesy are key factors that impact how police and citizens interact. Discourtesy fosters contempt and resistance, and while circumstances may sometimes preclude the exchange of routine social amenities, officers must continue to remain fair, impartial and reasonable in attitude and action, refraining from voicing personal opinions or bias during contacts. Officers must be professional, businesslike and confident.

1.3.4 Crime is frequently symptomatic of societal problems that are beyond the authority or responsibility of the police to correct; however, we, as police professionals, are committed to do everything within our power to deter crime, and when that fails, to apprehend and prosecute violators. Likewise, we are committed to assisting society to understand the causes of crime and to work with the community in developing innovative methods for preventing crime.

1.3.5 We are dedicated to the protection of individual rights; however, no person has a constitutional right to violate the law. Neither may any person be deprived of his or her constitutional rights merely because he or she is suspected of violating the law.\(^1\) Because it is the responsibility of higher authority to determine the constitutionality of any law, officers may enforce any federal or

\(^1\) Accreditation Standards, Section 1.2.3
state statute, or municipal ordinance that is held to be valid, without fear of abrogating the constitutional rights of the violator.

1.3.6 Officers acting lawfully within the scope of their authority do not deprive persons of their civil liberties. Officers may make reasonable inquiries, conduct investigations, and make arrests based upon probable cause.

1.3.7 The officers' knowledge of the community and of the patterns of criminal activity occurring both within the city and in the surrounding Denver metropolitan area are instrumental in conducting effective police operations. Free interchange of this type of information between the department and the citizenry is recognized and endorsed as the most viable means by which opportunities to mitigate criminal activity may be identified and implemented.

1.3.8 Along with the more traditional aspects of policing, the Golden Police Department serves the community in numerous other equally significant ways, including the following:

- Nationally, police agencies have evolved into a front-line social services response and evaluation provider, and in Colorado a peace officer is authorized to detain persons for mental health evaluation under provisions of Colorado Revised Statutes, Section 27-10-105.

- The Golden Police Department has assumed an active role in the community with the identification and resolution of neighborhood concerns and disputes; recognizing that mitigated civil problems are much less likely to escalate into criminal situations. We know that frequently, neighborhood-level crime problems have their roots in environmental conditions that provide potential criminals with opportunity and that tend to spawn apathy among citizens.

- The effectiveness of a police department can be measured to a great extent on the success of its community relations programs. The department that maintains a spirit of friendly cooperation with the public has a distinct advantage, because there is an interacting relationship between the high standard of police productivity and the public support on which those standards depend.

- The Golden Police Department is frequently the first response agency to medical and fire emergencies, and provides vital communication services for both.

1.4 AUTHORITY

1.4.1 The City of Golden adopted a home rule charter under authority of Article XX of the Constitution of the State of Colorado, on October 5, 1967, and the charter was approved by the citizens of the City of Golden at a regular election held on November 7, 1967.

1.4.2 Golden Police Department derives it's authority from the Charter of the City of Golden, the Municipal Ordinances of the City of Golden, the Statutes of the State of Colorado, including C.R.S. section 31-15-401, the Constitution of the State of Colorado, and the Constitution of the United States of America.

1.4.3 The Charter of the City of Golden, Section 7.3, and the Municipal Ordinances of the City of Golden, Section 2.08.060 (b), empower the Chief of Police, and authorize the chief "...to issue such rules, regulations and policies as may be necessary...".

1.4.4 Pursuant to C.R.S. section 18-1-901(3)(l)(I), officers of the Golden Police Department are Peace Officers, Level I, and are therefore authorized to enforce all the laws of the State of Colorado while acting within the scope of their authority and in the performance of their duties. Reserve officers, under section 18-1-901(3)(l)(IV.5)(A), have the same authority while acting within the scope of their authority and in the performance of their duties, with the limitation that they are

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2 Accreditation Standards, Section 12.1.1
required to be on duty and under the direction or direct supervision of a regular officer.

1.4.5 Under section 18-1-901(3)(l)(V), peace officers have the authority to carry a firearm, conduct arrests, and enforce the laws of the State of Colorado. Reserve officers are likewise empowered, with the statutory limitations imposed.  

1.4.6 In addition, section 16-3-110 specifically grants police officers the authority to act in any situation in which a felony or misdemeanor has been or is being committed in the officer's presence.

1.5 JURISDICTION

1.5.1 Generally, officers of the Golden Police Department have jurisdiction within the geographic and political boundaries of the City of Golden. Officers are directed to learn where the geo-political boundaries of the City of Golden are situated. City boundaries are subject to change, and it is incumbent upon officers to become familiar with such changes as soon as possible following their modification.

1.5.2 Under some circumstances as delineated by statutes, including Section 16-3-110 of the Colorado Revised Statutes (C.R.S.), municipal ordinances, and intergovernmental agreements, an officer's authority may extend beyond the city boundaries.

1.5.3 If a Golden Police officer exercises law enforcement authority in response to a crime that has occurred outside the jurisdictional boundaries of the City of Golden, he or she is required under provisions of the statute to immediately notify the local jurisdiction. In this event, officers are also required to notify the Golden Police Department as soon as possible, either through contacting the on duty watch commander or supervisor, a division commander, or the Chief of Police.

1.5.4 Exceptions to this provision include:

- An officer who is in fresh pursuit of a suspect for a minor violation that occurred within the city boundaries but makes contact with the violator outside the city limits
- An officer who is assigned to a task force, or a multi-agency enforcement or investigative effort, who is acting within the scope of that assignment.

1.5.5 An officer who plans to execute a lawful arrest or search warrant in another jurisdiction will generally notify the local agency, as well as advising a G.P.D. supervisor, or the G.P.D. communications center, prior to attempting service of the warrant.

1.5.6 Police officers of other jurisdictions may likewise have lawful authority to exercise law enforcement powers within the city boundaries of Golden. Generally, such officers will notify the Golden Police Department.

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3 Accreditation Standards, Sections 1.2.1, 1.2.2
4 Accreditation Standards, Sections 2.1.1, 2.1.2
2. LOYALTY

2.1 GENERAL

2.1.1 It is the individual integrity and honor of the police officer that stands between the law abiding and the lawless, between the victim and the criminal. On a daily basis, police officers face the challenges of dealing professionally with an ever-evolving legal environment, social attitudes that sometimes seem to swing like a pendulum, neighborhood concerns, citizen apathy, and an increasingly complex criminal element which has organization, communications, and weapons to rival many police and military agencies.

2.2 CLASSIFICATION OF PERSONNEL

2.2.1 Members of the Golden Police Department who are employed in positions vested with the authority to effect a full custody arrest shall be certified peace officers and shall have sworn to the Oath of Office as it appears below. Members of the department employed in other positions are civilians, also referred to as non-sworn members.

2.3 OATH OF OFFICE

2.3.1 Prior to assuming the duties of a police officer for the City of Golden, officer candidates are required, by oath or affirmation, to execute the following Oath of Office prior to assuming the duties of Police Officer. Generally, the City Clerk will administer the Oath of Office.

_I, __________, do solemnly swear or affirm that I will support the Constitution of the United States of America, the Constitution of the State of Colorado and the Ordinances of the City of Golden, Colorado; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will faithfully perform the duties of a Police Officer of the City of Golden to which I have been duly appointed._

2.3.2 A signed copy of the Oath of Office shall be included in each sworn officer's personnel file, and each officer shall abide by the terms and conditions of the oath during his or her employment with the department.

2.3.3 Loyalty

In the performance of his duty to serve society, an officer is often called upon to make difficult decisions. He must exercise discretion in situations where his rights and liabilities and those of the department hinge upon his conduct and judgement. An officer's decisions may be difficult and require his making a choice, which may cause him hardship or discomfort.

An officer must be faithful to his oath of office, the principles of professional police service, and the objectives of the department. In the discharge of his duty, he must not allow personal motives to govern his decisions and conduct.

2.4 PEACE OFFICER CERTIFICATION

2.4.1 Police officers of the City of Golden are Level I Peace Officers, as defined in C.R.S. 18-1-1(l)(l).

2.4.2 Reserve police officers of the City of Golden are classified as Level III-A Peace Officers, as defined in C.R.S. 18-1-901 (l)(IV.5).

2.4.3 Officers of the Golden Police Department must be certified as Peace Officers by the State of Colorado Peace Officer Standards and Training (P.O.S.T.) Board, pursuant to C.R.S. Section 24

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5 Accreditation Standards, Section 1.1.1
-1. Officers are required to meet all applicable requirements for certification prior to assuming the duties of a police officer or reserve police officer. A record of the officer's state certification will be maintained in the officer’s records.
3. CONDUCT

3.1 GENERAL

Police officers are the most conspicuous representatives of government. For most citizens, the police officer is a symbol of authority, stability, and order, to be relied upon by all. Commensurate with this authority, there is a responsibility to exercise it equitably and prudently. Therefore, the Golden Police Department subscribes to a standard of conduct.

3.2 PERFORMANCE

3.2.1 All members of the department are required to perform their assigned duty in a professional manner. The individual officer's actions and decisions have a direct, sometimes profound, and potentially permanent effect on the lives of those with whom he or she comes into contact. Due to the frequently sensitive nature of such situations, and the high visibility of the police generally, officers must be held to a higher standard of conduct than other city employees, or persons in other walks of life. Should an officer's conduct or actions be perceived as excessive, unwarranted or unjustified, the officer and the department are subject not only to greater criticism than comparable conduct by the others, but the potential for liability, not only by the officer but by the department, is likewise far greater.

3.2.2 In the performance of their duty, officers are frequently called upon to make difficult decisions, some of which may have the potential to cause them personal hardship or adversity. However, even under such circumstances officers must remain faithful to their oath of office, the principles of professional police service, the objectives of the department, and their personal integrity. It is not the role of the members of this agency to administer punishment in the performance of their duty.

3.2.3 Therefore, the exercise of discretion and good judgement in decision-making, integrity, and veracity and accuracy in reporting are of paramount importance. Further, officers must remain impartial and unbiased toward both complaintants and violators. All have a direct bearing upon the individual officer's credibility, and by extension upon the credibility of every other officer, and upon the department as a whole.

3.2.4 Officers are permitted and encouraged to exercise discretion in the performance of their duty, within constitutional, statutory, policy, and procedural limitations.

3.2.5 During periods of crisis, officers shall be courageous, acting in concert, assisting and protecting one another while they restore peace and order, apprehend violators and enforce the law.

3.2.6 Evaluation of performance is specifically addressed elsewhere within the Policy Manual.

3.3 STANDARD OF CONDUCT

3.3.1 Employees of the Golden Police Department are, by the nature of their chosen profession, required to adhere to the highest ethical standards. Therefore, as a general standard of conduct for employees the Golden Police Department has adopted The Law Enforcement Code of Ethics, as published by the International Association of Chiefs of Police (IACP), which reads as follows:

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful

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6 Accreditation Standards, Sections 1.1.2, 26.1.1
against violence or disorder; and to respect the constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; 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, in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department.

Whatever I see or hear of a confidential nature, or that which 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 my personal feelings, prejudices, 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 violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself, before God, to my chosen profession - law enforcement.

3.3.2 Courtesy

Effective law enforcement depends on a high degree of cooperation between the department and the public it serves. The practice of courtesy in all public contacts encourages understanding and appreciation. Discourtesy breeds contempt and resistance. The majority of the public are law abiding citizens who rightfully expect fair and courteous treatment by department employees. While the urgency of a situation might preclude the ordinary social amenities, discourtesy under any circumstances is indefensible.

For this reason and because of the inherent potential for conflicts in some police contacts, an officer must develop a fair, impartial, and reasonable attitude; and he must perform his task in a businesslike manner. His statements must be the result of considered judgement and must be free of personal opinion, bias, or editorial comment. The practice of courtesy by an employee is not a manifestation of weakness. It is, on the contrary, entirely consistent with the firmness and impartiality that characterizes a professional person.

3.4 WORKPLACE CONDUCT

3.4.1 The City of Golden Employees Handbook identifies certain workplace behaviors that are not acceptable, or are in violation of the law. Such behaviors include, but may not be limited to, Sexual Harassment, Threats and Violence, and Alcohol and Drug Abuse.

3.4.2 Harassment

It is the policy of this law enforcement agency that all employees have the right to work in an environment free from all forms of harassment. The agency does not condone, and will not tolerate, any harassment. Therefore, this agency shall take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment, sexual or otherwise.

3.4.3 Prohibited Activity
• Employees shall not, either explicitly or implicitly, ridicule, mock, deride, or belittle any person.

• Employees shall not make offensive or derogatory comments based on race, color, sex, religion, or national origin, either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment law. It is also considered misconduct subject to disciplinary action by this agency.

• Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and 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 employment.

• Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee.

• Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, creating an intimidating, hostile, or offensive working environment.

3.4.4 Employee's Responsibilities

3.4.4.1 Each supervisor shall be responsible for preventing acts of harassment. These responsibilities include:

• Monitoring the unit's work environment on a daily basis for signs that harassment may be occurring.

• Counseling and informing all employees on the types of behavior prohibited and the agency's procedures for reporting and resolving complaints of harassment.

• Stopping any observed acts that may be considered harassment and taking appropriate steps to intervene, whether or not the involved employees are within his line of supervision.

• Taking immediate action to limit the work contact between two employees when there has been a complaint of harassment, pending investigation.

3.4.4.2 Each supervisor has the responsibility to assist any employee of this agency, who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint with the Professional Standards Unit.

3.4.4.3 Each employee of this agency is responsible for assisting in the prevention of harassment by:

• Refraining from participation in, or encouragement of, actions that could be perceived as harassment.

• Reporting acts of harassment to a supervisor.

• Encouraging any employee who confides that he is being harassed to report these acts to a supervisor.

• Failure to take action to stop known harassment shall be grounds for discipline.
3.4.5 Complaint Procedures

- Employees encountering harassment shall tell the person who is harassing that his actions are unwelcome and offensive. The harassed employee shall document all incidents of harassment in order to provide a complete basis for investigation.

- Any employee who believes that he is being harassed shall report the incident(s) to his supervisor as soon as possible, so that steps may be taken to protect the employee from further harassment and appropriate investigation and disciplinary measures may be initiated.

- When this is not practical or the perpetrator is the supervisor of the employee, he may instead file a complaint with another supervisor, the Administrative Services Commander (Professional Standards Unit), or the Chief of Police.

- The supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) of the complaint, the person(s) performing or participating in the harassment, and the dates of occurrence.

- The employee taking the complaint shall expeditiously deliver the complaint to the Professional Standards Unit.

- The Professional Standards Unit shall be responsible for the investigation of any complaint alleging harassment.

- The Professional Standards Unit shall immediately notify the Chief of Police. If the complaint contains evidence of criminal activity such as battery, rape, or attempted rape, the District Attorney’s Office will be notified.

- The investigators shall include a determination whether or not other employees are being harassed by the person; and whether or not other department members participated in or encouraged the harassment.

- There shall be no retaliation against any employee for filing a harassment complaint; or assisting, testifying, or participating in the investigation of the complaint.

- Employees accused of harassment may file a grievance/appeal in accordance with departmental procedures when they disagree with the investigation of a harassment claim.

- This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

3.4.6 Conduct Unbecoming an Officer

A police officer is the most conspicuous representative of government; and to the majority of the people, he is a symbol of stability and authority upon whom they can rely. An officer's conduct is closely scrutinized; and when his actions are found to be excessive, unwarranted, or unjustified, he tends to be criticized far more severely than comparable conduct of persons in other walks of life.

Since the actions of an officer, on or off-duty, reflect directly upon the department, an officer must at all times conduct himself in a manner which does not bring discredit to himself, the department, or the city.

3.4.7 Telephone Required
All members are required to have at their residence an operational telephone. Any changes to the telephone will be reported to a supervisor and the police department communications center within 24 hours of the change.

3.4.8 Neglect of Duty
All members of the department are required to perform their duties in a composed manner acting with firmness, courtesy, and determination; and in times of peril, they shall act together, assist, and protect each other to:

- Restore peace and order;
- Apprehend offenders;
- Enforce the laws; and,
- Maintain an impartial attitude toward complainants and violators.

Members shall at all times conduct themselves with dignity and honesty, never using excessive force or violence, or displaying cowardice in the line of duty.

Members shall not read, play games, watch television or movies, or otherwise engage in entertainment while on duty; except as may be required in the performance of their duties. They shall not engage in any activities or personal business, which could cause them to neglect or be inattentive to duty.

Employees will remain awake on duty. If they are unable to do so, they will contact their supervisor who will determine the proper course of action.

3.4.9 Reporting For Duty
Employees shall report for duty at the time and place required by assignment or orders, and they shall be physically and mentally fit to perform their duties. Employees shall be properly equipped and cognizant of information required for the proper performance and immediate assumption of their duties.

Judicial subpoenas, municipal court, and Department of Motor Vehicle notifications shall constitute an order to report for duty under this section.

3.4.10 Tour of Duty
All employees are to remain at their assigned duty post until properly relieved or until their tour of duty ends.

Employees are considered to be always on duty, although periodically relieved from the routine performance of it. Even though employees may be technically off-duty, they are still subject to orders from a supervisor and are responsible for taking proper official action in any matter coming to their attention.

3.4.11 Reporting Absence Prior to Duty Time
When sickness or unforeseen circumstances prevent an employee from reporting for duty as scheduled, the on duty supervisor shall be notified, if possible, at least two (2) hours prior to the
scheduled duty time.
When off-duty due to illness or injury, employees shall not fail to contact their immediate supervisor at one-day intervals to report their condition and progress of recovery. (Exception: when hospitalized or had prior approval from command.)

3.4.12 Absence from Duty
Any employee who fails to appear for duty on the date, time, and place specified without the consent of his supervisor, will be absent without leave. Supervisors must report such absences in writing to their immediate supervisor within 24 hours. Failure to report for duty in excess of 3 days without just cause will constitute constructive resignation.

3.4.13 Feigning Illness or Injury
Employees will not feign illness or injury in an effort to avoid duty.

3.4.14 Unsatisfactory Performance
- Employees shall study and thoroughly understand the department rules and regulations, duty and procedural manuals, general orders, city ordinances, state and federal laws they enforce.
- Employees shall familiarize themselves with information printed in the daily bulletin, training bulletins, and other materials issued for their benefit.
- Employees shall obtain assistance from their superior officer in the interpretation of any section that is not clearly understood.
- Employees shall be especially well informed concerning the rules, regulations, procedures, and duties governing their specific assignments.
- Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their position.
- Employees shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the department.

3.4.14.1 Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the member's rank, grade, or position; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention; or, absence without leave. In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance.

3.4.14.2 Repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives, or orders of the department.

3.4.15 Duty to Inform
All employees of the department shall inform the Chief of Police of any matter coming to their attention which may affect the good, order, welfare, or that which may be of interest to the
department or any other service department of the city. Employees shall not withhold any favorable or unfavorable information; nor shall they provide false information concerning a member of the department.

3.4.16 Use of Intoxicants/Drugs

3.4.16.1 There is an immediate lowering of esteem and suspicion of ineffectiveness when there is public contact by a department employee evidencing the use of intoxicants. Additionally, the stresses of law enforcement require an employee to be mentally alert and physically responsive.

3.4.16.2 Except as necessary in the performance of an official assignment or with expressed authorization from the Chief of Police, the consumption of intoxicants is prohibited while an employee is in uniform or on duty; nor is an employee to consume intoxicants for a period of eight hours before going on duty.

3.4.16.3 Officers shall not consume intoxicants while off-duty to the point that they cannot respond as a police officer in an emergency situation. The odor of an alcoholic beverage on the breath of an on duty employee is prohibited.

3.4.16.4 Employees shall not possess or use any controlled substances, narcotics, or hallucinogens, except when prescribed in the treatment of an employee by a physician or dentist or when such substances are being handled as evidence in pending court cases. When controlled substances, narcotics, or hallucinogens are prescribed, employees shall notify their supervisor immediately.

3.4.17 Use of Tobacco

Employees on duty will use utmost discretion when using tobacco products and will adhere to the City of Golden's smoking ordinance, as well as City and departmental policy, which restricts smoking to designated areas of the facility. In the presence of the public, smoking or chewing tobacco products is prohibited at all times.

3.4.18 Refusal to Work

The alternative to law and its enforcement is anarchy which results in devastation. An officer's commitment to public service and professional ethics requires that he carry out assignments as directed. For these reasons, police officers do not have the right to engage in any work stoppage or slow down, nor do they have the right to refuse to work for any reason that can be resolved through the established grievance procedure.

It is the policy of this department to seek appropriate disciplinary action of any officer who engages or attempts to engage in the aforementioned activities.

3.4.19 Integrity

The public demands that the integrity of its law enforcement personnel be above reproach. The dishonesty of a single departmental member may impair public confidence and cast suspicion upon the entire department.

Succumbing to even minor temptation can be the genesis of a malignancy which may ultimately destroy an individual's effectiveness and may contribute to the corruption of countless others.
Each employee must scrupulously avoid any conduct which might compromise his own integrity or that of fellow officers and the department. Each employee has the obligation to tell the truth and report the dishonesty of another.

3.4.20 Gratuities

Police discounts, special purchasing privileges, or other status benefits shall not be knowingly accepted by a member of the department when such benefit is granted, either fully or partially as a result of the member's employment by the department.

Gifts, rewards, or gratuities given to the department, or any member of the department, shall be returned to the provider with an explanation of the department policy. If the provider is unknown, or refuses return of the item, disposition will be made at the discretion of the Chief of Police.

No member of this department shall solicit any form of benefit for himself, the department, the city, or any other organization from any person, group, or firm when the benefit is to be secured as a result of his employment by the department.

3.4.21 Financial Obligations

Public employees have stable incomes upon which they may forecast future earnings. For this reason and because of public confidence in their responsibility, it is relatively easy for department employees to contract financial obligations which, if not controlled, may become an impossible burden.

Such financial distress may impair the individual's effectiveness and tends to bring discredit upon the department. Employees should avoid incurring financial obligations which are beyond their ability to reasonably satisfy from their anticipated department earnings.

3.4.22 Outside Employment

The nature of the law enforcement task requires department employees to have the ability to work irregular duty schedules where they are subject to change in meeting deployment needs. Additionally, it is necessary that an employee have adequate rest to be alert during his tour of duty. For these reasons and because certain occupations inherently conflict with an employee's primary responsibility to the department, the department may impose conditions on outside employment or may prohibit it altogether.

Determination of the degree of limitation will be based upon the interest of the department in furthering professionalism, protecting the reputation of the employee and the department, and ensuring that the department receives full and faithful service in return for its expenditure of resources. Such a determination is the obligation of the Chief of Police after a review of the facts pertaining to individual cases.

3.4.22.1 It is recognized that from time to time an organization, business, or private citizen may have special, unique, or individual need for police protection and services not normally provided to the general public by the department. It would be inappropriate for the department to provide and fund such unique and special service out of general revenues generated by the citizenry as a whole.
3.4.22.2 Consequently, in an attempt to satisfy these unique needs, without creating an undue and unfair financial burden on the general tax paying community, it becomes necessary for the police department to authorize interested and willing employees to provide such services or protection on an individual voluntary basis, off-duty.

3.4.22.3 However, these kinds of services generally require police powers granted to the employees by virtue of their position and skills acquired through police department training. Additionally, these services require the wearing of the official police uniform and utilization of other city equipment; and in all cases, they expose the city and the police administration to additional civil liability for the conduct of the officer providing such services under the auspices of the city. Therefore, it is necessary for the police department to exercise some control over and place limits on such activity.

3.4.22.4 Non-police related outside employment is any work performed, or service provided, by a police department employee for any person, company, business, or institution (self included) which does not require any authority, experience, training, expertise, or equipment acquired by virtue of employment with the police department; and for which compensation is received from sources other than the City of Golden.

3.4.22.5 Police related outside employment is any work performed or service provided by a police department employee for any person, company, business, or institution (self included) in which any authority, granted by virtue of the police department position, is required or used in any way, including the use of any uniform or city equipment; or if any privileged knowledge, experience, or expertise is gained by virtue of employment with the police department and for which compensation is received from sources other than the City of Golden.

3.4.22.6 Working police related outside employment is a privilege granted by the department. It is neither a right nor an obligation. Therefore, officers who desire to engage in such work must do so with the knowledge that they are subject to the following.

- Officers, while engaged in police related outside employment, are subject to all department policies and procedures applicable to the situation.

- Officers will comply with orders and directives issued by outside employers that pertain to the contracted services consistent with professional and appropriate police procedure and conduct. Officers must not comply with orders or directives that are contrary to such standards.

- Officers will not be required to provide janitorial services, secretarial work, or other non-police related activities, unless such services were agreed upon prior to accepting employment.

- Employees working police related off-duty jobs have the same responsibility to provide professional and complete service to the off-duty employer as to the department. When a
scheduling conflict arises, the officer will make arrangements for suitable replacement to ensure continued service to the off-duty employer.

- Employees working police related outside employment will notify communications of their work location and starting and ending times when they go on duty. A log will be maintained in communications to record this information.

- Each officer working police related outside employment will be limited to 16 hours of such employment per week. Hours in excess of 16 per week must be approved, in advance, by the Division Commander.

- Employees working police related outside employment are authorized to check out and use department portable radios upon specific approval of a Division Commander or the on duty Watch Commander.

3.4.22.7 Officers are prohibited from soliciting police related outside employment from any individual, business, or institution. They may answer inquiries and advise persons requesting such services to contact the Administrative Secretary to make necessary arrangements. At no time will any officer be allowed to advise any person or business that such service is necessary to their safety or safe operation of their business.

3.4.22.8 An employee desiring to work an off-duty job shall complete the appropriate request form and forward it to his immediate supervisor for approval. Approval must be granted prior to commencing the off-duty work. Approval will, of course, be subject to review and revocation at any time for cause.

- Upon receipt of the completed request for outside employment, the employee's immediate supervisor will approve or deny the request and forward the form, via the chain of command, to the Chief of Police. The employee may assume that the request has been approved, unless he is notified by a supervisor to the contrary. If denied, an explanation will be indicated and the form returned.

3.4.22.9 Request forms for non-police related outside employment or self employment are general in nature and only require information pertaining to the nature of the work, the name and address of the employer or business for whom the work is to be done. Information regarding dates, times, and locations of work is not required.

3.4.22.10 If the specific nature of the work or employer changes, a new request for approval must be submitted.
3.4.22.11 All completed request forms will be maintained on file by the Secretary to the Chief of Police. Requests for self-employment will be maintained in the employee's personnel file.

3.4.22.12 It is not the department's intent to prevent any of its employees from accepting other employment which does not interfere with the full and faithful discharge of the individual's duties with the city.

3.4.22.13 Requests for police related outside employment must be completed for each separate employment and at least once per month for continuous work with a single employer.

3.4.22.14 An individual officer's police related outside employment may be limited or revoked for any of the following:

- Any violation of this procedure;
- Excessive use of sick leave;
- Poor on duty performance or productivity;
- The inappropriateness of off-duty work; or,
- The existence of a conflict of interest arising from or through the off-duty work.

3.4.22.15 Requests for outside employment will generally not be granted for any position which may be considered a conflict of interest, such as the following:

- A process server, repossession, or bill collector; or the towing of vehicles, or in any other employment in which the police authority might tend to be used to collect money or merchandise for private business.
- Personnel investigations for the private sector or any employment which might require the police officer to have access to police information, files, records, or services.
- Assisting, in any manner, the case preparation for the defense in any criminal or civil action or proceeding.
- Working for a business or labor group that is on strike.
- An occupation that is regulated by or must be licensed through a police department or civilian board; e.g. liquor and gambling establishments.
- Any employment that may constitute a threat to the status or dignity of the police as a professional occupation.
3.5 **Adherence to Policy**

3.5.1 The sequence in which the elements of the Golden Police Department Policy Manual are organized has no bearing upon the relevance, importance, priority, or precedence of the various sections contained within the manual.

3.5.2 Members of the Golden Police Department are prohibited from engaging in conduct that is in violation of the laws, the provisions of this policy manual, or the City of Golden Employee's Handbook. Violations may result in disciplinary or punitive action, up to and including dismissal from service.

3.5.3 It is the responsibility of all employees to read, understand and comply with the provisions of this policy manual, as well as the City of Golden Employee's Handbook. When it becomes apparent that an employee does not understand some provision of this manual or the employee's handbook, it is the responsibility of the individual's supervisor to ensure that remedial training is implemented to ensure compliance.

3.5.4 In the event any employee discovers an error or discrepancy within this manual, it is the duty of that member to bring it to the attention of the administration.
4. ORGANIZATION AND ADMINISTRATION

4.1 GENERAL

The Golden Police Department is a structured, paramilitary organization. As such it has a specific internal organization and administrative hierarchy.

4.2 DEPARTMENTAL STRUCTURE\(^7\)

4.2.1 The Golden Police Department is comprised of three distinct functional entities. These are:

- The Office of the Chief of Police;
- The Field Services Division; and
- The Support Services Division.

4.2.2 The Office of the Chief of Police has primary responsibility for the overall administration of the agency, budget, Professional Standards, and Public Information.

4.2.3 The Field Services Division has primary responsibility for the Patrol Section, Detectives, Reserve Officers, Evidence and physical asset management.

4.2.4 The Support Services Division has primary responsibility for internal departmental functions including Communications, Records, the Community Relations function, and School Resource officers.

4.3 UNITY OF COMMAND

4.3.1 The Golden Police Department has a formal, paramilitary chain of command that all employees are required to observe. Every employee within the organization shall have only one direct supervisor within the agency at any given time, or for any given task. Each organizational component shall be under the direct command of only one supervisor. Likewise, the span of control of each supervisor will be monitored to ensure that the number of employees supervised remains at a manageable level.\(^8\)

4.3.2 The authority of each level of supervision shall automatically encompass the authority of all subordinate levels. Sworn supervisors shall have command authority over non-sworn personnel. Civilian supervisors shall not have command authority over sworn personnel.

4.3.3 The organizational levels of the department in descending order of scope and the supervisor of each level are illustrated in the following diagram.\(^9\)

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\(^7\) Accreditation Standards, Section 11.1.1

\(^8\) Accreditation Standards, Sections 11.2.1, 11.2.2

\(^9\) Accreditation Standards, Section 12.1.2(d)
4.4 **Vacancies**

4.4.1 When required, a vacancy in any supervisory position may be filled by appointment made by the Chief of Police, or in the case of subordinate levels, by temporary appointment made by the appropriate Division Commander. The Chief of Police may designate an individual to assume command of the department during temporary absences.

4.4.2 In order to ensure continuity of command, supervisory personnel have the authority to appoint a temporary replacement for short-term absences due to vacation, court, training, etc., subject to approval of the Division Commander. If necessary, due to unforeseen circumstances, such appointments may be made by the Division Commander or the Chief of Police.

4.4.3 In the unlikely event that the Chief of Police is temporarily incapacitated and is unable to appoint an acting chief, the Administrative Services Commander will assume the duties of Chief of Police until and unless an appointment is made by the Chief of Police, or the City Manager.

4.5 **Task Forces**

4.5.1 In addition to the permanent components of the agency, from time to time there will be a need to address problems or situations which require a unique application of resources, generally over a relatively short period of time.

4.5.2 Many of these types of situations will be handled as Problem Oriented Policing Projects, according to established procedures, and no other formal organization will be required.

4.5.3 In other situations, however, the department is authorized to form special work groups known as Task Forces. In order for a Task Force to be formally recognized, a Division Commander must approve its formation. By definition, a Task Force must consist of two or more personnel.

4.5.4 Whenever a Task Force is formed, a Tactical Plan should be prepared describing the nature, scope and duration of the operation. Interim progress reports may be required. When a Task Force operation is concluded, a final written report will be submitted, in addition to any offense or crime reports.

4.5.5 The highest-ranking sworn officer assigned to the operation will become the Task Force Commander. When there is more than one officer of such rank, or when the task force consists solely of non-sworn personnel, the Task Force Commander will be designated by the Division Commander.

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10 Accreditation Standards, Sections 12.1.2(a), (b)
11 Accreditation Standards, Section 12.1.2(c)
4.5.6 During such times as personnel are assigned to and functioning as a Task Force, they will be directly responsible to the Task Force Commander, or their designated supervisor. Unless otherwise directed, the Task Force will report to the Division Commander authorizing its formation. Exigent circumstances may dictate that, consistent with the provisions of this Policy Manual, a superior officer may issue lawful orders to any Task Force officer.

4.5.7 Officers assigned to multi-agency Task Forces will report and be responsible to their assigned supervisor at the Task Force. However, such personnel will also have a designated supervisor within the police department who is responsible for his or her supervision and direction as relates to the needs of the Golden Police Department. Should operational conflicts arise, generally the requirements of the Golden Police Department will take precedence over Task Force assignments.
5. JURISDICTION

5.1 CITY BOUNDARIES

5.1.1 The City of Golden is a home rule city, with incorporated boundaries on all sides. The geographic boundaries of the City of Golden form the jurisdictional boundaries of the Golden Police Department. Pursuant to statutory and charter provisions, officers of the Golden Police Department have police authority within such jurisdictional boundaries.

5.1.2 Geographic boundaries may be subject to change from time to time for various reasons, primarily through annexation of geographic areas by the city. The Golden City Council has the authority to create such annexations, and when the process of annexation occurs, the police department is advised.

5.1.3 Officers of the Golden Police Department are trained to know the location of all geographic boundaries of the City of Golden during their initial training with the department. It is the responsibility of each member of the Golden Police Department to be familiar with such boundaries, and to become aware of changes and annexations to such boundaries. Whenever boundaries change, personnel of the department will be trained in the location of the new boundaries.

5.1.4 Maps of the geographic boundaries of the city are prepared and available through the City of Golden Public Works Department’s mapping section. Current city maps shall be maintained in the department's Communications Section. Officers are encouraged to acquire and maintain an individual copy of a City of Golden map or map book. Whenever possible, updated maps showing modified boundaries shall be made available to personnel in conjunction with training on annexations and other boundary changes.

5.1.5 The Golden Police Department has law enforcement responsibility for all buildings or facilities owned or occupied by Jefferson County that are situated within the boundaries of the City of Golden with the exception of certain facilities identified below.

5.2 EXCLUSIONS

5.2.1 There are certain physical locations within the incorporated boundaries of the City of Golden that are excluded from the jurisdiction of the Golden Police Department for various reasons.

5.2.2 The Jefferson County Sheriff’s Department has law enforcement responsibility for the Sheriff’s Department complex, including the jail and the exterior grounds. This responsibility also extends to Sheriff’s Department's facilities and offices that are physically located in other buildings within the city.

5.2.3 The sheriff’s department has law enforcement responsibility for the Jefferson County Administration and Courts facility, including the parking lots, driveway and grounds.

5.2.4 The Colorado School of Mines (CSM) is a State of Colorado educational institution and as such has its own police department under the authority of section 24-7 of the Colorado Revised Statutes.

5.2.5 Section 24-7-107 specifically provides that state owned property is not excluded from local jurisdiction. However, CSM and the Golden Police Department have an agreement that law enforcement responsibility for all CSM facilities and property will be assumed by the CSM police agency.

5.2.6 The Federal Protective Service, or other duly authorized federal agency, has law enforcement
responsibility for federal facilities within the City of Golden, such as the U.S. Geological Survey building located at CSM.

5.2.7 Any enclaves as may exist within the boundaries City of Golden, although entirely surrounded by the City of Golden, are unincorporated and fall under the jurisdiction of the Jefferson County Sheriff’s Department for law enforcement services.

5.3 **CONCURRENT JURISDICTION**

5.3.1 There are some circumstances, such as when a criminal act is a violation of both state and federal statutes, that the Golden Police Department and a federal law enforcement agency such as the Federal Bureau of Investigation or the U.S. Secret Service may have concurrent jurisdiction.

5.3.2 Overlapping jurisdictional authority may also exist when facilities such as military recruitment offices, or railroad property or equipment are involved.

5.3.3 Colorado Revised Statutes, sections 40-32-104.5, 40-32-105, 40-32-107, and 18-1-901, specifically address the law enforcement authority of railroad police officers and train conductors. Golden Police Department personnel are encouraged to be familiar with these citations.

5.4 **SHORT TERM MUTUAL AID**

5.4.1 Upon request, the Golden Police Department will assist any law enforcement agency with short-term mutual aid, providing it does not interfere with law enforcement responsibilities in Golden.

5.4.2 Verbal requests from the requesting agency's communications center through the Golden Police Department's Communications Center, for assistance with call overload, officer backup, or similar tasks may be handled at the watch level with no further staff approval required.

5.4.3 Formalized requests for more general assistance, such as coverage during funeral services or disasters, shall be reviewed and approved by staff.

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12 Accreditation Standards, Section 2.1.2
6. DIRECTIVES

6.1 GENERAL

6.1.1 The Chief of Police shall have the ultimate authority within the department to issue, modify or approve the written directives of the agency. The descriptive term Written Directives refers to any documentation of the type referred to within this policy, regardless of its actual physical format. Written Directives may be issued in the form of paper documents, or they may be disseminated by, stored on, and retrievable from electronic media such as the Police Intranet or e-mail.

6.1.2 When disseminating official information internally within the Golden Police Department, any of several different formats may be employed, depending upon the nature, purpose and/or scope of the information. The Chief of Police shall approve formats for written directives of the Golden Police Department.

6.1.3 The provisions of the Constitution of the United States, the Constitution of the State of Colorado, the statutes of the State of Colorado, and the Charter and ordinances of the City of Golden shall be considered to be written directives of this department. Particularly those sections that specifically relate to the powers, rights and duties of law enforcement officers. In some cases, reference is made to specific sections of these documents within the policy manual, however, this is not intended to imply that those are the only sections that apply to members of this agency, or that those sections may be more important than others. For purposes of this manual, the above-referenced documents are incorporated by reference.

6.2 PURPOSE AND SCOPE

6.2.1 The written directives of the Golden Police Department are intended to provide direction and focus to the members of the agency. As such, members of the Golden Police Department will follow all directives that pertain to them, their duty assignment or their job description. Some directives may be specific to individual members, or to a particular unit, division, or other subgroup of employees. In that event, only the specific members who are affected by the directive are required to comply.

6.2.2 Any written directive that has expired, or has been rescinded or superceded shall not be enforceable from the date it is expired, rescinded or superceded. Provisions of expired, rescinded or superceded policy sections or other written directives shall continue to be the guiding factor when considering or evaluating events or incidents that occurred during the time that the provisions of those directives were actively in effect.

6.3 EVOLUTION

6.3.1 In order to remain viable in a changing world, the policies and other directives of the Golden Police Department shall continue to evolve as required. All departmental personnel are encouraged to contribute to and participate in the process of development, review and modification of departmental policy and standard operating procedures. Proposals and recommendations may be made through the chain of command, or by any other approved means.

13 Accreditation Standards, Section 12.2.1(b)
14 Accreditation Standards, Section 12.2.2
15 Accreditation Standards, Section 12.2.1(d)
6.4 POLICY

6.4.1 Policy, which is documented in this manual, constitutes the formal governing rules and regulations of the department. Policy may only be implemented, superceded, modified, or rescinded by order of the Chief of Police. This may occur without prior notice.\textsuperscript{16}

6.4.2 The policy document will be reviewed on a regular basis and updated or modified as required.

6.4.3 Policy will be perpetual in duration and will remain in effect unless and until specifically modified or rescinded. Individual pages of Policy documents will be annotated with their effective date. An issued policy section with a more recent effective date shall supercede a policy section with a prior effective date.

6.4.4 Each member of the Golden Police Department will have ready access to the Policy Manual. Members will either be issued a copy, or have access via the Police Intranet. In addition, copies of the Policy document will be maintained at strategic locations within the department.

6.4.5 It is the responsibility of each member of the department to read, understand and follow the Policies of the Golden Police Department. Any member who does not understand a Policy is directed to seek clarification of the Policy in question from his or her supervisor.\textsuperscript{17}

6.5 STANDARD OPERATING PROCEDURE (SOP)\textsuperscript{18}

6.5.1 Generally, Standard Operating Procedures (SOP's) are procedural in nature and direct how Policy is to be applied or implemented. However, this does not preclude SOP's from addressing situations or circumstances that are not specifically referred to within policy. SOP's may be general or specific, depending upon the circumstances or requirements being addressed, and the needs of the department.

6.5.2 SOP's will be numbered, recorded and tracked. They will generally be issued as a physical document, and will follow a specific format to be determined by the Chief of Police. SOP's will include an effective date and an expiration date. In the event the SOP is to be perpetual in duration, a notation to this effect will appear in the expiration date field.\textsuperscript{19}

6.5.3 SOP's may be directed to one, some or all divisions of the police department. SOP's that apply to more than one division of the department shall be issued by the Chief of Police. SOP's that apply to only one division of the department may be issued by the commander of that division.\textsuperscript{20}

6.6 PERSONNEL ORDERS

6.6.1 Personnel Orders are specialized directives documenting changes in the employment status of an individual member of the agency. Personnel Orders are generally issued in support of a modification to assignment, rank, or some other change in administrative status.

6.6.2 Personnel Orders may be issued by the Chief of Police, or by a division commander, or under some extenuating circumstances, by a supervisor.\textsuperscript{21}

6.6.3 Personnel Orders will generally be issued on forms provided by the City of Golden Human

\textsuperscript{16} Accreditation Standards, Section 12.2.1(b)
\textsuperscript{17} Accreditation Standards, Section 12.2.2(a)
\textsuperscript{18} Accreditation Standards, Section 12.2.1(h)
\textsuperscript{19} Accreditation Standards, Section 12.2.2(a)
\textsuperscript{20} Accreditation Standards, Section 12.2.1(c)
\textsuperscript{21} Accreditation Standards, Section 12.2.1(c)
Resources Department. In some situations, such as an order directing a short term or temporary assignment or an emergency suspension, the Personnel Order may be issued in the form of a memo, however, the appropriate city form shall be completed as soon as is practicable, if required.

### 6.7 SPECIAL ORDERS

6.7.1 Special Orders are written directives of limited scope and duration, and are generally utilized to facilitate the department's response to some scheduled or anticipated event or situation.

6.7.2 Special Orders will ordinarily take the form of a memorandum, and may be disseminated by electronic means as well as on paper. Special Orders may also be promulgated by use of a sign-up form or assignment sheet, usually posted in the appropriate area of the department.

6.7.3 Special Orders are binding upon the department member, regardless of whether the member is specifically assigned or voluntarily signs up for a preferential time or date.

6.7.4 When a member signs up or volunteers for an extra-duty or off-duty assignment the commitment constitutes a Special Order and is binding upon the member. The only time a member is relieved of his or her responsibility regarding such an off-duty assignment, shall be when the member formally arranges to have another member accept responsibility for the obligation. It is incumbent upon every member of the agency to fulfill any assignment for which he or she accepts responsibility.

6.7.5 Special Orders may be generated at any level of the agency, with appropriate staff or supervisory approval.

6.7.6 Examples of events for which Special Orders might be issued include duty assignments for special events, mandatory training events, mandatory firearms qualification, and voluntary extra-duty or off-duty work assignments.

### 6.8 VERBAL ORDERS

6.8.1 Generally, Verbal Orders are orders and directives that are of an immediate nature, of limited scope and of short duration.

6.8.2 Every superior officer is granted the authority to issue orders to the subordinates under his or her command, or to any other subordinate member of the agency.

6.8.3 If a member of the department is assigned or appointed to a position of responsibility over another member of the agency of equal rank, then he or she shall have the authority to lawfully issue orders to that individual.

6.8.4 Lawful orders issued by a member empowered to do so shall be binding upon subordinates, even when such orders are relayed via another officer of the same or lesser rank as the recipient.

6.8.5 No member is required to follow an unlawful order.

6.8.6 If any member receives an order that is in conflict with a prior order, he or she should respectfully advise the issuing superior of the prior order. If directed to do so, the member should follow the new order, but may pursue an appeal process at a later time.\(^{22}\)

6.8.7 Verbal Orders may be documented in writing; however, the mere fact that a verbal order is documented does not automatically cause its status to become that of a Special Order, or any other type of Written Directive. A Verbal Order may be supplanted by a Special Order or

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\(^{22}\) Accreditation Standards, Section 12.1.3
6.9 ACKNOWLEDGEMENT

6.9.1 A process by which the department may track the receipt and review of disseminated directives by affected personnel shall be implemented.  

6.10 MODIFICATION OF ORDERS

6.10.1 Orders may from time to time be rescinded, modified, or reissued without liability or prior notice.

6.10.2 Orders that are rescinded are no longer considered binding upon members. Written directives will not be rescinded by a verbal command except when there are extenuating circumstances, and in any event, as soon thereafter as possible written documentation in support of the verbal command shall be issued.

6.11 REVIEW OF DIRECTIVES

6.11.1 All written directives promulgated by the agency, particularly the policy manual, shall be reviewed by a designated member of the department, or by a committee of members, on a regular basis to ensure that the policies remain current and applicable.

6.11.2 Directives that have an expiration date shall be maintained in a chronological or tickler file, and shall be reviewed at or before the date of their expiration. Unless reissued, directives that have reached their expiration date shall expire without further notice. If necessary, expiring directives may be reissued by the issuing authority or higher authority. If reissued, such directives will receive a new control number and a new expiration date. Upon expiration, a directive shall no longer be in force.

6.11.3 If a situation occurred prior to the expiration of a controlling directive, but is not reviewed until a time following the expiration of that directive, the directive shall be considered to be in effect for purposes of evaluating that situation.

6.12 ARCHIVAL RECORDS

6.12.1 For archival purposes, a perpetual record of all written directives, including expired, rescinded or superceded directives, shall be maintained by the Chief of Police.

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23 Accreditation Standards, Section 12.2.2(c)
24 Accreditation Standards, Section 12.2.1(e), 12.2.1(i)
25 Accreditation Standards, Section 12.2.2(b)
7. DEPARTMENTAL ACTIVITY

7.1 GENERAL

7.1.1 The Golden Police Department is a public entity, and as such, is subject to provisions of the open-records laws. The Golden Police Department encourages the citizens of the City of Golden to be aware of, and whenever possible, to contribute in appropriate ways to the fulfillment of the police mission. As such, the department makes certain information and statistics available to the public.

7.1.2 Personnel of the Golden Police Department are scheduled in order to provide adequate law enforcement protection to the community on a twenty-four hour per day basis.

7.2 ACTIVITY SUMMARY

7.2.1 The Golden Police Department provides a summary report of operational activity upon request. Such reports may be censored to preclude compromising integrity of juvenile records or victim information that are protected by law; or the integrity of ongoing and sensitive investigative activity.

7.2.2 Internal, administrative, personnel and other records that are not public are excluded.

7.3 ANNUAL REPORT

7.3.1 Annually, each division of the Police Department will evaluate its progress, accomplishments, statistics, etc., and the data will be submitted to the Chief of Police, to be compiled and published within the department’s Annual Report. The Annual Report has proven to be a viable tool by which the Police Department can communicate with the City Manager, other City of Golden departments, other police agencies, and citizens, as well as its own members.

7.4 SCHEDULING AND AVAILABILITY

7.4.1 Members of the department are required to report for duty when so ordered.

7.4.2 Generally, such requirements are documented in an Operational Directive that takes the form of, but may not be limited to:

- The regular duty schedule, including modifications thereto
- Any other posted duty schedule
- Training schedules
- Special duty schedules prepared to accommodate annual functions, such as the Buffalo Bill Days festivities
- Special duty schedules adopted for implementation in response to any anticipated potential crisis situation
- Any event when an officer voluntarily signs up to work extra duty
- Impromptu or short notice direction by a supervisor, dispatcher, or any other authorized person to respond in the event of an emergency or disaster

7.4.3 Whenever it becomes necessary to modify any member's regular duty schedule on short notice, it is incumbent upon the individual making the change to ensure that all affected personnel are made aware of such changes.
7.4.4 Otherwise, unless there is some compelling reason to the contrary, the failure by any member to be aware of and report for duty pursuant to the duty posted schedule, modified schedule, or special duty schedule, shall not be excused.

7.5 **EMERGENCY CALL-OUT**

7.5.1 In the event of an anticipated potential crisis, officers may be required to be immediately available to a telephone, radio or pager around the clock, for immediate callout. Under such circumstances, officers are required to be prepared to respond for duty at all times.

7.5.2 In the event of an impromptu emergency situation that results in short term notification of officers to respond, it shall be incumbent upon such officer to advise if there is a compelling reason why he or she is unable to respond.

7.5.3 All members of the department are required to have an operational telephone at their residence, and to have their current telephone number recorded in the Communications Center. In the event telephone service is temporarily unavailable, arrangements must be made to acquire such service as soon as possible, and during the interim period a viable alternative means of communications must be provided by the member, such as a cellular telephone or pager.
8. PERFORMANCE EVALUATION

8.1 GENERAL

8.1.1 The Golden Police Department believes it is in the best interest of both the employee and the agency to conduct regular formal evaluations of the work performance of each employee.

8.2 OBJECTIVES

8.2.1 The goals of performance evaluation are:

- Quantify the skill levels that each employee is able to demonstrate in the performance of his or her duty assignment, which helps to identify the member's personal strengths as well as training needs;
- Assess the progress of recruits during their initial training phase, and thereby validate the hiring process;
- Provide an opportunity for a formal interaction between the employee and the supervisor for the identification and review of individual and departmental goals;
- Create documentation to support current or future personnel actions such as: promotion, duty assignment, salary action, demotion, and termination.

8.3 SCOPE

8.3.1 Every employee of the Golden Police Department shall have at least one formal performance evaluation annually however, performance evaluations may be conducted more frequently as per procedure.26

8.3.2 In the event an employee who is not on recruit status is observed to have an unsatisfactory performance level, the employee and his or her supervisor should meet as soon as possible to identify the concern/s and to develop a plan to address the concerns identified. If this does not have the desired effect of motivating the employee to improve, then the employee shall be notified in writing of the deficiency as soon as possible. Notification shall not be delayed until the end of the rating period.27

8.3.3 The performance evaluation will be limited to observation of events that occurred during the identified evaluation period only. Nothing that has been addressed in a prior evaluation shall be included, except for observations of a remedial nature that were specifically identified in the prior evaluation.28

8.4 CRITERIA

8.4.1 Criteria for performance evaluations shall be specific to the assignment of the member being evaluated, and are derived from the following:29

- Description of duties as identified in the job description for the position being evaluated;30
- Teamwork demonstrated by the member;
- Observations made by the employee's supervisor;

26 Accreditation Standards, Section 35.1.2
27 Accreditation Standards, Section 35.1.6
28 Accreditation Standards, Section 35.1.5
29 Accreditation Standards, Section 35.1.4
30 Accreditation Standards, Section 35.1.1(a)
• Observations made by other supervisors and documented in a timely manner;
• Analysis of statistical reports or departmental records;
• Supervisors shall, in part, be evaluated on the evaluations they prepare for their subordinates; and
• Any other indicia which may be otherwise corroborated.

8.5 **METHOD**

8.5.1 Performance evaluations will be recorded utilizing forms and criteria that are consistent and appropriate throughout the department for each job category. The forms to be used will be identified in the relevant procedures.

8.5.2 Any evaluation category in which the employee's performance rating is "exceptional" or "unsatisfactory" shall be accompanied by written comment by the rater.

8.5.3 An integral part of the performance evaluation is a review of the forms by the rater and the employee being rated. This will provide the supervisor and the subordinate an opportunity for dialog about the employee's progress, as well as an opportunity to come to agreement on any points in the evaluation that may be disputed or questioned. The meeting also provides an opportunity for the supervisor and the employee to discuss goals and objectives for the upcoming rating period, any new evaluation criteria that may be included in the upcoming period, and to discuss the employee's career development goals and achievements.

8.5.4 The rater and the employee are required to sign the evaluation forms. The employee will have an opportunity to write any comments he or she desires to have included with the evaluation, and following completion of the evaluation forms, to include all appropriate signatures, the employee will receive a copy of the forms.

8.5.5 Even if the employee disputes the evaluation, his or her signature is required as an acknowledgement that the review has been conducted and explained. It does not constitute agreement with or dispute of the evaluation. Any employee who disputes the annual performance evaluation may access the department's appeals process.

8.6 **ORIENTATION**

8.6.1 Any member required to make an evaluation of another employee's performance will be trained in the evaluation system. New supervisors will be trained in the use of the performance evaluation system as a part of their initial orientation when promoted. Any time the performance evaluation system is modified, revised or supplanted there will be additional training on the system.

8.6.2 Evaluators will be equitable, and will take advantage of all available resources when preparing an employee's performance evaluation, including performance statistics, supervisor logs, commendations, critical incidents or any other relevant information. Employees should not be rated by comparison with another employee's performance, nor should they be rated by comparison with their own prior evaluation, unless there has been some prior concern that was
specifically identified as being addressed in the current evaluation period.\textsuperscript{38}

8.6.3 Members of the agency will receive training in the evaluation system as a part of their initial orientation to the department during the recruit phase, and at any time when the performance evaluation system is modified, revised or supplanted.

8.6.4 Employees who have questions about the performance evaluation system that are not adequately answered in the procedural documentation, are referred to their supervisor.

7 Administrative Requirements

8.7.1 Performance evaluations on employees shall be reviewed and signed by the supervisor of the rater.\textsuperscript{39} Performance evaluations shall be retained as a part of the employee's personnel record as per City of Golden policies and procedures.\textsuperscript{40}

8.8 Recruit Evaluation

8.8.1 Due to the highly specialized and intensive requirements of the Golden Police Department's recruit training program, personnel responsible for the training of recruits will employ an evaluation reporting system specifically developed for that purpose. Generally, provisions of the regular performance evaluation system will not apply. The recruit evaluation process is addressed elsewhere within the policy manual.

\textsuperscript{38} Accreditation Standards, Section 35.1.1(c)
\textsuperscript{39} Accreditation Standards, Section 35.1.8
\textsuperscript{40} Accreditation Standards, Section 35.1.13
9. DEPARTMENTAL GOALS

9.1 POLICY STATEMENT

9.1.1 The Golden Police Department is a dynamic organization, committed to improved performance, effectiveness and efficiency, and actively engaged in planning for the future needs of the City of Golden.

9.2 MISSION STATEMENT

9.2.1 The Golden Police Department is an organization comprised of men and women, both sworn and non-sworn, who are joined together under a common authority and dedicated to the attainment of certain common goals. As such the department is a synergistic entity, responsive, flexible and compassionate to the needs of its constituency. The department has summarized its defined role in the community with the following Mission and Values Statements.

The mission of the Golden Police Department is to work cooperatively with the community to provide a safe and secure environment by being responsive to the needs of those we serve.

9.3 STATEMENT OF VALUES

9.3.1 To accomplish the mission, the Golden Police Department has identified its core values, and has set them forth in the following values statement.

- We value human life, dignity, and respect for constitutional rights.
- We are committed to treat everyone with courtesy, respect, and fairness.
- We value community safety and community involvement.
- We value professional development that encourages employees to seek their maximum potential.
- We value quality service provided by a highly trained work force.
- We value teamwork, innovation, flexibility, integrity, and initiative.

9.3.2 While it is not humanly possible to achieve an ideal society, free of crime or disorder, it is the goal of the Golden Police Department to aspire toward that model, as closely as possible.

9.3.3 Therefore, the Golden Police Department strives to enforce the laws of the State of Colorado and of the City of Golden equitably and impartially within the constraints established by the Constitutions of the United States and the State of Colorado, and the statutory and judicially imposed limitations of police authority.

9.4 DEPARTMENTAL RESOURCES

Our most valuable assets are the members of this department; followed by the other employees of the City of Golden, and the citizens who provide us with the material resources that we utilize to serve them. Understanding that we are responsible for these physical resources, we are committed to preserving and maintaining them to the best of our ability.

41 Accreditation Standards, Section 12.2.1(a)
42 Accreditation Standards, Section 12.2.1(a)
9.5 **GOAL SETTING**

9.5.1 The Golden Police Department recognizes the necessity and value of planning for the future. The identification and setting of long and short-term goals is a viable means by which the progress toward the accomplishment of departmental plans may be measured.

9.5.2 Annually, departmental goals will be reviewed and updated. Completed goals will be analyzed, and new goals may be identified and adopted. Departmental goal setting will be a formal process; documented and made available to all affected personnel.

9.5.3 All members are encouraged to participate in the ongoing process of developing and improving the department. Agency related goals and objectives, budgetary recommendations, and other suggestions are all welcome. Many programs can be implemented easily and quickly, and not only improve the police department but give the employee greater ownership in the agency.

9.6 **CAREER DEVELOPMENT**

9.6.1 Officers are encouraged to pursue their own career development programs as well. Educational programs are available through the city, and specialized training is frequently available for those interested. The identification and achievement of personal goals and objectives are likewise encouraged, and supervisors will assist employees with this process.
10. UNIFORMS\textsuperscript{43}

10.1 GENERAL

10.1.1 Personnel of the Golden Police Department may be required or authorized to wear a distinctive uniform to make them immediately identifiable to the general public.

10.1.2 Uniform style, color or accoutrements may vary among the various units or sections of the agency, to facilitate differentiation between uniformed members who are sworn officers, reserve officers, and those who are non-sworn members.

10.1.3 Basic uniform procedures are generally the same for all personnel authorized to wear a uniform.

10.1.4 Reserve officers are required to display a distinctive patch identifying them as such; otherwise, except for the shield and hat device, the reserve officer's uniform is the same as that for a regular sworn officer.\textsuperscript{44}

10.2 ORIGINAL EQUIPMENT ISSUE

10.2.1 All attributes of departmental uniforms, including requirements, variations, and accessories are subject to final approval of the Chief of Police, and will be specified in procedural documentation.

10.2.2 At the time of employment or appointment, every employee will be issued the appropriate items of uniforms and equipment. Some items of uniform equipment, such as gloves, are not issued by the department and may be provided by the individual.\textsuperscript{45}

10.3 REPLACEMENT OF EQUIPMENT

10.3.1 Commencing with the second year of service, each employee is funded to replace worn out items of uniforms or equipment within limits defined by directives in force at that time.

10.3.2 With the exception of sidearms, virtually all uniform or equipment items, including those which are not initially issued, such as gloves, may be replaced with funds from the officer's uniform allowance, providing no issued items of uniform or equipment are required, as these have precedence.

10.3.3 From time to time, changes may be made in the description or specification of authorized items of uniform equipment. When such changes occur, unless otherwise directed by the Chief of Police, existing issued items of uniform equipment may continue to be worn or used; however, when such articles are replaced, they will be replaced with the currently approved version.

10.3.4 Issued items of uniform or equipment that become damaged in the course of duty may be replaced at the department's expense. Appropriate reports are to be completed in a timely fashion.

10.3.5 The Golden Police Department recognizes that members of the department may frequently furnish or use items of personal property while in the performance of their duty. Any member's personal property which becomes lost, damaged, or destroyed in the course of duty, such as prescription glasses, sunglasses, or wrist watches, may be eligible for full or partial replacement by the department, within limits outlined in related procedures. Any claims for reimbursement

\textsuperscript{43} Accreditation Standards, Sections 22.2.8, 41.3.4
\textsuperscript{44} Accreditation Standards, Section 16.3.4
\textsuperscript{45} Accreditation Standards, Section 22.2.8
should be filed within 72 hours, unless there is some reasonable cause for delay.

10.3.6 Should issued items of uniform equipment be lost, destroyed, or damaged as a result of gross negligence or intention by the member, disciplinary action may result.

10.3.7 Personal property of any member that is lost, damaged or destroyed during duty, as the result of negligence or intention by the member, will not be replaced at departmental expense.

10.4 APPEARANCE

10.4.1 Departmental personnel will present a neat, well-groomed, professional appearance. Uniforms and equipment will be properly maintained, and accessories appropriately displayed.

10.4.2 Officers are cautioned that hair length or style, and facial hair may constitute safety concerns, and are encouraged to take appropriate precautions. Also, facial hair may impair effective use of protective equipment such as the gas mask.

10.4.3 Members authorized to wear civilian clothes for duty will dress in appropriate, professional business attire.

10.4.4 An officer assigned to undercover duties will dress and appear appropriately for the assignment. However, during such times as the officer is not actively engaged in undercover or covert duties, he or she will likewise present a neat, well-groomed professional appearance; particularly when appearing for court or in some other public or high profile activity.

10.4.5 Officers are encouraged to appear for court in uniform, although wearing of appropriate civilian clothing is not prohibited. In the event an officer elects to appear for court in civilian clothes, appropriate business attire with a necktie is recommended. The casual dress is not authorized for appearance in court except under exceptional circumstances, and only with the approval of a supervisor.

10.5 UNIFORM

10.5.1 The uniform consists of authorized shirts, trousers and other accessories.

10.5.2 Long sleeve uniform shirts may be worn in conjunction with the following:

- Necktie
- Navy or black mock-turtleneck or turtleneck
- Open collar

10.5.3 When the uniform shirt is worn with an open collar, only the top button will be unbuttoned. If a visible tee shirt is worn, it must be plain white or navy blue.

10.5.4 Members of the Golden Police Department assigned to duties other than patrol may dress in compliance with the City of Golden's dress-down Friday policy.

10.5.5 Casual dress is not authorized for court or other formal functions, and the Golden Police Department will prescribe uniform requirements for special events or other formal functions.

10.6 SPECIALIZED UNIFORM ITEMS

10.6.1 The Golden Police Department recognizes that sworn officers may be exposed to hazardous situations during the routine performance of their duty, and out of concern for their safety,
officers are issued a ballistic protective vest. All officers are strongly encouraged to wear the vest while on duty.\textsuperscript{47}

10.6.2 Officers assigned to high-risk tactical duty, such as SWAT, riot control, drug raids or other high-risk forcible entry situations are required to wear a protective vest during such operations, without exception. Under these circumstances a tactical or higher threat level vest, if available, may be substituted for the issue vest.\textsuperscript{48}

10.6.3 All sworn officers are issued a protective helmet with face shield. When on duty, it is the responsibility of each officer to have the protective helmet readily available in the event of a tactical or hazardous situation. When actively engaged in such situations, the helmet will be worn. The helmet may be worn at other times, when deemed appropriate by the officer or supervisor.

10.6.4 In tactical or high-risk situations, a ballistic helmet may be substituted for the issue helmet.

10.7 \textbf{Outer Wear}

10.7.1 Authorized or approved jackets, sweaters, raincoats, hats and other items of uniform equipment may be worn as desired or necessitated by ambient conditions. Officers may wear sunglasses that do not detract from the appearance of the uniform.

10.7.2 All sworn officers are issued a reflective vest. Officers engaged in activities such as traffic direction, where high visibility is paramount for safety, are required to wear the vest.

10.7.3 Personnel who are assigned to specialized duties may be required to wear specialized uniforms or equipment during the performance of that assignment. Examples of such duty include, but may not be limited to motorcycle patrol, bicycle patrol, code enforcement, and SWAT or tactical duty.

10.8 \textbf{Jewelry}

10.8.1 Wearing of jewelry by uniformed personnel is optional; however, visible jewelry must not detract from or interfere with the uniform, or create safety concerns for the officer. A wristwatch is not generally considered an item of jewelry. An appropriate tie tack or bar may be worn with the necktie.

10.9 \textbf{Foul Weather Gear}

10.9.1 During brief periods of extreme inclement weather, members may wear appropriate non-uniform items of specialized foul weather gear, such as knitted caps or rubber boots, with supervisory approval.

10.10 \textbf{Shield}

10.10.1 The shield may also be referred to as the badge. The metal shield will display the individual's rank, classification, or position; as well as the name of the agency, and an approved seal in the center. The shield may display the individual officer's assigned badge number. Sworn personnel will be issued a gold-colored metal shield. Non-sworn personnel will be issued a silver-colored metal shield. Reserve officers will be issued a gold-colored metal shield that bears the term "Reserve".

10.10.2 The shield will be worn on the left breast of the uniform shirt, above the pocket, and centered

\textsuperscript{47} Accreditation Standards, Section 41.3.5
\textsuperscript{48} Accreditation Standards, Section 41.3.6
on the crease, if there is one; otherwise, centered midway between the middle of the shirt and the sleeve seam.

10.10.3 An approved patch or embroidered shield will be affixed to the uniform jacket or sweater, in the same location as on the shirt.

10.10.4 When wearing the raincoat, the metal shield will be removed from the shirt and affixed to the exterior of the raincoat, unless the raincoat is clearly marked with the word "POLICE" in a contrasting color or is equipped with the shield patch.

10.11 BADGE NUMBER

10.11.1 Officers of the Golden Police Department are assigned a badge number, which may be displayed on the shield. Generally, officers who successfully complete the field training process will be issued a badge by the department that displays their badge number.

10.11.2 The badge number consists of the year the officer was hired, followed by the sequential order in which the officer was hired. When more than one officer is hired at any one time, their order of hiring will be determined by the City of Golden Human Resources Department. The numbers will be separated by a hyphen. For example, badge number 99-1 represents the first officer hired in 1999. Officers hired in the year 2000 will display "00" as the year. Subsequent years will be indicated with a zero as the first digit as appropriate, for example "01", "02", and so forth.

10.11.3 Badge numbers are permanently issued. Upon leaving the service of the Golden Police Department, an officer's badge number shall not be reissued; nor shall subsequently issued badge numbers be decremented.

10.11.4 Should a former officer of this agency be rehired, the Chief of Police may permit the officer to reassume his or her original badge number. However, factors such as the duration of the break in service and the length of the member's original term of service should be taken into consideration in making that decision.

10.11.5 At the outset of this program, badge numbers were assigned to existing members by the department.

10.12 UNIFORM HAT

10.12.1 Officers of the Golden Police Department are not required to wear the issued uniform hat, except for special occasions, or as directed. The authorized uniform hat is a round, LAPD style, navy-blue hat with black visor.

10.12.2 The uniform hat will be equipped with a metal hat device. This insignia may include the member's rank or status.

10.12.3 Under certain circumstances such as when assigned to a post that exposes the member to the elements, and only with prior supervisory approval, the member may be permitted to wear a baseball-style cap. Such a cap will be clearly marked to identify the wearer as a member of the Golden Police Department.

10.13 DUTY BELT

10.13.1 The duty belt, holster, and accessories will be black. Leather or leather-appearing duty belts and accessories will be of basket weave design. Metal fittings may be black or chrome. The duty belt will be of the type held in place with hook and loop fasteners. With approval of the Chief of Police officers may wear duty belts and accessories of ballistic nylon.
10.13.2 Sworn officers and reserve officers are required to wear the duty belt with the uniform. At a minimum, the duty belt must be equipped with a holster and the duty sidearm, magazine holder with two magazines for the duty sidearm, and a handcuff case with at least one set of handcuffs.

10.13.3 Sworn personnel are authorized and encouraged to carry additional articles of equipment on the duty belt such as the issued chemical weapon dispenser, protective glove pouch, portable radio clip, baton holder and key holder. Officers may also carry such things on the belt as a pouch with a folding knife, or a cellular telephone. Belt keepers may be used.

10.13.4 Non-sworn personnel are not required to wear a duty belt; however, they may optionally wear a duty belt. Non-sworn personnel will not carry a sidearm or other enforcement equipment, unless specifically authorized to do so.

10.14 FOOTWEAR

10.14.1 Uniformed personnel are required to wear all black, leather-appearing footwear. The footwear should be functional and capable of withstanding the rigorous demands of police work.

10.15 GLOVES

10.15.1 Gloves routinely worn with the uniform should be black or navy blue.

10.15.2 Due to the potential for officers to come into contact with biohazards or other noxious substances, officers are strongly encouraged to have and use protective gloves when applicable. Protective gloves may be carried on the duty belt in an approved pouch.

10.15.3 For directing traffic, orange, white or reflective gloves may be worn.

10.16 RANK INSIGNIA

10.16.1 Officers that have been promoted or appointed to a rank or position are required to display rank insignia when in uniform.

10.16.2 Chief's rank insignia consists of two gold stars.

10.16.3 Division commander's rank insignia consists of gold captain's bars.

10.16.4 Sergeant's rank insignia consists of three chevrons.

10.16.5 Rank insignia above that of sergeant will be in the form of a gold colored metal device of approved design. Such insignia will be worn on the shirt collar, parallel with the front edge of the collar and approximately one-fourth inch from the edge.

10.16.6 Sergeant's rank insignia, as worn on the uniform shirt, will be a cloth patch consisting of three chevrons of approved design, worn on each sleeve below the shoulder patch, centered on the seam. The chevrons will be no more than one-half inch below the shoulder patch, but may be less if required to achieve appropriate spacing, particularly on the short sleeve shirt.

10.16.7 Officers assigned to temporary supervisory positions may display rank insignia consisting of three chevrons in the form of a gold colored metal device affixed to the shirt collar, centered between the sides of the collar with the point of the chevrons oriented toward the neck.

10.16.8 When displayed on the uniform jacket, rank insignia above that of sergeant will be attached to the epaulettes on the shoulder. Cloth chevrons will be located in the same orientation as on the uniform shirt. When appropriate, such as on the raincoat, sergeants may display gold metal chevrons on the collar of the garment, oriented as described above. Sergeants will display gold metal chevrons on the shoulder epaulette of the uniform sweater, with the point of the chevrons
oriented toward the neck.

10.17 **NAMETAG**

10.17.1 Uniformed personnel will wear a metal nametag the same color as the metal shield. The nametag will be worn immediately above the right side shirt pocket, centered on the crease.

10.17.2 Auxiliary devices, such as a matching time in service bar, may be attached to and worn with the nametag. In addition, the nametag may include a brief description of the member's specialized assignment, if any, such as "Field Training Instructor", "Range Instructor", "Technician" or "Dispatch Supervisor".

10.17.3 Auxiliary devices or descriptive information will be displayed as directed by the Chief of Police.

10.18 **SHOULDER PATCHES**

10.18.1 Approved shoulder patches will be displayed on both shoulders of the uniform shirt and jacket. The shoulder patch will be centered on the crease, three-fourths of an inch below the shoulder seam.

10.18.2 Shoulder patches and nametags will not be worn on the raincoat or sweater.

10.19 **RESERVE INSIGNIA**

10.19.1 Under provisions of Colorado Revised Statutes, Section 18-1-901, reserve police officers are required to be specifically identified as such by virtue of a uniform patch or unique uniform color.

10.19.2 Reserve officers of the Golden Police Department are required to display a patch on the uniform shirts and jacket, situated immediately above each shoulder patch, which bears the legend "RESERVE". The reserve patch will complement the shoulder patch.

10.19.3 A reserve officer may wear the uniform sweater providing a "RESERVE" patch is affixed to the sweater immediately above the cloth shield.

10.19.4 A reserve officer may wear a raincoat when required, providing the raincoat is clearly marked with the words "RESERVE POLICE" in a contrasting color, or the "RESERVE" patch is affixed to the raincoat.

10.20 **SERVICE BARS**

10.20.1 Members whose time in service exceeds five years will display a patch on the left forearm of the long sleeve uniform shirt consisting of embroidered diagonal bars, with each bar representing five years of full time service completed. The time in service patch will be displayed one inch above the cuff seam, with the outer edge of the patch located along the crease.

10.20.2 For purposes of this section, service in the same basic classification (ie: officer) with any municipal, county or state law enforcement agency may be included.

10.20.3 The time in service patch may optionally be displayed on the member's jacket in the same location as on the shirt.

10.21 **DECORATIONS**

10.21.1 Members who are awarded a medal or other official decoration may display the uniform insignia or ribbon on the uniform, centered approximately one-quarter inch above the nametag. If the member has two or more ribbons, they will be displayed side by side in descending order of
precedence when viewed from left to right. No more than three ribbons will be displayed in a row. If the member is entitled to wear more than three awards, two rows will be displayed, with the awards of greater significance in the upper row, and centered over the lower row.

10.21.2 The medal of valor insignia will be worn above and centered over any other award insignia.

10.21.3 The Chief of Police may give approval for members to display an additional pin signifying a special certification, award, or commemorative event. When approved, such pins will be worn centered above the member's nametag or above the ribbons if displayed, or in a manner as authorized by the Chief of Police. No such pin will detract from or interfere with the uniform.

10.21.4 Officers are authorized to display a shroud on the shield following the line-of-duty death of any Colorado law enforcement officer. The shroud may be displayed until the funeral or memorial service for that officer is concluded. As directed by the Chief of Police, the shroud may likewise be displayed following the death of any retired member of the Golden Police Department, particularly if officers will be participating in the funeral service.

10.21.5 The shroud will be in the form of a black band or strip crossing the shield diagonally. The upper end of the shroud will be adjacent to the shoulder, the lower end will be adjacent to the heart.

10.22 Other

10.22.1 Other specialized items of uniform equipment may be identified within this policy manual in sections specific to the activity, or by directive. Such items will be furnished to the officer by the department.
11. **DEPARTMENT PROPERTY**

11.1 **GENERAL**

11.1.1 The term "department property" refers to material resources owned by or assigned to the Golden Police Department, including fixed assets. Property owned by the Golden Police Department is ultimately owned by the City of Golden. For purposes of accountability, all property that is issued, assigned, entrusted, or on loan to the Golden Police Department shall also be considered and treated as department property, whether or not the source of that property is the City of Golden, or any other entity.

11.1.2 Generally, while articles of uniform and personal equipment are property and the following provisions apply, the deployment of these items is addressed on other sections within this policy manual. Other department property, such as ammunition, chemical weapons, and crowd control supplies and equipment are also addressed elsewhere within the policy manual.

11.1.3 Department property is not to be confused with articles of property that are being held by the department as evidence, or for safekeeping.

11.2 **EXPENDABLES**

11.2.1 Certain supplies such as forms, pens, or other office supplies are not categorized as property, even though owned by the department. However, this does not absolve members from exercising due care in the use or consumption of such items.

11.2.2 Generally, supplies will be ordered and purchased by the Administrative Assistant. Under some circumstances, when required on short notice, supplies may be individually purchased in accordance with established procedures.

11.3 **ACQUISITION OF PROPERTY**

11.3.1 The purchasing process shall be conducted within the provisions of the directives and policies promulgated by the City of Golden and relevant policies and SOP's of the Golden Police Department, and certain conventions shall be observed:

- Generally due to cost factors, a bid process shall be utilized;
- Command approval or authorization shall be obtained prior to making a purchase;
- Appropriate departmental documentation will be prepared.

11.3.2 Generally, purchasing shall be centralized and coordinated through the department's Administrative Assistant, who shall be responsible for the issuance and tracking of Purchase Orders and the internal purchasing records of the department. The Administrative Assistant will work closely with the City of Golden Finance Department to reconcile and facilitate verification and payment of invoices.

11.3.3 Acquisition of uniform equipment is addressed in the section of the Policy Manual relating to Uniform Equipment.

11.3.4 Department property may be purchased outright with funds from the department's budget, or with funds from other sources such as grants, or it may be donated to the department.

11.4 **EMERGENCY PURCHASING**

49 Accreditation Standards, Section 17.3.1(d)
11.4.1 When required, emergency purchasing, renting or leasing will be accomplished according to the Policies and SOP's of the City of Golden and the Golden Police Department, and when applicable, provisions of the City of Golden Emergency Operations Plan shall be implemented.

11.5 **SHORT-NOTICE PURCHASING**

11.5.1 When it becomes necessary to make purchases on short notice, whether to facilitate an immediate situation or investigation or to provide for the welfare of department members or prisoners, a supervisor may authorize purchases from local vendors without further approval, providing the purchase is within the limits prescribed by procedure.

11.6 **RECEIPTS**

11.6.1 When any purchase is made a receipt or similar documentation will be obtained and at the earliest reasonable time the member making the purchase or the supervisor authorizing the purchase will complete any supporting paperwork.

11.6.2 Whenever a member makes a cash purchase with personal funds the member shall submit for reimbursement.

11.7 **ISSUE OF EQUIPMENT**

11.7.1 In some cases department property may be available for general use by a group or class of personnel. Examples of such items include computers, copiers and furniture that are available in common areas of the department.

11.7.2 Some items of property are temporarily assigned to individual members. Examples include vehicles, shotguns and riot shields which, while assigned to an individual, are not generally available for common use.

11.7.3 Other items of property may be individually issued to members of the agency. Examples include uniforms, portable radios and rifles. Radios and rifles, although identified and assigned, are stored in common areas with restricted access, such as the radio closet or armory. Members of the department are not authorized to use property that is individually issued to another member of the department unless a supervisor specifically directs that the equipment shall be used. Rifles, portable radios and other property assigned to individual members shall be itemized as assigned in the member's property records. When the equipment is checked out for use in the field, a notation will be made on the member's daily equipment status report as appropriate.

11.7.4 When property is issued to a member, a notation will be made in the member's individual property record as having been issued the article.

11.7.5 Some items may be maintained on a separate master inventory list or roster, such as policy manuals.

11.7.6 Property that is returned in serviceable condition may be reissued.

11.8 **LOCKERS**

11.8.1 Members of the department are provided the use of a locker for the temporary storage of equipment or personal belongings if they so desire, however, there is no expectation of privacy. These lockers are department property and the department reserves the right to enter or search

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50 Accreditation Standards, Section 17.5.2
11.9 **ACCOUNTABILITY**\(^{51}\)

11.9.1 In conjunction with the policies and procedures of the City of Golden, property of the Golden Police Department shall be accounted for in permanent inventory records, which shall be maintained by the Administrative Services Commander.

11.9.2 If an article of department property has a unique serial number, that number shall be included in the property inventory record. When, due to actual ownership, value, or other considerations, an item of property is identified with a City of Golden, or Golden Police Department property number or other department applied number, that number will also be included in the property inventory record.

11.9.3 All newly acquired property shall be added to the department's inventory. Uniforms and other items of property and equipment that are issued to individual officers will be itemized in individual members' records of issued property. No uniform record entry is required when worn out articles of uniform equipment are replaced via the employee's uniform allowance, although newly acquired articles must be added to the member's record.

**11.10 CARE OF PROPERTY**

11.10.1 All members of the Golden Police Department are charged with the responsibility to properly care for the property of the department, whether such property is specifically assigned to the member, or in general use.

11.10.2 Operational viability of issued equipment is the responsibility of the individual member to whom the equipment is issued. Each supervisor is responsible to check the condition of department property issued to his or her subordinates.

11.10.3 From time to time department property may become lost, damaged or destroyed. As soon as practicable, loss of or damage to department property shall be reported to a supervisor so that it may be replaced or repaired as required.

11.10.4 Individual members of the agency shall not be liable for department property that is unavoidably damaged or destroyed in the line of duty, when the damage or destruction is not a result of abuse, negligence or malice.

11.10.5 Equipment that is not fit for duty shall be tagged or marked so that it is not deployed, and reported for repair or replacement according to SOP. Damage to vehicles assigned to the agency shall also be reported to the Fleet Maintenance Department. If required, a state traffic accident report shall be completed.

11.10.6 Abuse of equipment, or a malicious or negligent act by any member of this agency that results in damage or destruction of department property is a violation of policy.

11.10.7 Any member observing the deliberate abuse of departmental property, whether or not such abuse results in damage to the property, shall report their observations to a supervisor. Failure to report damage to department equipment is a violation of policy. Any supervisor receiving a report of such behavior by a member of this agency shall investigate and if necessary may initiate a Professional Standards inquiry or investigation. Failure by a supervisor to appropriately follow up on such a report is a violation of policy.

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\(^{51}\) Accreditation Standards, Section 17.5.1
11.11 **MAINTENANCE OF PROPERTY**

11.11.1 Department property may be maintained or serviced by qualified members of the agency such as trained firearms armorers, or by specialists employed by the city such as computer technicians or fleet maintenance personnel. Otherwise, service contracts with external vendors, such as radio equipment maintenance firms, may be obtained according to established procedures.

11.12 **STORAGE OF PROPERTY**

11.12.1 Department property and equipment that is stockpiled in anticipation of use shall be maintained in a state of operational readiness at all times. Such equipment shall be the responsibility of the commander of the division to which the equipment is assigned. The equipment should be inspected on a regular basis to ensure that it remains viable. Such things as chemical weapons or gas mask filters, which have expiration dates or a fixed shelf life, are particularly vulnerable and should be replaced as required.

11.13 **RETURN OF ISSUED PROPERTY**

11.13.1 Upon leaving employment with the Golden Police Department, as a part of out-processing, employees will return any property issued to them that belongs to the department.

11.13.2 When changing duty assignment or being transferred, an employee will return equipment that is not required in their new assignment.

11.13.3 Issued property that is returned shall be removed from the member's individual property record.

11.14 **DISPOSAL OF DEPARTMENT PROPERTY**

11.14.1 Department property shall be disposed of according to the applicable policies and SOP's.

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52 Accreditation Standards, Section 17.5.3
12. RETIREMENT

12.1 GENERAL

12.1.1 The Golden Police Department recognizes that members of this agency who have contributed years of service to the community are worthy of special recognition when they make the decision to end their careers. It is the department's policy to recognize those members, and provide them with credentials that identify them as "Retired" members of the department.

12.1.2 For purposes of this policy, retirement is defined as the honorable termination or cessation of regular active service with the Golden Police Department following a minimum of twenty years of service to the department. Both sworn and non-sworn personnel may retire.

12.2 CONDITIONS

12.2.1 At the discretion of the Chief of Police, years of service while employed in a similar capacity with any other Colorado law enforcement agency may be taken into consideration when calculating years of service for purposes of determining retirement. Likewise, under some circumstances, a member's honorable termination or cessation of regular active service prior to the completion of twenty years of service to the department may be deemed to be retirement. Such circumstances may include but are not limited to health considerations that would preclude the member from continuing in service.

12.3 PENSION

12.3.1 Retirement and pension vesting are not synonymous.

12.4 CREDENTIALS

12.4.1 Retired members will be issued a department identification card that clearly identifies the member as retired, and shows the retired member's position with the department at the time of retirement.

12.4.2 Retired members may carry a badge appropriate to their position, providing the badge is clearly marked "retired". A retired identification card shall not have any expiration date.

12.5 CONCEALED WEAPONS PERMIT

12.5.1 Retired members of the Golden Police Department may be granted concealed weapons permit privileges, at the discretion of the Chief of Police. When permission to carry a concealed weapon is embodied within the retired identification card, it shall expire three years after the date of issue.

12.5.2 As with any concealed carry permit, the Chief of Police may rescind the permit for cause. Under that circumstance, the retired member is required to surrender the identification card, and a duplicate card will be issued which does not include a concealed carry permit.

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53 Accreditation Standards, Section 22.2.2
13. COMMUNICATIONS

13.1 GENERAL

13.1.1 The Communications Center is the nerve center of the Golden Police Department. Without the Communications Center, the agency could not hope to function effectively. The communications dispatcher is a lifeline for the officers and firefighters in the field.

13.2 AUTHORITY

13.2.1 Police dispatchers speak with the authority of the Chief of Police when making call assignments, relaying orders, directives, and dispatching officers or other field units.

13.2.2 Therefore, unless there is some exigent circumstance, every such assignment, order or directive will be completed by the unit assigned unless specifically countermanded by the watch commander. In that event, the watch commander shall assume responsibility.

13.3 DUTIES

13.3.1 Police dispatchers must meet stringent requirements for reliability and attention to detail. Dispatching is a field suited only for the above average individual. The ability to multi-task is invaluable.

13.3.2 Dispatchers are the first link in the chain of problem solving. In most instances the first person a citizen with a problem comes into contact with is a police dispatcher. As such, it is the responsibility of the dispatcher to appropriately interact with every caller, in a courteous and professional manner, whether the dispatcher is able to resolve the problem immediately, is required to dispatch an officer or other service professional to assist, or transfers the call to another jurisdiction. Dispatchers will screen each call and make a determination as to the nature and priority of the call.

13.3.3 People call the police for many reasons and the dispatcher must treat each caller promptly, with courtesy and respect, even if the call is frivolous or misdirected. It is the dispatcher's responsibility to obtain as much information as possible from the caller, and to communicate that information to officers in the field who are being dispatched to the call for service. Likewise, the dispatcher will provide information to the caller so they know the status of their request for service.

13.3.4 Both emergency and routine calls for service will be managed according to SOP, receiving an incident number. This applies to fire department and EMS calls as well as police responses. Appropriate and required information should be recorded in the incident record, and if requested by the officer a crime report (CR) number will be assigned. In addition to dispatched units, call records will routinely include any police, fire, or EMS units that have called out at the scene of any incident even though they were not dispatched, such as detectives or command staff.

13.3.5 Dispatchers will continuously monitor the status of all units in the field, and may at any time

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54 Accreditation Standards, Section 81.2.12
55 Accreditation Standards, Section 81.2.7(a)
56 Accreditation Standards, Section 81.2.12
57 Accreditation Standards, Section 81.2.7(b)
58 Accreditation Standards, Section 81.2.4
Examples of a dispatcher’s duties include, but may not be limited to:

- Manage telephone communications, including the E-911 system;\(^{59}\)
- Manage two way radio communications;
- Interact with walk-in customers;
- Manage CCIC and NCIC computer operations;
- Dispatch emergency and routine calls for service including police, fire and emergency medical;
- Monitor closed circuit video cameras that provide building, premises and prisoner security;
- Monitor the status of certain public works units, such as water treatment plant operators;
- Monitor and dispatch units to municipal building alarms;
- Take reports, such as traffic crash counter reports or telephone reports;
- Monitor and coordinate inter-jurisdictional radio traffic, including the Colorado Law Enforcement Emergency Radio (CLEER) and the National Law Enforcement Channel (NLEC).\(^{61}\)

Dispatchers will be trained in Emergency Medical Dispatch (EMD) techniques prior to being permitted to perform EMD, and EMD materials will be available.\(^{62}\)

The Golden Police Department does not monitor private security alarms.\(^{63}\)

It is the responsibility of the communications dispatcher to convey information, calls for service or any other communications to the appropriate recipient as quickly and accurately as possible.

Some situations require confidential information to be passed on, and the dispatcher will ensure that the officer or other information recipient is alerted in a way that will avoid jeopardizing the member’s safety. SOP’s will detail the particular methods to be utilized in dispatching confidential and sensitive information.

Dispatchers will be familiar with the geographic boundaries of the City of Golden, to ensure that calls for service are appropriately handled by the correct agency. From time to time people will call the Golden Police Department for emergency assistance when they should be calling another agency. These calls will be treated with the same professionalism as any other emergency call, whether information is taken from the caller, or the call is rerouted to the appropriate agency. SOP’s for call rerouting will be followed.

Dispatchers will have access to current City of Golden maps, either in a printed form or electronically via the computer.\(^{64}\) In addition, Jefferson County and Colorado maps should be available.
- Dispatchers will utilize one or another of the radio alert tones to gain officers’ attention in the event of reports of crimes in progress, life threatening situations, officers requiring emergency assistance, or any other situation when the dispatcher deems it necessary. Alert tones may be employed when

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\(^{59}\) Accreditation Standards, Section 81.2.6(e)
\(^{60}\) Accreditation Standards, Section 81.2.2
\(^{61}\) Accreditation Standards, Section 81.2.10
\(^{62}\) Accreditation Standards, Section 81.2.15
\(^{63}\) Accreditation Standards, Section 81.2.13
\(^{64}\) Accreditation Standards, Section 81.2.6(d)
unable to locate an officer on the air, but there is no immediate cause to believe there is an emergency.

13.4 **SUPERVISION**

13.4.1 The Communications Section is a part of the Administrative Services Division.

13.4.2 The communications supervisor has joint responsibility for the overall operations of the Communications Section and the Records Section.

13.4.3 Due to the direct interaction between patrol personnel and dispatchers, in all operational or tactical matters the dispatcher will be subordinate to the watch commander, who shall be accessible to Communications Center personnel at all times while on duty.\(^{65}\)

13.4.4 If a dispatcher is given an order by the watch commander that is in conflict with prior instructions received from the communications supervisor, the dispatcher will advise the watch commander of the prior orders. If so directed, the dispatcher will then comply with the watch commander’s order, and should report the situation to the communications supervisor at the earliest opportunity.

13.4.5 If necessary, the communications supervisor will then follow up directly with the watch commander, or if the situation or concern cannot be satisfactorily resolved at that level, then the concern should be addressed through the chain of command.

13.5 **SECURITY\(^{66}\)**

13.5.1 Dispatchers are responsible for ensuring the security of information relayed through the Communications Center, which includes information from the Colorado Crime Information Computer (CCIC), National Crime Information Computer (NCIC) and Department of Motor Vehicles (DMV) computer databases.\(^{67}\) Dispatchers are directed to comply with all regulations regarding the release of information obtained via the CCIC and NCIC systems.

13.5.2 Applicable CCIC and NCIC regulations will be observed by all department personnel who are authorized access to those systems.

13.5.3 Printouts of sensitive or restricted information that are to be discarded shall be shredded or otherwise disposed of in a secure manner.

13.5.4 All telephone and radio communications will be recorded. Immediate access to recently recorded information is available as a function of the recording equipment.\(^{68}\)

13.5.5 Recordings will be retained a minimum of 30 days in order to provide an archival record of voice communications.\(^{69}\) A copy of any such recording may be provided to any department member who has a professional need for it. Ordinarily, these copies should be requested in writing according to SOP, but in an emergency, a verbal request shall suffice.\(^{70}\) Dispatch personnel should be trained in the use of duplication equipment prior to making copies of archival recordings. Archival recordings are secured in the office of the Communications Center.

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\(^{65}\) Accreditation Standards, Sections 81.2.6(a), 81.2.6(g)

\(^{66}\) Accreditation Standards, Section 81.3.1

\(^{67}\) Accreditation Standards, Section 81.2.9

\(^{68}\) Accreditation Standards, Section 81.2.8

\(^{69}\) Accreditation Standards, Section 81.2.8(a)

\(^{70}\) Accreditation Standards, Section 81.2.8(c)
supervisor, which is within the secure Communications Center.\textsuperscript{71}

13.5.6 In order to ensure that emergency services continue uninterrupted, the Golden Police Department has an emergency backup power generator to automatically provide electrical power in the event of a general failure.\textsuperscript{72} Computer equipment shall also be protected with individual uninterrupted power supply (UPS) systems to ensure that power failures or fluctuations do not interrupt computerized services.

13.5.7 Radio and telephone systems should have built-in redundancy. The E-911 telephone system shall automatically revert to the Jefferson County Sheriff’s Office communications center in the event of a Golden Police Department system failure.\textsuperscript{73}

13.6 SCHEDULING

13.6.1 The Communications Center shall be continuously operational twenty-four (24) hours per day, every day of the year, and dispatchers will be scheduled so that there is at least one dispatcher on duty at all times, and whenever possible, two.\textsuperscript{74}

13.6.2 When reporting for his or her tour of duty, it is incumbent upon the oncoming dispatcher to receive all available information about the status of every unit that is on duty, any calls that are in progress or pending, and any other special instructions that may be in effect.

13.6.3 The watch commander will provide Communications Center personnel with a roster of all field personnel on duty during the current watch, and their assignments.\textsuperscript{75} It is the dispatcher’s responsibility to ensure that all personnel are then accounted for in the computer system.

13.6.4 The communications center shall have a current telephone roster of all police department personnel, and should have a current telephone or pager number for any other city personnel who are on call or who may require emergency notification.\textsuperscript{76}

13.6.5 The Communications Center should have a resource guide or reference that includes telephone numbers, so that in an emergency, mutual aid requests and orders for equipment may be expedited.\textsuperscript{77}

13.7 TRAINING

13.7.1 Police dispatchers will receive on the job training, and will demonstrate an acceptable level of proficiency prior to being permitted to dispatch without direct supervision. Dispatcher training and skills progress will be monitored in a similar manner as is utilized for recruit police officers.

13.7.2 Radio is the primary method for dispatching and communicating with officers, fire, emergency medical services (EMS) and public works. Dispatcher trainees will demonstrate acceptable proficiency in the use of radio equipment and procedures.

13.7.3 Dispatchers will be trained in the use of the Golden Police Department's computer assisted dispatch (CAD) system, computerized report writing system and the CCIC and NCIC computer systems. In conjunction with this, dispatcher trainees are required to successfully pass all required CCIC / NCIC proficiency testing, as regulated by the CBI.

\textsuperscript{71} Accreditation Standards, Section 81.2.8(b)
\textsuperscript{72} Accreditation Standards, Section 81.3.2
\textsuperscript{73} Accreditation Standards, Section 81.2.2
\textsuperscript{74} Accreditation Standards, Section 81.2.1, 81.2.3
\textsuperscript{75} Accreditation Standards, Section 81.2.6(b)
\textsuperscript{76} Accreditation Standards, Sections 81.2.6(c), 81.2.6(f)
\textsuperscript{77} Accreditation Standards, Section 81.2.6(f)
13.7.4 Communications dispatchers play an integral role in any tactical situation. Therefore, when plans are made, or training is conducted in preparation for tactical response, Communications Center personnel should be included.\textsuperscript{78}

13.8 \textbf{FEDERAL REGULATIONS}\textsuperscript{79}

13.8.1 Two way radio communications are controlled by the Federal Communications Commission (FCC).

13.8.2 All FCC regulations that apply to the radio communications systems and procedures of the Golden Police Department will be complied with.

13.9 \textbf{ADMINISTRATIVE}

13.9.1 Dispatchers are subject to the same administrative controls and reviews as officers, such as performance evaluations and supervisor's logs.

13.10 \textbf{ACCESS TO THE COMMUNICATIONS CENTER}

13.10.1 The Communications Center shall be protected from unauthorized access. Due to the potential vulnerability of communications center personnel, and the sensitive nature of the equipment in the facility, bullet resistant glass shall be used in customer access windows, and exterior doors will remain locked.

13.10.2 Access into the Communications Center by other police department personnel will be regulated by SOP.

13.10.3 Due to the restrictions on viewing CCIC and NCIC computer data, dispatchers’ shall ensure that unauthorized personnel are not permitted access to sensitive information.

13.10.4 Any non-law enforcement personnel who require access into the center should be escorted upon their initial entry into the Communications Center. City employees or contract personnel, such as computer or radio technicians, may be authorized access without escort, but communications center personnel should be advised upon their initial entry into the facility.

13.10.5 Building maintenance or custodial personnel are authorized limited access for specific purposes.

\textsuperscript{78} Accreditation Standards, Section 81.2.6(g)

\textsuperscript{79} Accreditation Standards, Section 81.1.2
14. RECORDS

14.1 GENERAL

14.1.1 The Records Section has been established as a separate component of the Golden Police Department's Administrative Services Division.

14.2 SUPERVISION

14.2.1 The Records Section is managed by the Administrative Services Commander. Personnel assigned to this section will be under the immediate supervision of the Communications Supervisor.

14.2.2 Evaluations provide a comprehensive method of evaluating each records person in terms of is/her work performance. The primary goal of the evaluation is to improve employee performance by informing the employee of their strengths and weaknesses and by notifying the employee of the requirements for improvement.

14.2.3 All Records Personnel are rated annually in a uniform manner on a standardized form approved by the Chief of Police. Each individual is given a copy of the evaluation and provided an opportunity to discuss the evaluation and its potential impact with the Communications Supervisor.

14.3 SCHEDULING

14.3.1 The work hours of the Records Section are determined by the needs of the department and the guidelines set forth by the City of Golden. The hours for the public to transact business are from 0800-1700 hours Monday – Friday, closed on City observed Holiday’s.

14.3.2 All requests for time off must be made with as much advance notice as possible. Time off can not impact the staffing of the records unit.

14.3.3 Records Personnel will receive the number of holidays provided by the City of Golden and will be observed on the day designated by the city.

14.3.4 Records personnel may be required to work overtime to cover staff shortages or to attend meetings. All overtime must be approved by the Communications Supervisor.

14.4 DUTIES

14.4.1 The telephone is oftentimes the only contact a citizen may have with the department, and each caller will be treated courteously. Records personnel shall answer each call promptly and identify the section, giving their name.

14.4.2 Records Personnel must follow all state statues for the release of information. Records Personnel shall not release confidential information to the public or press by telephone or other means.
14.4.3 The Records Section will provide access to, and photocopies of, criminal justice records to all applicants in accordance with CRS 24-72-301-309, a copy of which is maintained in the records section.

14.4.4 All requests for access to or copies of reports involving juveniles will be provided in accordance with the Colorado Children’s Code.

14.4.5 Copies of police reports shall be available for release, following the records release state statues, with a fee assessed to the public.

14.4.6 The Records Section function as the point of release for all information leaving the Golden Police Department.

14.4.7 The Records Personnel responsibilities include the following duties:

- Reviewing all reports received from patrol and investigations for accuracy and completeness.
- Correcting any duplicated CR numbers
- Checking reports for required CCIC/NCIC entry
- Checking accuracy of property entries
- Maintaining control and integrity of reports and files
- Ensuring all reports are completed in a timely fashion for NIBRS submissions
- Distributing reports to other divisions and agencies
- Disseminating information to the public
- Data entry and statistical report preparation
- Attaching by RVI scan all supplementary and supporting documents to appropriate reports.
- Expungement of reports as designated by the courts.

14.4.8 The Records Section Personnel also provide directions and services to the public and to other departmental divisions.

14.4.9 With proper proof of identification, such as a driver’s license, picture ID, or birth certificate, any person may request verification of his/her arrest record or lack thereof.

14.4.10 Whenever property is recovered and a supplemental report is forwarded to the Records Section, records personnel are responsible for notifying the insurance company of the recovery, either by mail or telephone.

14.4.11 Records personnel are responsible for processing mail for photocopies of reports and arrest record inquiries. All requests for records will be processed daily, if possible, responding to the request no later than three working days.

14.5 REPORT NUMBER CRITERIA
14.5.1 Incident report numbers (IR), are assigned to each call for service by dispatch.

14.5.2 Crime Report numbers (CR), will be assigned to all reports which are or may be criminal in nature, i.e. Part I and Part II crimes or violation of municipal ordinances.

14.5.3 If more than one report is received for the same incident, only one CR number will be assigned.

14.5.4 Any follow-up information or additional reports to any one incident will reflect the original CR number.

14.5.5 Each CR report and each incident are assigned a chronologically sequenced number. The numbering system begins on January 1st of each year, with the first number being the department number and the last two digits of the year, i.e. 010300001.

14.6 DEPARTMENT FORMS

14.6.1 The administrative Secretary maintains forms relating to offense, supplemental, traffic accident, arrests, property and prosecution reports.

14.6.2 Most of the forms related to field reporting are inventoried by the Administrative Secretary.

14.6.3 Orders for forms and supplies are placed through, and approved by, the administration staff.

14.7 EXPUNGEMENT OF RECORDS

14.7.1 Prior to the expungement of a record, the court will notify all concerned parties by an order and notice of hearing for Expungement of Records.

14.7.2 Upon receipt of the court order for the Expungement of Records, records will purge all entries related to the record in the arrest log book.

14.7.3 Remove the pertinent reports from the active automated and manual files and microfilm storage, notify the court and petitioner in writing of compliance with the court order within 120 days.

14.7.4 Delete all references to the expunged record from the individual’s alpha record and microfilm storage.

14.7.5 A master listing of all expunged and sealed records shall be maintained and accessible to all records personal.

14.7.6 If any person, including criminal justice agencies, requests access to expunged reports or inquires as to whether such record exists, the reply shall be “No such record exists.”

14.8 PRIVACY AND SECURITY OF RECORDS

14.8.1 Records maintained by the Records Section are physically secured. Access to the Records Section will be limited to departmental employees or other persons granted permission by records personnel or command staff.

14.8.2 Only the Records Personnel shall have the authority to disseminate or photocopy criminal justice information or to grant permission to inspect, or copy criminal justice records to persons not employed by the department.
14.8.3 In cases of inspection of records, the Records Personnel must require the inspecting person to show identification.

14.9 **RECORDS RETENTION SCHEDULE**

14.9.1 The Records Section currently retains records beginning with 1981.

14.9.2 Arrest reports are being maintained within the Records Section for the current year. Prior arrest reports are permanently maintained in microfilm storage.

14.9.3 Offense, incident, and traffic reports are maintained in the Records Section for the current year.

14.10 **FUNDS AND RECEIPT PROCEDURES**

14.10.1 Records release to the public are on a fee schedule. The individual obtaining the record must pay the fee with the City Clerk prior to receiving the item from Records. The Records Personnel will record the transaction in a receipt book showing the name of the individual requesting the record, and the associated case number with the record being released.

14.10.2 A schedule of fees charged for photocopies and other services is posted for the public’s information. All persons will be charged a set fee, as allowed by state law, except as follows:

14.10.3 Local, state and federal agencies will not be charged.

14.10.4 Any adjustments in the fee structure must be approved by the Chief of Police.

14.11 **RECORDING ARREST INFORMATION**

14.11.1 Whenever an officer determines an unlawful act has been committed and the responsible person identified, it is the officer’s responsibility to complete a custody report and all other appropriate reports.

14.11.2 Booking arrestees, whether adult or juvenile, at the Golden Police Department consists of taking a minimum of two photographs and obtaining a minimum of two fingerprint cards.

14.11.3 Each person arrested, or on whom a case is filed by the Golden Police Department, is assigned a unique arrest number. Numbers are issued one time only and that number is assigned for all subsequent arrests of that person.

14.12 **SEPARATION OF ADULT AND JUVENILE RECORDS**

14.12.1 The department will maintain separate records and arrest files for adults and juveniles in accordance with the Colorado State Statues and the Colorado Children’s Code.

14.12.2 Juvenile records are maintained by the Records Section in such a manner that all juvenile records are safeguarded from unauthorized disclosure and identified specifically as “juvenile records.”

14.13 **INCIDENT BASED CRIME REPORTING (IBR)**
14.13.1 All offense reports, supplements to offense reports, and custody reports are scored with IBR codes as defined in the Uniform Crime Reporting Handbook for Incident Based Reporting, maintained in the Records Section.

14.14 CASE DISPOSITIONS

14.14.1 The appropriate court agency shall forward dispositions to the Records Section on each case presented for prosecution, and the department shall receive a “Notice of Declination” on all cases declined for prosecution by the District Attorney’s Office.

14.14.2 Records personnel will forward the disposition information, with CR number noted thereon, to the property custodian for property disposition.

14.14.3 Dispositions on adult and juvenile cases will be recorded in the automated Master Name Index file, in the Master Arrest Name file, and a copy of the disposition sheet will be maintained in the original case report file.

14.14.4 Whenever a supplement to an office report is received changing the disposition status from cleared by arrest to exceptionally cleared, victim failed to prosecute, or if the offense is unfounded after an arrest is made, the supplement should also be treated as a final disposition. If charges are not going to be filed, the arrest folder and the case report file shall reflect that information.
15. PUBLIC INFORMATION OFFICER  

15.1 GENERAL

15.1.1 The Golden Police Department believes that one of the keys to establishing and maintaining good community relations is to communicate with the members of the public.

15.1.2 Toward this end, the department has one or more individuals who are responsible for performing the duties of Public Information Officer (PIO).

15.1.3 It shall be the responsibility of the PIO to establish and maintain contacts with representatives of the broadcast and print media. While primarily responsible for news and events that relate to the Golden Police Department, the PIO may from time to time be requested to assist in incidents involving other city departments or events.

15.2 PRESS RELEASES

15.2.1 Whenever any newsworthy event or activity that involves the police department occurs in Golden, the PIO should prepare a press release, and should be available for follow-up contact with representatives of the media.

15.2.2 The PIO should be familiar with the theory and operation of the Incident Command System, the City of Golden's Emergency Operations Plan, and any other city or departmental policies and procedures that may apply. In the event of any major incident involving the police department, it will be the responsibility of the PIO to establish and maintain a media relations center, and to deliver press releases and updated information.

15.2.3 The PIO should be familiar with all relevant sections of this policy manual so that restricted information is not inadvertently released or compromised.

15.3 MEDIA ACCESS

15.3.1 Prior to meeting with members of the media, the PIO should have a good working understanding of the incident, and should clarify what information may or may not be released. The PIO must be able to interact with members of the media without being evasive, but at the same time without releasing information that cannot be divulged at the time.

15.3.2 As a part of his or her duties the PIO will, from time to time during the course of an extended incident, arrange to have the Chief of Police, the Incident Commander, the Fire Chief or some other relevant staff person meet with the media on camera. Prior to such a meeting, the PIO should discuss the extent and nature of the executive's exposure, and the staff member should recognize that the PIO may intercede during such a meeting in order to avoid sensitive issues or preclude the untimely release of sensitive information.

15.3.3 Access by members of the media into the immediate area of any major incident or crime scene shall be controlled by the PIO. The PIO shall coordinate any special access privileges with the Incident Commander, and shall ensure that media access does not jeopardize any operational considerations. In some cases, particularly where there are adverse operational or logistical considerations, the media may be required to choose from among themselves one representative or filmmaker to be admitted to the scene, and share the film or dialog thus obtained.

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80 Accreditation Standards, Section 54.1.1
81 Accreditation Standards, Section 54.1.3

03/07/2003
16. INCIDENT REVIEW PROCESS

16.1 GENERAL

16.1.1 The Golden Police Department actively seeks to improve the quality and level of service to the community. Therefore, it is the policy of the department to review, critique and learn from incidents which officers become involved in. In order to facilitate such review, the department utilizes a formal incident review process known as the Critical Incident Review Board. The board is composed of members from various levels of the agency, who meet as peers in an open forum to review and discuss each reported situation, and make recommendations to departmental staff regarding the appropriateness of the actions of agency members.

16.1.2 The Critical Incident Review process is not to be confused with, or supplant the Professional Standards Investigation process, which is described elsewhere within this policy manual.

16.2 REPORTING REQUIREMENTS 82

16.2.1 The review process is initiated by submission of a Critical Incident Report.

16.2.2 Situations deemed to be Critical Incidents, requiring completion of a report, include but are not limited to the following.

- Any incident in which an officer employs an escalated level of physical force to compel compliance.
- Any incident when a firearm is discharged, including situations where an animal is humanely destroyed.
- Any situation when a firearm, chemical weapon or any other physical weapon or object is employed to compel compliance, whether or not any person is actually subjected to such force.
- Any occurrence in which a police officer or another person is injured or killed as a result of the incident; generally, traffic crashes not involving police vehicles may be excluded.
- Any vehicular or foot pursuit.
- Any situation when departmental property, or the property of another, is damaged or destroyed as a result of direct or indirect actions of a member of the department; whether intentional or unintentional.
- Any incident that a supervisor deems warrants a Critical Incident Report.

16.2.3 If the use of force results in a death or serious bodily injury, officers directly involved in a Critical Incident shall generally be placed on administrative leave with pay, although at the discretion of the Chief of Police such officers may be assigned to perform non-operational duties within the agency. Officers will remain on this modified duty status, pending findings of the review board. 83

16.2.4 The Golden Police Department endorses and participates in the utilization of the Jefferson County Shoot Team to investigate all incidents in which officers fire their weapons in the line of duty; training excluded. Use of the Shoot Team will not preclude the requirement for a Critical Incident Review of the situation.

16.3 EXCEPTIONS TO REPORTING REQUIREMENT

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82 Accreditation Standards, Section 1.3.6
83 Accreditation Standards, Section 1.3.8
16.3.1 Training situations are generally excluded from the reporting requirement unless injury or death to any person results; or if there is an accidental, careless or reckless discharge of a firearm or chemical weapon; or if departmental property is damaged or destroyed accidentally as a result of such training.

16.3.2 Under some circumstances, such as while conducting a building search, an officer may draw the service sidearm or deploy a shotgun or rifle. As long as the weapon is merely held in a state of readiness and not directed toward any person to compel compliance, review is not required. If a round is loaded into the chamber of the shotgun or rifle, a report is required.

16.4 **REVIEW**

16.4.1 A documented analysis of Critical Incident Reports will be conducted on an annual basis, particularly those relating to vehicular pursuits.

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84 Accreditation Standards, Section 1.3.7
17.  PROFESSIONAL STANDARDS\textsuperscript{85}

17.1  GENERAL

17.1.1  The Golden Police Department is a highly visible public law enforcement organization, and it is not unrealistic to presume that there is an inherent risk that the department will be evaluated and judged as an organization, based on the actions of its individual members, despite the inequities in doing so.

17.2  PROFESSIONAL STANDARDS UNIT

17.2.1  Because the Golden Police Department seeks to maintain the highest level of professionalism and credibility among its members, and the citizens of Golden have the right to expect that they will receive efficient, equitable, and impartial law enforcement service, the department has established a Professional Standards unit. The Professional Standards unit is charged with investigating every complaint or allegation of misconduct that is received about any member of the department.

17.2.2  To explain the Professional Standards process to the public, the department will provide an informational brochure, pamphlet, or other material that can be disseminated to anyone who inquires about the process, or who makes a complaint.\textsuperscript{86} If a Professional Standards complaint is made by telephone, and the complainant is known, the information will be mailed to the complainant.

17.3  PURPOSE

17.3.1  If a member of the department is not delivering the level of service desired by the community, or is somehow unfit to perform law enforcement duties, the Professional Standards reporting process provides a means by which that employee may be identified and rehabilitated, or if necessary, removed from service.

17.3.2  Occasionally a member’s actions may be entirely within policy, but still result in a complaint or criticism. Through the Professional Standards reporting process, the department has a viable means whereby citizen input may be instrumental in the review and modification of departmental policies and procedures.

17.4  INITIATION OF COMPLAINT

17.4.1  When a member of the public desires to make a complaint or inquiry, as a matter of routine it should be forwarded to the watch commander or in some cases to the division commander.

17.4.2  Complaints may be taken from any individual, regardless of their custodial status, condition or age, providing there is sufficient factual information to justify the initiation of the process. If a person is under the influence of alcohol or drugs, and is belligerent, the complaint may be deferred until such time as the complainant is sober unless there is some compelling reason to initiate the Professional Standards report at that time.

17.4.3  If the complaint or question is minor, the watch commander will explain the particular situation, policy or procedure to the caller, and if the caller and the watch commander are then satisfied, no further Professional Standards action is required.

\textsuperscript{85} Accreditation Standards, Section 52.1.1

\textsuperscript{86} Accreditation Standards, Section 52.1.12
17.4.4 A complaint by a member of the public that are based solely upon a dispute over guilt or innocence in the matter of a traffic violation or other summons will be referred to the appropriate court and not discussed further. The exception is when there is an allegation that the officer’s actions were inappropriate, malicious or unlawful. In that event, a Professional Standards Report will be initiated.

17.4.5 If, following the conversation, the caller or the watch commander is not satisfied, the watch commander will then initiate a Professional Standards report that will be forwarded through the appropriate channels.

17.4.6 If there is a more serious complaint against a member of the department, such as an allegation of misconduct, the process begins in essentially the same manner, except that initiation of a Professional Standards report is mandatory. In the event the allegation is extremely serious, the division commander and the Chief of Police shall be notified immediately, and provided with a copy of the report at the earliest opportunity. Otherwise, staff will receive a copy of the Professional Standards Report face sheet through normal channels.\(^\text{87}\)

17.4.7 Occasionally an employee other than the watch commander or division commander will take the information for a Professional Standards Report.

17.4.8 Regardless of which member of the department originates the initial Professional Standards report, it will be forwarded to the administrative sergeant, who will process and assign the investigation.

17.4.9 Any member of the department who initiates a Professional Standards Report will keep the information confidential.

17.4.10 From time to time, a Professional Standards report will be initiated even though there may not be an identified complainant, if the situation being reported is sensitive enough, or is of such magnitude that it must be investigated.

17.4.11 In addition to investigating complaints, the Professional Standards unit provides a conduit, through which citizens’ letters of commendation relating to officer performance are processed.

17.5 **ADMINISTRATION**

17.5.1 The Professional Standards unit operates under the authority of the Chief of Police, and is assigned to the Administrative Services Division commander.\(^\text{88}\) The sergeant assigned to the Administrative Services Division is designated as the supervisor of the Professional Standards unit.

17.5.2 The Professional Standards process commences when a report is received or initiated by the administrative sergeant. The report will be reviewed, and a determination made as to the nature and seriousness of the situation.

17.5.3 If there is a serious complaint, allegation of misconduct, or other incident that requires a complete investigation, the process will be initiated as a Professional Standards Investigation.

17.5.4 If the nature of the situation is determined to be minor, then the process may be initiated as a Professional Standards Inquiry and assigned for follow-up. Examples of such situations include:

- A misunderstanding;
- A question about policy or procedure;

\(^{87}\) Accreditation Standards, Section 52.1.3
\(^{88}\) Accreditation Standards, Section 52.1.2
• A citizen does not understand why an officer did a particular thing in a particular way.

17.5.5 Every citizen who makes a complaint against a member of this agency will receive notification that an inquiry has been initiated.

17.5.6 For purposes of applying the procedural aspects of this policy, the generic term “Professional Standards investigation” may be interpreted to refer to either the Professional Standards Investigation or the Professional Standards Inquiry process.

17.6 **PROFESSIONAL STANDARDS LOG**

17.6.1 The administrative sergeant will maintain a record or log of all of the Professional Standards investigations and inquiries. Each log entry, and the corresponding case, will receive a unique Professional Standards number.

17.6.2 The log will include the following information:

- Names of all employees involved;
- Date of the report;
- A brief description of the complaint or inquiry;
- The current status of the case;
- The name of the member assigned to conduct the investigation;
- The due date, including extensions;
- A brief description of the disposition, as described elsewhere within this policy.

17.6.3 Records of the Professional Standards unit are confidential, and will be maintained separately from all other department records and in a secure manner.

17.6.4 Access to Professional Standards files, including the log, is restricted to the Chief of Police, division commanders, and the administrative sergeant, who is the custodian of the records. The Administrative Services Division commander may designate an alternate custodian if required.

17.7 **ASSIGNMENT TO CONDUCT INVESTIGATION**

17.7.1 Any member of the department may be appointed to conduct a Professional Standards investigation by the Administrative Services Division commander, or the administrative sergeant.

17.7.2 If the member assigned to investigate a Professional Standards complaint deems it necessary, he or she may have direct access to the Chief of Police without sanction.

17.7.3 Under most circumstances the individual assigned to conduct a Professional Standards investigation will be of equal or higher rank than the subject of the investigation. Non-sworn personnel will not be assigned to conduct a Professional Standards investigation involving a sworn officer.

17.7.4 Professional Standards investigations will be completed and returned to the administrative sergeant within 30 days unless special instructions are received from the administrative sergeant or a division commander.  

17.7.5 If an investigation requires additional time to complete, an extension of seven (7) days may be

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89 Accreditation Standards, Section 52.1.10
90 Accreditation Standards, Section 52.1.4
authorized, however a status report must be submitted documenting the justification for the extension, and a notation will be made in the Professional Standards log each time a case is extended. There is no limit on the number of reasonable extensions that may be granted, providing there is adequate justification.

17.8 Duty to Report

17.8.1 If a member of this agency is advised of a complaint by any person against another member of the department the member so advised shall encourage the complainant to speak to a supervisor or to the administrative sergeant, and shall facilitate the referral in any way possible.

17.8.2 If the complainant declines to pursue the complaint but provides sufficient information, the member first receiving the information will generate a Professional Standards report and forward it to the administrative sergeant.

17.8.3 If the complainant declines to pursue a complaint and there is insufficient information to initiate a report the member shall still subsequently advise his or her supervisor of the conversation.

17.8.4 All members of this agency have a duty to initiate a Professional Standards report, or to bring the information to the attention of a supervisor or division commander, whenever they observe or are made aware of any member of this agency display conduct that constitutes any of the following:

- Violation of municipal ordinance, or state or federal statutes;
- Violation of an individual’s constitutional rights;
- Violation of departmental policy or procedure.

17.8.5 Failure to report constitutes a violation of policy and could result in the employee being subject to disciplinary action.

17.8.6 If any member of this department becomes aware that he or she, or another member of the agency is the subject of a criminal investigation being conducted by any other law enforcement agency, the member will immediately notify the Chief of Police. Minor traffic violations are excluded, unless the member is assessed a sufficient number of points to have their driving privilege suspended.

17.9 Authority

17.9.1 Any member of the Golden Police Department who is assigned to conduct a Professional Standards investigation, regardless of rank, is vested with the authority of the Chief of Police to order cooperation, interviews, and statements.

17.10 Duty to Cooperate

17.10.1 All employees of the Golden Police Department, regardless of rank, have a duty to cooperate with a member who is assigned to conduct a Professional Standards investigation. Cooperation includes being truthful and complete in the answers or statements provided.

17.10.2 Failure to cooperate constitutes insubordination. Any member who does not fully cooperate may be subject to disciplinary action as a result, up to and including termination from employment.

17.10.3 In order to preserve the confidentiality or integrity of a Professional Standards investigation, employees may sometimes be ordered by the investigator to not discuss the nature of the
investigation, or the details of their interview, or in some cases even the fact that there is an investigation in progress. Any order requiring confidentiality, whether given by the investigator of a Professional Standards investigation verbally or in writing, shall have the same authority as if given by the Chief of Police.

17.11 **MISCONDUCT**

17.11.1 For purposes of this section, Misconduct is defined as any action or omission, whether intentional or unintentional, that constitutes a criminal act, neglect of duty, violation of policy or procedure, or conduct unbecoming the employee or department.

17.12 **NOTIFICATION**

17.12.1 Any member of the agency who is identified as the subject of a Professional Standards investigation will be formally notified of the investigation as soon as possible, generally by providing the employee with a copy of the initial Professional Standards report. The notice will include a summary of the employee's rights and responsibilities in regard to the investigation.

17.12.2 In some instances there may be extenuating circumstances that would jeopardize or compromise the investigation if the subject became aware of the investigation. Such investigations will be conducted covertly, except that the Chief of Police must authorize any covert Professional Standards investigation.

17.12.3 In the event the investigation is to be conducted covertly, the subject will not be notified until it is feasible to do so.

17.13 **RIGHTS OF THE SUBJECT**

17.13.1 Interviews of the subject will be conducted at the convenience of the department. As much as possible, the interview will be scheduled at a reasonable time, preferably while the subject is on duty, unless there is some compelling reason to the contrary.

17.13.2 No more than two investigators will actively participate in the interview. Other, non-participating personnel may be present, however investigators are cautioned to limit the number of persons present when an interview is being conducted, to avoid intimidating the subject.

17.13.3 The subject is entitled to have one identified representative of his or her choosing present during the interview or any aspect of the process.

17.13.4 The representative may not be another employee who is identified as being involved in the same allegation or incident.

17.13.5 The terms and conditions for participation by the subject’s representative will be explained before the interview commences. If the terms are unacceptable, then the representative will not be permitted to be present.

17.13.6 The representative will not actively participate in the interview in any way, except when specifically authorized by the investigator. If the representative becomes disruptive, or attempts to participate without permission, the representative may be warned or expelled. If the representative is expelled, the subject is required to continue with the interview regardless.

17.13.7 If the interview becomes extended in duration, reasonable periodic breaks will occur.

17.13.8 The subject will be treated with courtesy and respect during the interview. There will be no

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91 Accreditation Standards, Section 52.1.6
offensive language, coercive behavior, threats of punitive action, or promises of reward.

17.13.9 Prior to commencing the interview of any employee who is the subject of a Professional Standards investigation, the employee will be advised verbally and in writing of the following:

- The name of the member in charge of the investigation;
- The name of the member or members conducting the interview, if different;
- The identities of any other person who is to be present during the interview;
- The fact that the investigation is administrative;
- The nature of the allegation;
- The name of the person making the allegation or requesting the investigation, unless it is unknown, or there is some compelling reason why the information should be kept confidential;
- The specific misconduct alleged to have occurred.

17.14 COMPELLED STATEMENTS

17.14.1 Because a Professional Standards investigation is an administrative proceeding, not criminal, employees accused or suspected of misconduct or a criminal act may be compelled to give statements against their own interest, when properly given notice pursuant to the Garrity Advisement.

17.14.2 Subsequent to advisement under Garrity, any information obtained from the subject will not be admissible in any criminal investigation or proceeding.

17.14.3 The Garrity Advisement may take a variety of forms, but it shall include the following salient points:

- An advisement that the employee is being questioned, or requested to testify or provide a statement as part of an official police department administrative investigation;
- An advisement that the employee has been ordered to answer all questions, and that the employee is subject to discharge from employment under grounds of departmental charges of insubordination for refusal to answer questions relating to:
  - The employee’s official duties as a member of the department;
  - Investigations of violations of state and federal laws and/or ordinances of the City of Golden; and/or
  - The employee’s fitness for office.

17.14.4 In addition, the Garrity Advisement will secure acknowledgement by the subject that he or she understands the following:

- An acknowledgement that the employee understands that all answers given are involuntary under the Fifth Amendment to the U.S. Constitution, and therefore may not be used against the employee in any criminal proceeding;
- An acknowledgement that if the employee does answer the questions, and no immunity from criminal prosecution (federal or state) has been given, neither the employee’s statements nor any information or evidence which is gained by reason of such statements can be used against the employee in any subsequent criminal proceeding;
- An acknowledgement that any statements the employee does make may be used against him or her in relation to subsequent departmental charges;
17.14.5 Generally the Garrity Advisement will be provided as a prepared form. The employee will be required to read the advisement, along with being given the advisement verbally. The employee will then have an opportunity to ask any questions about the advisement, and the requirements and ramifications thereof.

17.14.6 The advisement will be signed and dated by the advised employee in acknowledgement of being appropriately advised, and understanding the advisement. The advising investigator will witness the signature.

17.14.7 A statement similar to the following will appear at the bottom of the advisement form:

- This certificate of notification was read to the subject and he/she had an opportunity to read it. Further, the subject was given an opportunity to ask any questions that he/she might have concerning this certificate and his/her rights.

17.14.8 A copy of the signed and dated advisement will be provided to the employee, upon request.

17.14.9 A copy or transcript of the interview, if recorded, or any written statement made, will be provided to the employee within a reasonable time period, upon request.

17.14.10 Prior to the completion of the investigation, the subject employee is only entitled to receive copies of his or her own statements, memoranda, reports, or copies or transcripts of recorded interviews.

17.14.11 If it is determined by the investigator to be in the best interest of the investigation, he or she may disclose additional documentation or facts to the subject.

17.15 INVESTIGATIVE PROCESS

17.15.1 Whenever possible, interviews conducted in a Professional Standards Investigation should be recorded, and accompanied by a written statement. All investigative resources are available to the investigator, with certain restrictions. The below listed investigative techniques require authorization from the Chief of Police, except the subject of the investigation may request that any of the procedures be implemented if he or she believes it will exonerate him or her more expeditiously, and thus negate the need for further investigation:

- Covert investigations;
- Surveillance of an employee, including photographs or video;
- Intoxilyzer breath, medical laboratory or other diagnostic testing;
- Employee lineup;
- Fingerprinting;
- Statements of financial disclosure;
- Psychological evaluation;
- Polygraph examination.

92 Accreditation Standards, Section 52.1.7
17.15.2 Ordinarily, these techniques will only be employed for comparative purposes, or when necessary to affirm the innocence or guilt of the subject.

17.16 **POLYGRAPH**\(^{93}\)

17.16.1 If the investigation is based solely upon the otherwise unsubstantiated statement of a complainant, the employee shall not be compelled to submit to a polygraph examination unless the complainant first submits to a polygraph examination. The complainant’s polygraph shall be specifically directed and narrowly restricted to the particular circumstances of the Professional Standards investigation. If the complainant’s allegation is not substantiated, the employee may not be compelled to submit.

17.16.2 The subject’s polygraph examination, whether compelled or voluntary, shall be restricted by the conditions itemized as follows, and the employee shall be advised of this prior to any examination:

- The polygraph examination shall be specifically directed and narrowly restricted to the particular circumstances of the Professional Standards investigation;
- The employee who submits to a polygraph in a Professional Standards investigation will be advised under Garrity, and the results of the examination shall be barred from being used in any criminal prosecution, should one occur;
- If the employee is being compelled to take a polygraph examination, and refuses, that shall constitute insubordination and the employee will be subject to disciplinary action, up to and including dismissal from employment.

17.16.3 The results of any polygraph examinations conducted in a Professional Standards Investigation shall be considered by the investigator and the department staff as a rendering of opinion, and shall be considered only in conjunction with the totality of the evidence.

17.17 **REPORT OF INVESTIGATION**

17.17.1 The Professional Standards Report will ordinarily include:

- A statement of the allegation or allegations;
- A detailed report of the investigation in a logical format;
- Attachments such as reports, statements, or other evidence that relates to the investigation.

17.17.2 Generally, unless instructed otherwise, the investigating member will refrain from making disposition recommendations. He or she will include an opinion, based upon the investigation, as to whether or not the factual basis of the allegation has been sustained or disproved.\(^{94}\)

17.17.3 Upon the completion of any Professional Standards investigation, the report will be submitted to the administrative sergeant, who shall review and log the report. The report will then be forwarded to the respective division commander for review, approval and recommendations. If the commander is not satisfied that the investigation is complete, it shall be returned for additional investigation.

17.17.4 When approved, the report will be submitted to the Chief of Police.

17.18 **CONCURRENT INVESTIGATIONS**

\(^{93}\) Accreditation Standards, Section 52.1.7(e)

\(^{94}\) Accreditation Standards, Section 52.1.9
17.18.1 From time to time, it may be necessary to conduct concurrent Professional Standards and criminal investigations based on the same allegation or incident.

17.18.2 If, during a Professional Standards investigation, the investigator discovers information that suggests the subject of the investigation has committed a criminal offense, the Chief of Police shall be notified as quickly as possible.

17.18.3 If the information has been obtained through any source other than an interview protected under the Garrity Advisement, then a separate criminal investigation shall be initiated.

17.18.4 Depending upon the situation, or if necessary to preserve the integrity or confidentiality of the investigation, notification of the subject that a criminal investigation has been initiated may be delayed until a later time.

17.18.5 If, by virtue of jurisdiction, the Golden Police Department would responsible for conducting such a criminal investigation, the Chief of Police may request assistance from another law enforcement agency, including the District Attorney’s Office.

17.18.6 If the alleged offense occurred in another jurisdiction, then all relevant information will be provided to that agency.

17.18.7 If the criminal investigation is to be conducted by another agency, the Chief may appoint a member of the Golden Police Department to participate as liaison.

17.18.8 In any situation where there are concurrent criminal and Professional Standards investigations, the two investigations shall be kept segregated to avoid any impropriety. Therefore, personnel assigned to a related criminal investigation are prohibited from participating in the Professional Standards investigation, and personnel assigned to the Professional Standards inquiry are prohibited from participating in a related criminal investigation.

17.18.9 When the employee is to be interviewed by the criminal investigator, whether or not there is custody, the subject will be advised of his or her constitutional rights pursuant to the Miranda Decision.

17.18.10 Upon completion of the criminal investigation, the investigator, the Chief of Police, and a representative of the District Attorney’s Office shall meet and determine if a criminal filing will be initiated.

17.19 **SPECIAL INVESTIGATIONS**

17.19.1 The Chief of Police has the authority to order special investigations independently, with or without the knowledge or consent of any other member of the agency.

17.19.2 The Chief may direct any member of the department to assist in a special investigation. Any member that is directed by the Chief to participate in such an inquiry will do so without revealing that fact to any person except with the direct authorization of the Chief of Police.

17.19.3 All associated forms and reports documenting the results of a special investigation will be kept confidential, and will be provided directly to the Chief of Police.

17.19.4 Depending upon the nature of the situation being investigated, a special investigation may be deemed to be criminal in nature, or it may be deemed to be a Professional Standards investigation.

17.20 **DETERMINATION**

17.20.1 Following completion of the Professional Standards Investigation, the Chief of Police will
review the report, and a final disposition shall be made regarding each allegation against each employee named in the complaint. The dispositions will be classified as one of the following:

- **Sustained** - The misconduct alleged is substantiated;
- **Not Sustained** - The misconduct alleged is disproved, or there is insufficient proof to sustain the allegation;
- **No Misconduct** - The facts alleged are determined to have occurred, but the employee acted appropriately and lawfully;
- **Misconduct Not Based On Complaint** - There is a substantiated instance of employee misconduct that was not identified in the original complaint, but which was disclosed as a result of the investigation.

17.20.2 The final adjudication of culpability and disposition of all Professional Standards complaints will be made by the Chief of Police and if appropriate, a disciplinary process will ensue.

17.20.3 Following the Chief’s determination, a letter will be sent to the complainant advising them of the results of the inquiry.

17.20.4 Following completion of a Professional Standards investigation, the employee has the right to review any and all reports maintained by the department concerning the investigation.

17.20.5 A concerned supervisor may request permission from the Chief of Police to review a completed Professional Standards Report.

17.20.6 If permission is granted for any person to review a completed Professional Standards report, the review of the file will be conducted in the presence of the administrative sergeant or division commander.

17.20.7 No record of any allegation or inquiry shall be included in an employee’s personnel file unless the allegation has been sustained, except in the case of multiple allegations, of which at least one is sustained. In that event the entire report will be included.

17.20.8 If the complaint is sustained, or there is other misconduct, then a copy of the Professional Standards Investigation report face sheet and a record of the disciplinary action will be placed in the employee’s file. A copy of the record of disciplinary action will become a part of the Professional Standards file.

17.20.9 It is the policy of the Golden Police Department that Professional Standards files and reports are confidential and not available to litigants in criminal cases, or non-disciplinary civil cases. In the event that a subpoena duces tecum is received ordering such records to be produced, the subpoena and all related documents will be forwarded to the City Attorney’s Office so that legal action may be taken to protect the confidentiality of the files and the privacy of the employees.

17.20.10 Should an in-camera review by a judge result in an order for the discovery of a Professional Standards file, or any portion thereof, to any party in a legal proceeding then all involved employees shall have access to that information.

17.20.11 If the Professional Standards investigation determines that a complaint or allegation is false and malicious, appropriate legal action may be initiated against the complainant. In that event, a release will be obtained from every employee named in the complaint, so that the reports may be included in the action if necessary.

17.21 **ANNUAL REPORT**

17.21.1 In order to ensure that the Golden Police Department is adequately and appropriately
performing the duties associated with the Professional Standards function, the administrative
sergeant will prepare a statistical report to be submitted to the Administrative Services Division
commander on an annual basis.

17.21.2 The report should include statistical data from the year’s Professional Standards investigations,
as well as statistical data from the year’s Critical Incident Reports.95

17.21.3 The data from this report shall not contain information that identifies any individual. The
information may be included in the department’s annual report.

95 Accreditation Standards, Sections 13.3.13, 52.1.11
18. **COMMENDATIONS**

18.1 **GENERAL**

18.1.1 The Golden Police Department expects that the members will perform their duties in an exemplary and professional manner, and they do. But from time to time a member of the department acts in a way that exceeds even those high standards.

18.1.2 When a member of this agency performs his or her duty in such a way that it brings exceptional credit or honor to themselves and the department, the employee may qualify for special recognition via the department’s formal commendation process.

18.1.3 Commendations take many forms, ranging from informal kudos from a citizen, to the award of medals by the department. The following sections describe the varying levels of commendation, and the requirements that must be met for the various commendations to be nominated.

18.2 **TIMELINESS**

18.2.1 The award of commendations and medals is intended to have a positive impact on employee morale. Delays in presenting commendations can have the opposite effect, however.

18.2.2 Therefore, if it appears that there will be some delay in the presentation of a commendation or medal to an employee, the department may elect to hold an informal presentation ceremony. This may be followed up at a later time with a formal, public ceremony, possibly held in conjunction with other city functions.

18.2.3 The public presentation of awards to department personnel provides an excellent opportunity for positive community relations.

18.3 **COMMENDATIONS BOARD**

18.3.1 The overuse or misuse of the commendation process may be detrimental to morale, as the inherent value of the award to the employee can be diminished. Therefore, the department provides a process whereby each commendation nomination is carefully reviewed by a board appointed by the Chief of Police, known as the Commendations Board.

18.3.2 The Commendations Board may be appointed as required, or there may be a standing board. Makeup of the Commendations Board will generally include a supervisor, two line level employees and a division commander who will serve as chairperson. The board may also include other city employees or citizens.

18.4 **COMMENDATION PROCESS**

18.4.1 Any member of the Golden Police Department, any citizen, or any other person having knowledge of an employee performing an act that qualifies for a commendation nomination may initiate the process.

18.4.2 Any employee who is aware of any act by an employee that meets the criteria for a commendation may nominate any other employee for a commendation, or may refer the information to a supervisor who shall ensure that the nomination is made.

18.4.3 In the event that information becomes known from a source outside the department that warrants a commendation nomination, then the commendation nomination will be prepared by

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96 Accreditation Standards, Section 26.1.2
an agency employee on behalf of that person.

18.4.4 No employee may nominate himself or herself, and no employee may nominate another employee in exchange for a similar nomination by that employee. If a situation exists where such nominations may be truly justified, a supervisor should review the circumstances and bring the nominations forward.

18.4.5 Any employee may be nominated for any degree of commendation, regardless of the member’s duty assignment, or status as a sworn or non-sworn employee.

18.4.6 Nominations for a commendation should be made in timely fashion, generally not later than 90 days following the act. If, however, the facts of a situation do not come to the attention of the department until some time beyond that limit, it will not necessarily preclude the nomination from proceeding.

18.4.7 Each nomination should be submitted with a comprehensive report of the facts and circumstances of the event, copies of all relevant reports, and any other documentation or statements that support the nomination. Any witnesses should be identified.

18.4.8 When a nomination is received, the appropriate procedures will be followed to formalize the nomination, and an appropriate follow up will be conducted. When the required forms have been completed, the nominations will be submitted to the Chief of Police.

18.4.9 Upon receipt of one or more nominations, the Chief of Police will convene the Commendations Board. The Commendations Board will review all pending commendation nominations, evaluating the facts to ensure that each act being nominated meets the criteria by applying all relevant policies and procedures, as well as common sense, to the review process. The board may investigate further if they deem it necessary, including interviewing witnesses. The review process shall be equitable.

18.4.10 The Commendations Board has several options regarding any commendation nomination, as listed below:

- Recommend that the employee receive the commendation as nominated;
- Recommend that the employee receive a lesser commendation than that nominated;
- Recommend that the employee not receive a commendation;
- Under unusual circumstances, the board may recommend that the employee receive a higher commendation than that nominated.

18.4.11 Following their review, the board will decide on their recommendation, preferably by consensus, but by majority if necessary. Then the commendation nomination will be submitted to the Chief of Police.

18.4.12 If the board is unable to achieve a majority decision for any one recommendation, the Chief of Police will be advised. The Chief may desire to convene another board, or may elect to proceed in the review without a recommendation.

18.4.13 The Chief of Police will review the facts of each nomination and consider the recommendation of the board before making a decision as to the disposition of the nomination.

18.4.14 The Chief of Police is not bound by the recommendation of the board. If the Chief elects to not follow the recommendation of the board, the Chief may invite the board to comment on the decision. When the Chief’s decision is made, the nominated employee will be advised of the outcome.
18.4.15 The award of a nominated commendation should never a foregone conclusion, and each nomination shall be reviewed on it’s own merits.

18.5 **GENERAL CRITERIA FOR COMMENDATION**

18.5.1 The employee should have voluntarily performed an act during the course of his or her duty that was worthy of commendation. The fact that an employee was following orders shall not be interpreted to infer that the act was not voluntary.

18.5.2 An officer who initiates police action when off duty, in compliance with policy, is eligible to be considered for nomination.

18.5.3 Only employees of the Golden Police Department are eligible for commendations, except the Distinguished Citizen Medal and Citizen’s Commendation, as defined below. If a nominee is not an employee of the department at the time of the nomination or award, but was so employed at the time of the act that resulted in the nomination, that person retains eligibility.

18.5.4 Depending upon the commendation being nominated, the act may have included one or more of the following criteria:

- **Above and beyond the call of duty** - the act exceeded the standards expected of an employee by virtue of his or her duty assignment, such as an employee who is wounded in an exchange of gunfire with a suspect, and continues to pursue or subdue the suspect in spite of wounds received;

- **Combat** - the act involved a physical confrontation with the suspect, with or without weapons;

- **Lifesaving** - the act resulted in the saving of a human life which would likely have been lost but for the actions of the employee;

- **Extreme risk** - the probable consequence to the employee of performing the act involved a likelihood that the employee would suffer serious injury or death, whether or not serious injury or death actually occurred;

- **Significant risk** - the act was performed under conditions such that serious injury or death of the employee could have occurred, whether or not such injury or death did occur;

- **Operational risk** - the act was performed under conditions such that the employee was subjected to some degree of personal danger, but serious injury or death would be unlikely to occur;

- **Exemplary Professional Conduct or Performance** - the act or a series of acts demonstrated that the employee possessed and employed a superior level of professional competence, or consistent performance of outstanding quality.

18.5.5 Commendation nominations shall not be made based upon performance of normal duties, regardless of the degree of proficiency, nor shall a supervisor nominate an employee for a commendation as a means of expressing appreciation for loyalty, hard work, or support. The department and the City of Golden have other means by which such service may be recognized.

18.6 **FACTORS THAT MAY PRECLUDE COMMENDATION**

18.6.1 Examples of factors that may be considered which could preclude the board from recommending a commendation include:

- An act that was undertaken foolishly, inappropriately, unnecessarily or that was needlessly risky, regardless of outcome;

- An act that intentionally or inappropriately jeopardized citizens or other officers;
• An employee failed to act in a situation in which a citizen or another officer was subsequently jeopardized or injured as a result.

18.6.2 Such situations could even result in the employee being subject to censure or disciplinary action.

18.7 **POSTHUMOUS AWARD**

18.7.1 Commendations may be nominated and/or awarded posthumously.

18.7.2 Posthumous awards will be conferred upon the member’s surviving spouse, children, or closest living relative.

18.7.3 Every effort should be made to process such commendations as quickly as possible, so the award may be made within two months of the death of the commended individual.

18.8 **DEGREES OF COMMENDATION**

18.8.1 There are several degrees of formal commendation for members of the Golden Police Department, which are listed in decreasing order of significance:

• Medal of Valor
• Purple Heart
• Distinguished Service Medal
• Meritorious Service Medal
• Chief’s Commendation
• Letter of Commendation

18.8.2 Generally, with the exception of the Purple Heart, an employee will only be eligible to receive one award for any specific act, achievement, or period of meritorious service.

18.8.3 Criteria required for the nomination of each commendation is included in the descriptions listed below.

18.9 **MEDAL OF VALOR**

18.9.1 The Medal of Valor is the highest decoration awarded by the Golden Police Department.

18.9.2 The Medal of Valor is reserved for employees who have displayed performance above and beyond the call of duty, frequently in situations that involve extreme risk to the employee particularly those resulting from a combat situation. Such behavior is frequently characterized by a display of exceptional courage, heroism, conspicuous bravery or self-sacrifice in the performance of their duty.

18.9.3 The specific act resulting in nomination for the award should be one that is so notable as to set the employee apart from his or her peers.

18.9.4 Clear proof of the act is required, and the recommendation will only be considered on the basis of extraordinary merit.

18.9.5 Any employee who gives his or her life in the line of duty, while performing an act that meets the criteria and definition required, shall be considered for the Medal of Valor, to be awarded posthumously.

18.9.6 The Medal of Valor is a gold medal with a blue ribbon. The uniform insignia is a red, white and blue bar with the symbol “V” emblazoned thereon.
18.10 **PURPLE HEART**

18.10.1 The Purple Heart will be awarded when any employee is wounded or seriously injured in the line of duty as the result of an assault or an attack with a deadly weapon.

18.10.2 The Purple Heart is a silver medal with a purple ribbon. The uniform insignia is a solid purple bar.

18.11 **DISTINGUISHED SERVICE MEDAL**

18.11.1 The Distinguished Service Medal will be awarded to an employee who has performed acts of gallantry beyond the call of duty, and during which the employee perseveres in accomplishing the mission, with demonstrated courage and professionalism despite exposure to significant risk.

18.11.2 The Distinguished Service Medal may be awarded when employees act to save a human life or perform a duty and in so doing incur a significant risk to their own life or safety.

18.11.3 Exceptional performance of duty alone, without one or more of the other identified factors will not justify the award of this commendation.

18.11.4 The Distinguished Service Medal is silver with a red ribbon. The uniform insignia is a solid red bar, with the symbol “D” emblazoned thereon.

18.12 **MERITORIOUS SERVICE MEDAL**

18.12.1 The Meritorious Service Medal will be awarded to an employee who has conducted himself or herself in an exemplary manner, displaying exceptional courage while serving in a duty of great responsibility and importance during a critical incident.

18.12.2 The Meritorious Service Medal may be awarded for the performance of an act involving operational risk to the employee, or for a lifesaving act, or for an attempted lifesaving act in which extraordinary efforts were used and the employee was exposed to operational risk of personal danger.

18.12.3 The Meritorious Service Medal may be awarded for an act performed by an employee who has exemplified significant achievement. This commendation is to recognize personnel who have served the department for a number of years, or who have played a prominent role in the advancement of the department.

18.12.4 The Meritorious Service Medal is silver with a gold ribbon. The uniform insignia is a gold bar with the symbol “M” emblazoned thereon.

18.13 **CHIEF’S COMMENDATION**

18.13.1 The Chief’s Commendation may be awarded to an employee for an act of selfless conduct during a time of crisis or emergency, but which is less than valorous, distinguished, or meritorious in nature, or for an act evidencing exemplary conduct or performance.

18.13.2 The Chief’s Commendation may be awarded for a lifesaving act in which there was no personal risk to the employee.

18.13.3 The Chief’s Commendation may be awarded for superior work performance by an employee, including work performed for the benefit of the department such as a project, task or volunteer duties.

18.13.4 The Chief’s Commendation is awarded in the form of a certificate. There is no uniform insignia associated with the Chief’s Commendation.
18.14 **LETTER OF COMMENDATION**

18.14.1 Frequently, citizens are in the best position to be aware of exemplary behavior on the part of an employee.

18.14.2 Citizens usually make their commendations in the form of a letter or telephone call. When received at the department, commendations by a citizen shall be processed according to SOP's, and relayed through department channels. The letter will ultimately be forwarded to the employee, and a copy should be included in the employee’s file.

18.14.3 Letters of Commendation do not require further evaluation or recommendation from the Golden Police Department Commendations Board, unless the report by the citizen forms the basis for a nomination of a higher level of award.

18.14.4 There is no uniform insignia associated with the Letter of Commendation.

18.15 **DISTINGUISHED CITIZEN MEDAL**

18.15.1 From time to time, citizens perform selfless acts of courage, heroism, or valor, or otherwise assist the police department in specific ways, such as significantly contributing to the accomplishment of the police mission.

18.15.2 Citizens who perform such acts deserve to be recognized, and the Golden Police Department may present these citizens with the Distinguished Citizen Medal.

18.15.3 The Distinguished Citizen Medal is silver with a yellow ribbon.

18.16 **CITIZEN COMMENDATION**

18.16.1 Citizens who provide assistance to the police department that is less than meritorious in nature may be awarded the Citizen Commendation. Examples of such assistance include volunteer work, or assistance in the solution of a crime.

18.16.2 The Citizen Commendation may take the form of a letter, certificate or plaque.

18.17 **SUBSEQUENT AWARDS**

18.17.1 The second award of a commendation for which there is a uniform insignia authorized, presented to any member of the department will be recognized by the addition of a star to the uniform insignia.

18.17.2 An additional star will be added for each subsequent award of the same commendation.

18.18 **INCENTIVES**

18.18.1 From time to time, as a reward for exceptional performance, a supervisor has the authority to permit a subordinate to have a day off from duty without requiring use of vacation, sick or personal leave time, providing it does not adversely impact the manpower on the watch.\(^\text{97}\)

\(^{97}\text{Accreditation Standards, Section 26.1.2}\)
19. **DISCIPLINE**

19.1 **GENERAL**

19.1.1 Discipline may be equated with professionalism. Discipline is the outward manifestation of how we as members of the organization comply with the policies and procedures of the Golden Police Department. It may be displayed in the pride and respect that each member of this agency has for the department, our coworkers, and the law enforcement profession. The adherence to discipline is voluntary.

19.1.2 Discipline may be observed in the behavior of officers as they perform their duty under hazardous, volatile, and sometimes horrific circumstances. Discipline is a positive force that influences how, as members of the Golden Police Department, we perform our duty.

19.1.3 Discipline is inspired by respect, and forged in the code of conduct that we each subscribe to. It is promoted by education and training, and when necessary, may be reinforced through remedial action.

19.1.4 In this section, as with the policy manual generally, references to “employees and supervisors” may be interpreted as “supervisors and commanders”, as circumstances warrant.98

19.1.5 No member of the department is immune from the requirement to comply with the department’s policies and procedures.

19.2 **DISCIPLINARY ACTION**

19.2.1 The initiation of disciplinary action will generally occur as the result of a violation of departmental policy, or in response to a pattern of inadequate work performance.

19.2.2 The purpose of disciplinary action is not so much to punish, but to reinforce the need for behavior modification, and compliance with the department’s policies and procedures, although punitive action may be taken as required.99

19.2.3 Disciplinary action will be progressive in nature and application for repetition of the same violation.

19.2.4 Depending upon the nature of the violation, the level of disciplinary action initiated will vary in severity.

19.2.5 Supervisors have the authority to administer disciplinary measures up to and including the issuance of a written reprimand. Disciplinary sanctions of a more serious nature may only be imposed by the Chief of Police.

19.2.6 Prior to the imposition of sanctions as a result of a disciplinary action, the Chief of Police will meet with the employee in a disciplinary hearing.

19.2.7 Remedial training is encouraged as a viable adjunct to most disciplinary measures, and in some instances may be imposed as an alternative to a verbal or written reprimand.100 Remedial training may take many forms, and should be appropriate to the infraction. It is the responsibility of the supervisor to monitor the employee’s progress, and to ensure that all requirements are complied with.

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98 Accreditation Standards, Section 26.1.5
99 Accreditation Standards, Section 26.1.4(c)
100 Accreditation Standards, Section 26.1.4(a)
19.2.8 If it is deemed necessary by staff, formal counseling may be required in conjunction with any level of disciplinary action.\(^{101}\)

19.2.9 Examples of progressive disciplinary action may include:

- Verbal counseling;
- Verbal reprimand;
- Written reprimand;
- Suspension;
- Demotion; and ultimately
- Dismissal.

19.2.10 When it is deemed necessary, disciplinary action may include other collateral sanctions as well, including such things as a loss of privileges to work extra duty, or transfer to another duty assignment.\(^{102}\)

19.3 **EMERGENCY SUSPENSION FROM DUTY**\(^{103}\)

19.3.1 Any command officer or supervisor has the authority to impose an immediate emergency suspension from active duty.\(^{104}\)

19.3.2 Emergency suspension from duty is not in and of itself a disciplinary measure. It is an administrative action that constitutes a reassignment of the employee’s duty station to his or her residence. Therefore, the employee is required to remain at the residence, barring medical or other emergency, during the regularly scheduled duty hours. All pay and benefits shall continue uninterrupted during any emergency or administrative suspension from duty.

19.3.3 In the event of an emergency suspension the supervisor will require the employee to report to the department at a preset time during regular business hours, to meet with the division commander or Chief of Police. At such time, the member may or may not be placed on an extended administrative leave of absence that may or may not include continuation of pay and benefits, as determined by the Chief of Police. If the employee is to be placed on an extended administrative suspension, he or she will be notified in writing.

19.3.4 Any employee who is on an administrative suspension from duty, without loss of pay or benefits, may, at the direction of the Chief of Police, be required to periodically check in with the watch commander or another designated member of the agency. The employee will be advised of days off, when he or she is not required to check in, which will ordinarily be Saturday and Sunday.

19.3.5 In the event an employee is placed on an extended administrative suspension, the Chief of Police will appraise the City Manager of the situation.

19.3.6 Employees who are on paid, administrative suspensions from duty are not authorized to participate in police related off-duty assignments.\(^{105}\)

19.3.7 Examples of situations under which an emergency suspension from duty may be imposed

\(^{101}\) Accreditation Standards, Section 26.1.4(b)  
\(^{102}\) Accreditation Standards, Section 26.1.4(c)  
\(^{103}\) Accreditation Standards, Section 52.1.8  
\(^{104}\) Accreditation Standards, Section 22.3.4(a)  
\(^{105}\) Accreditation Standards, Section 26.1.5
include:

- An officer is involved in a shooting, or other use of force, or other activity that requires administrative review;
- The supervisor has a reasonable suspicion that a member has committed a criminal act;
- The supervisor has a reasonable suspicion that a member is impaired by or under the influence of alcohol or drugs, including prescription drugs while on duty;
- A member’s conduct constitutes a clear and immediate threat to the safety of any person, including another officer;
- A member’s conduct is a flagrant violation of a major department policy;
- A member’s conduct constitutes flagrant insubordination;
- The employee is absent without leave, or has repeatedly been unprepared for duty at the scheduled time;
- In the judgement of the supervisor, an employee is unfit for duty due an emotional problem or any other reason and would, if permitted to go on duty, constitute a hazard to self or others.

19.3.8 In the event an emergency suspension from duty is the result of a violation of policy, the supervisor should have personally observed the employee commit the act or omission, or should have reasonable suspicion to support that the act or omission occurred, and the employee committed the act or omission.

19.3.9 An employee is not necessarily required to be on duty at the time an emergency suspension from duty is imposed, depending upon the circumstances.

19.4 SUPERVISOR RESPONSIBILITY

19.4.1 It is the duty of all supervisory level employees, including personnel assigned to temporary duty as a supervisor, to ensure that all of the department’s policies and procedures are complied with.

19.4.2 Supervisors are responsible for handling minor infractions of policy and procedure at the line level. A supervisor has the authority to use discretion in dealing with such infractions.

19.4.3 If appropriate, minor disciplinary measures are imposed on a subordinate by the supervisor, it should not ordinarily be necessary for such actions to escalate to a higher administrative level. In conjunction with this, supervisors have the authority to administer disciplinary action up to and including a written reprimand, without prior staff approval.

19.4.4 The supervisor shall report all instances of the imposition of disciplinary action administered, to the division commander. The commander may review the circumstances of any discipline imposed by a supervisor for the purpose of evaluating the supervisor’s performance. Such a report may be in the form of an Email for a minor event, or in a formal memorandum for a more serious incident. The report should include the name of the employee disciplined, the nature of the infraction, the date of the violation, and the sanctions imposed.

19.4.5 If they feel it necessary, supervisors are encouraged to seek guidance from the division commander prior to making any decisions regarding the imposition of minor disciplinary actions, or the submission of a recommendation for more stringent disciplinary measures.

19.4.6 A supervisor will refrain from the capricious or inappropriate imposition of disciplinary measures.

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106 Accreditation Standards, Section 26.1.5
measures.

19.4.7 Supervisors are encouraged to learn and employ the most current employee motivation and management techniques.

19.5 **SUPERVISOR LOGS**

19.5.1 Supervisor logs shall be maintained on every employee below the rank of division commander, and at the discretion of the Chief of Police, may be maintained on command level personnel.

19.5.2 On a monthly basis, supervisors will make an entry into each employee’s supervisor log. If there is nothing else to note, the entry will consist of observations or comments on general performance.

19.5.3 Whenever an entry is made into an employee’s supervisor log for any reason, the employee should be advised of that fact in a timely manner, and provided an opportunity to review the entry. The employee shall date and initial or sign the form for the purpose of acknowledgement. Acknowledgement does not necessarily signify agreement with the entry, and if desired, the employee may enter a brief comment, or attach a statement to any log entry.

19.5.4 Every employee has the right to review his or her supervisor log upon reasonable notice to the supervisor. If the employee’s supervisor is not immediately available to provide the log, it may be possible to obtain the log from another supervisor, or from a division commander. Logs for supervisory and command level personnel shall likewise be available.

19.5.5 If the employee reviews his or her supervisor log, the employee is required to make a notation therein to that effect, unless the log is only reviewed for the purpose of acknowledging a recent entry.

19.5.6 Entries in supervisor logs will be maintained for no longer than two years, unless there is a specific need to retain the entry longer to document a pattern of behavior, or if there is some other compelling reason to do so.

19.5.7 No employee is authorized to review the supervisor log of any other employee, unless there is a supervisory need to do so.

19.6 **RECORD OF DISCIPLINARY ACTION**

19.6.1 Disciplinary action that is handled in the form of verbal counseling, a verbal reprimand, or remedial training with no other sanctions, shall be documented in the employee’s supervisor log but not in the employee’s file.

19.6.2 An entry into an employee’s supervisor log that documents verbal counseling, a verbal reprimand, or remedial training with no other sanctions, does not constitute a written reprimand or discipline.

19.6.3 A copy of any written reprimand will be placed in the employee’s file in addition to the supervisor log.

19.6.4 Documentation relating to situations that result in the imposition of disciplinary measures above the level of a written reprimand will be maintained by the Administrative Services commander. The records will be included the appropriate Professional Standards file. Copies will not be included in the employee’s supervisor log, although there may be a brief log entry that notes that discipline was imposed and why.

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107 Accreditation Standards, Section 26.1.8
19.6.5 When an employee successfully completes remedial training, a record of that training shall be included in the employee’s training file. The training file entry shall not include any reference to the training being imposed as a disciplinary measure.

19.6.6 Discipline that results in time off without pay requires the completion of a personnel action form (PAF) and any other forms required by the City of Golden for payroll purposes or Human Resources Department use. A PAF will not include details of the incident. A copy of the PAF will be provided to the employee.

19.7 **EMPLOYEE MISCONDUCT RESULTING IN DISMISSAL FROM EMPLOYMENT**

19.7.1 If an employee of the Golden Police Department is to be dismissed from employment, provisions of relevant City of Golden policies shall apply. In conjunction with those policies, the following information will be provided to the employee:

- A statement citing the reason for the dismissal;
- The effective date of the dismissal;
- A statement of the status of benefits, including retirement or pension accounts, following the dismissal; and
- A statement as to the content of the employee’s employment record relating to the dismissal.

108 Accreditation Standards, Section 26.1.7
20. GRIEVANCES

20.1 GENERAL

20.1.1 It is the policy of the Golden Police Department to provide employees with a means by which they may seek a redress of grievances. The grievance process will be coordinated by the Chief of Police.

20.1.2 Examples of situations in which a grievance may be filed by an employee, include:

- A misunderstanding or disagreement regarding the interpretation, application, or alleged violation of department policies or procedures;
- The employee has a claim of discrimination or harassment within the workplace that is prohibited by department or city policy, or federal or state law.

20.1.3 Any grievance should state the remedy being sought by the grieved employee.

20.1.4 An employee may declare a formal representative to intercede on his or her behalf during the grievance process. Once declared, an employee’s formal representative shall have the same rights as the employee in the grievance process. Hereafter, references to the employee, in conjunction with the grievance process, are intended to include the employee’s representative.

20.1.5 Any employee who desires to engage legal representation in a grievance or appeals process may do so at his or her own expense. An employee may utilize any other resources he or she feels are necessary to assist in the grievance process, except as precluded by law.

20.1.6 Whenever an employee files a formal, written grievance, the individual receiving the grievance shall initiate a report of the steps taken in responding to the grievance. The report, which will be forwarded to the Chief of Police when the process is complete, should include information such as:

- Date and time received;
- Identity and position of the member receiving the grievance filing;
- Analysis of the facts or allegations;
- Findings of the investigation, whether or not the findings support the allegations of the grievance; The remedy sought; and
- The actions taken to rectify the concerns expressed in the grievance.

20.2 MITIGATION OF CONCERNS

20.2.1 In order to ensure that employees do not experience intimidation or a loss of dignity in pursuing their right to file a grievance, they are assured freedom from restraint, interference, discrimination or reprisal when presenting a grievance at any supervisory level.

20.2.2 Any employee who has a problem, concern or grievance is encouraged to first seek the assistance of his or her immediate supervisor, in hopes that the concern may be resolved in a timely manner without the need for further administrative involvement.

20.2.3 If the grievance cannot be resolved informally at the supervisory level, or if the situation directly involves the employee’s supervisor, the employee must file a formal complaint in writing with

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109 Accreditation Standards, Sections 25.1.1, 26.1.3
110 Accreditation Standards, Section 25.1.2
the immediate supervisor or with the Chief of Police. An employee is not required to provide prior notice to the supervisor if the grievance is to be filed directly with the Chief of Police.

20.2.4 If an employee with a grievance does not receive satisfaction or an appropriate response at any particular level, he or she may continue to pursue the grievance thorough successive levels of the department and city administrative authority until such time as the grievance is resolved or the process is exhausted.

20.2.5 Time restrictions for the filing of grievances are as follows:

- Informal attempts to achieve resolution of a grievance at the supervisory level should commence as soon as possible following the grieved action;
- Initial formal filing of the grievance must occur within fifteen (15) calendar days of the grieved action, otherwise the right to a formal filing of the grievance is waived;
- The recipient of the formal grievance should attempt to achieve a resolution within ten (10) calendar days of receipt of the formal filing;
- If the grievance cannot be successfully resolved within the ten (10) days following the formal filing, the employee may submit the grievance in writing to the Chief of Police, or if that step has been exhausted then to the City Manager, within thirty (30) calendar days of the grieved action.
- The City Manager will respond to the grievance in accordance with city policy, and in any event, the decision of the City Manager will be final.

20.2.6 As a part of investigating any grievance, the investigating authority will consult with the employee filing the grievance.

20.2.7 The filing or continuation by an employee of a grievance that is determined to be deliberately misrepresented or malicious in nature may result in the imposition of disciplinary measures.

20.3 **ANALYSIS OF GRIEVANCES**

20.3.1 It is in the interest of the department to review the disciplinary process, to ensure that discipline is administered in an equitable manner, and that the process of discipline and appeals function as they are intended. Toward that end, the department should conduct a review of all disciplinary actions in which a level of discipline is administered that is greater than a letter of reprimand.
21. **APPEALS**

21.1 **GENERAL**

21.1.1 An appeal may only be filed when an employee is to be the subject of disciplinary action that results in one or more of the following:

- A suspension from duty without pay;
- A demotion;
- Dismissal from employment with the department.

21.1.2 Only regular, full-time employees in the classified service are eligible to file an appeal.

21.1.3 Dismissal from employment with the department for failure to successfully fulfill requirements of the recruit training phase of employment cannot be appealed.

21.1.4 An employee may declare a formal representative to intercede on his or her behalf during the appeals process. Once declared, an employee’s formal representative shall have the same rights as the employee in the appeals process. Hereafter, references to the employee, in conjunction with the appeals process, shall be intended to include the employee’s representative.

21.1.5 Any employee who desires to engage legal representation in a grievance or appeals process may do so at his or her own expense. An employee may utilize any other resources he or she feels are necessary to assist in the grievance process, except as precluded by law.

21.2 **STAY OF EXECUTION**

21.2.1 When an employee appropriately files a formal notice of an appeal a stay of execution for the pending disciplinary action shall be in effect until such time as the appeal process is exhausted or withdrawn. This shall occur automatically unless there is some compelling reason for the Chief of Police to impose the disciplinary action prior to the completion of the appeals process.

21.2.2 In the event discipline is imposed prior to completion of the appeals process, and the finding is subsequently overturned as a result of the appeal, the employee shall be restored as fully as possible to his or her condition as it existed prior to the imposition of the disciplinary action.

21.3 **FILING APPEALS**

21.3.1 An employee must file any appeal in writing within five (5) working days following notification of the finding of a violation resulting in discipline, or notification of the imposition of disciplinary sanctions, which ever comes first.

21.3.2 Appeals shall be filed with the Chief of Police. The employee may request that the appeal be considered directly by the Chief of Police, or the employee may request that the appeal be heard by a peer review board.

21.3.3 If, following a direct appeal to the Chief of Police, the Chief’s decision is to administer disciplinary sanctions in the form of one or more of the above, then the employee may, within five (5) calendar days, file a direct appeal to the City Manager, in accordance with policy.

21.4 **PEER REVIEW**

21.4.1 The peer review process in an appeal is an option available to the employee as an alternative to

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111 Accreditation Standards, Section 26.1.6
review of discipline by the Chief of Police.

21.4.2 The peer review board will consist of three employees of the City of Golden. None of the peer review board members may be an employee of the police department. None of the peer review board members may be involved in the incident from which the appeal originates.

21.4.3 The process for selection of the peer review board members is as follows:

- The employee must file the appeal within five (5) working days following notification of the finding of a violation resulting in discipline, or notification of the imposition of disciplinary sanctions, whichever comes first;
- Within three (3) working days of filing the appeal, the employee shall choose one City of Golden employee to sit on the board, and the Chief of Police will select one employee to sit on the board;
- Within two days of the selection of the second board member, the two board members will mutually select a third board member;
- Within ten (10) days of the selection of the third board member, the board will convene.

21.4.4 The peer review board shall review any reports or documentation regarding the incident that are provided by the appellant or the department, confer with the appellant, interview witnesses including supervisors or the Chief of Police, and may perform any other tasks they deem necessary to decide on their recommendation. The board will hopefully achieve a consensus, but may decide on their recommendation by majority if necessary.

21.4.5 The peer review board’s recommendation may be as follows:

- Support the factual basis for the administration of discipline, and recommend that the disciplinary sanctions originally imposed by the Chief of Police be carried out;
- Support the factual basis for the administration of discipline, with a recommendation that a lesser degree of disciplinary action be imposed, and a recommendation as to what that disciplinary action should be;
- Find that there is an insufficient factual basis to support the administration of discipline, and recommend that the action be dismissed.

21.4.6 Once the board has decided on their recommendation, they will document a summary of the issues and their recommendation in a report. Copies of the report will be forwarded to the Chief of Police, the City Manager, and the appellant.

21.4.7 Following receipt of the board’s recommendation, the Chief of Police will have seven (7) days to make a final decision regarding the recommendations of the board. The Chief will have the following options at that time:

- Follow the recommendations of the board, including the board’s recommendation as to any discipline to be imposed, if applicable;
- Disregard the recommendations of the board, and proceed with the original disciplinary sanctions imposed;
- Disregard the recommendations of the board, and impose a lesser degree of discipline than that recommended by the board;
- Disregard the recommendations of the board, and dismiss the proceeding.

21.4.8 If the decision of the Chief of Police is to administer disciplinary measures, and the level of discipline to be administered is unchanged, or is such that it still will result in the employee being
suspended, demoted or dismissed from employment, then the employee may make a further appeal directly to the City Manager.

21.5 **APPEAL OF DISCIPLINE TO THE CITY MANAGER**

21.5.1 The employee shall advise the Chief of Police of the intent to appeal to the City Manager, and will then have five (5) calendar days within which to file a formal, written appeal to the City Manager.

21.5.2 When an appeal is filed with the City Manager, the manager will have access to the reports, and will meet with the employee and the employee’s representative, if desired. The manager may also meet with the Chief of Police, and any other persons the manager deems necessary. Within fourteen (14) calendar days of the receipt of an employee’s appeal, the City Manager will make a determination regarding the appeal, unless there is some exigent circumstance that would prevent the manager from making the determination within that time. In that event, the manager will render his or her decision as soon as possible.

21.5.3 The decision of the City Manager regarding any employee appeal is final.
22. **CODE ENFORCEMENT**

22.1 **GENERAL**

22.1.1 Code enforcement officers are non-sworn members of the Golden Police Department. The code enforcement function is subordinate to the Administrative Services commander.

22.1.2 When code enforcement officers are on duty, they may be dispatched to handle calls by the Communications Center, and they are required to comply with orders given by the watch commander.

22.2 **AUTHORITY**

22.2.1 Code enforcement officers are authorized to issue summonses for violations of municipal ordinances, providing such violations are relevant to their duties and responsibilities.

22.2.2 Code enforcement officers are permitted to conduct inspections in accordance with municipal ordinances, and should such inspection be refused, code enforcement officers have the authority to make application to the municipal judge for a search warrant based upon probable cause.

22.2.3 Code enforcement officers are not authorized to make any custodial arrest. If during the performance of their duties, code enforcement officers encounter any situation that requires a custodial arrest, or a violator threatens or resists the officer, or a code enforcement officer needs any other assistance, a sworn officer may be requested to respond and provide whatever assistance is necessary.

22.2.4 Code enforcement officers are not authorized to carry or discharge firearms during the performance of their duty.

22.3 **ANIMAL CONTROL**

22.3.1 Code enforcement officers, when on duty and available, have primary responsibility for the response to or investigation of animal complaints, and enforcement of the animal control ordinances of the City of Golden.

22.4 **IMPOUNDMENT OF ANIMALS**

22.4.1 Municipal ordinances are specific in providing officers with animal impoundment authority.

22.4.2 The Golden Police Department is a participating member of the Table Mountain Animal Shelter, and unless there are other considerations that need to be addressed, animals that are impounded will be held at that facility.

22.4.3 Procedures of the Table Mountain Animal Shelter will be complied with in the confinement of any animal.

22.4.4 Animals should be approached and handled with caution, in order to prevent injury to personnel or the animal.

22.5 **Vicious Animals**

22.5.1 When necessary, in order to protect citizens, officers, or other animals from injury, vicious animals may be destroyed by a police officer in accordance with Golden Municipal Ordinances.

22.5.2 Animal bites reported to any member of the Golden Police Department shall be investigated, and an offense report completed.
22.5.3 If known, an animal that is suspected of inflicting a bite must be quarantined in compliance with all state statutes, municipal ordinances and department of health regulations as may apply.

22.5.4 Owners of vicious animals should be cited.

22.6 **INJURED ANIMALS**

22.6.1 Whenever possible injured dogs, cats or livestock should be returned to their owner, if known. If the owner is not known or is not immediately available, such animals may be provided with emergency veterinary care according to established procedures.

22.6.2 If a wild animal is so seriously injured or ill that it is not realistic to expect that the animal will survive, and the animal is suffering, the animal may be euthanized according to established policies and procedures.

22.6.3 Code enforcement officers shall be equipped with euthanasia solution and the means by which an animal may be injected.

22.6.4 No person is authorized to have access to or use any euthanasia solution without proper training and the authorization of the Support Services commander.

22.6.5 Euthanasia solutions will be kept secure under lock and key, and an ongoing inventory shall be maintained to provide accountability for the use of the drug. The log shall include the date and time of use as well as the amount of solution used, and the incident number that relates to the call.

22.7 **DECEASED ANIMALS**

22.7.1 Deceased domestic and small animals should be collected for disposal by the code enforcement officer, including those euthanized by the officer. Whenever any domestic animal is collected, and an owner can be identified, the owner should be contacted and offered the option of having the animal returned, or of having the department handle the disposal.

22.7.2 Wild animals that are found deceased on the roadway in rural or semi-rural areas may be removed from the traveled area of the roadway and left as carrion, providing this does not create a nuisance.

22.7.3 Deceased livestock shall be removed according to procedure.

22.8 **CRUELTY TO ANIMALS**

22.8.1 Code enforcement and sworn officers shall investigate any reports of cruel or inhumane treatment of animals as quickly as is practicable. Municipal ordinances are specific in providing emergency seizure authority for officers.

22.9 **ABANDONED VEHICLES**

22.9.1 Code enforcement officers are authorized to mark and tag vehicles that appear to be abandoned on public property.

22.9.2 Code enforcement officers are authorized to order abandoned vehicles towed from public property.

22.9.3 Whenever a code enforcement officer tows an abandoned vehicle, an inventory of the vehicle shall be conducted, and the results of such inventory noted on the impound form.

22.10 **PARKING ENFORCEMENT**
22.10.1 Code enforcement officers are authorized to enforce parking ordinances and violations of the sections of Model Traffic Code that regulate parking. The Model Traffic Code has been adopted by reference into the City of Golden municipal ordinances.

22.10.2 In order to ensure compliance with overtime parking ordinances, Code enforcement officers are authorized to mark parked vehicles. Such markings should be made in an unobtrusive area of the vehicle’s tire, utilizing chalk or a similar medium that will erode or wash away without damage to the tire or the environment.

22.11 **ANCILLARY SERVICES**

22.11.1 Code enforcement officers are authorized to investigate and enforce other municipal ordinances, such as those listed below, when authorized by the Director of Public Works, or other appropriate individual.

- Zoning;
- Health and Sanitation;
- Snow removal;
- Business licensing.

22.11.2 Code enforcement officers are not authorized to perform building inspections or fire inspections, although they may perform collateral inspections with building or fire inspectors, should the need arise.
23. PATROL OPERATIONS

23.1 GENERAL

23.1.1 The uniformed patrol function, commonly referred to as "Patrol", forms the backbone of police services in the City of Golden. Patrol is a function of the Operations Division. Patrol comprises the largest segment of the department. All personnel assigned to patrol duties shall be sworn police officers.

23.1.2 Recognizing that criminal activity and emergencies may occur at any time of any day or night, the Golden Police Department provides around-the-clock police services, which includes continuous patrol coverage.\(^{112}\)

23.1.3 A highly visible patrol presence, performed by uniformed officers in marked police vehicles, has the effect of instilling and reinforcing a sense of security in the citizenry, and has a deterrent effect on criminal activity and traffic crashes. In addition, officers engaged in random patrol are in an ideal position to interact with the public for the purpose of community relations, as well as to elicit information about criminal activity, hazards to safety, or other potential problems.

23.1.4 Patrol officers are also responsible to:

- Respond to emergencies and other calls for service;
- Maintain peace and order;
- Identify problems and hazards to the public safety, and work with the community to develop solutions to those situations;
- Enforce the laws;
- Investigate crimes and other situations;
- Arrest offenders;
- Direct traffic;
- Deter criminal activity;
- Regulate certain businesses or activities as required by law, such as liquor establishments;
- Be knowledgeable of, communicate with, and interact with members of the community;
- Communicate and interact with other members of the department.

23.1.5 Officers are expected to take appropriate enforcement action whenever and wherever the need arises.

23.1.6 Likewise, officers who observe or who are advised of any defective or missing City of Golden signage, hazardous situations, or any other problems are to make a report to the appropriate city department through an appropriate channel, generally the Communications Center. Frequently, due to the accessibility of officers, citizens will report such situations to an officer, even though the problem may not be law enforcement related.

23.1.7 In the event of potentially injurious or life threatening hazards officers shall take whatever immediate action is required to mitigate the problem, or may provide a cautionary presence until the appropriate city response is mobilized.

\(^{112}\) Accreditation Standards, Section 41.1.1
23.2 SCHEDULING

23.2.1 Patrol personnel will be scheduled to provide the most effective police service possible to the citizens of the City of Golden, while maintaining optimum staffing levels consistent with officer safety requirements.

23.2.2 Scheduling also provides a means to ensure that the span of control of supervisors is optimized.

23.2.3 Another function of scheduling is to ensure that experience levels in patrol watches remain in balance as much as possible, with more senior officers equally assigned among the watches. This is both an aid to supervision, and to facilitate mentoring of less experienced personnel.

23.2.4 The patrol schedule may be modified as required to accommodate changing needs of the department. Any supervisor has the authority to adjust the patrol schedule, with appropriate notification of affected personnel.

23.2.5 Generally, daytime and nighttime watch assignments shall be rotated on a periodic basis. Rotation will be by teams unless other arrangements are made. Exceptions to schedule rotation shall be approved by the Operations Division commander.

23.2.6 Patrol officers may adjust duty schedules only with the approval of their respective supervisors, and with the concurrence of all affected personnel.

23.2.7 The patrol schedule shall be reviewed annually, and may be redrafted as required. The Operations Division commander shall have final approval over the patrol schedule.

23.2.8 Annually, patrol officers may be permitted to bid for desired watch assignments, on a seniority basis. However, the needs of the department shall have priority and there is no guarantee, expressed or implied, that any individual officer will be assigned to any specific watch, or have particular days off.

23.2.9 The schedule shall be posted at a common location so that every officer has access to it. It is the responsibility of every patrol officer to be familiar with his or her duty schedule.

23.2.10 As a convenience, the patrol schedule may also reflect duty scheduling for code enforcement officers, detectives, or any other personnel desired.

23.3 PATROL DEPLOYMENT

23.3.1 Patrol deployment is calculated chronologically. Each duty day is divided into a certain number of Watches, also commonly referred to as "tours of duty" or "shifts", to be determined by the Operations Division commander or the Chief of Police.

23.3.2 Patrol officers shall be assigned to one or another of these watches.

23.3.3 The patrol schedule will ensure that each full time patrol officer is scheduled for at least 80 hours during each two-week period. The schedule will reflect days off, training, vacation, sick time, and other absences so that manpower levels may be monitored and adjusted if necessary.

23.4 SUPERVISION

23.4.1 Each patrol watch shall have one member designated as the supervisor, generally a sergeant. The supervisor of a watch may be referred to as the Watch Commander. Watch supervisors are

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113 Accreditation Standards, Section 41.1.2(b)
114 Accreditation Standards, Section 41.1.2(a)
115 Accreditation Standards, Section 41.1.2(e)
directly responsible to the Operations Division commander.

23.4.2 In the event of a short-term absence of the watch commander, any other officer may be assigned to assume the role of supervisor, either by the sergeant or by the division commander. In the event no officer is so assigned, the senior officer on the watch shall automatically assume the role of supervisor.

23.4.3 The on duty patrol supervisor is required to respond to and assume command of any major calls, unless there are exigent circumstances that preclude him or her from doing so. Otherwise, supervisors are permitted to use discretion when deciding whether or not to respond to the scene of a call for service, and supervisors are not required to assume control of calls being investigated by another officer.

23.4.4 The patrol supervisor is required to provide quality control in the delivery of police services, and shall be responsible for the actions of subordinate officers.

23.4.5 The supervisor is required to manage resources and mitigate conflicts as required, whether they are a complaint from a citizen about an officer, an interagency misunderstanding, an interpersonal situation within the agency, or any other problem.

23.5 **PATROL DISTRICTS**

23.5.1 So that patrol deployment may be most effective, the city shall be divided into patrol districts.

23.5.2 Patrol districts are also sometimes referred to as a "beat". Districts shall be set by order of the Chief of Police, based upon factors that may include, but are not restricted to:

- Call load;
- Population;
- Geography;
- Manpower;
- Emergency considerations.

23.5.3 Generally, each officer will be assigned to patrol a particular district or to perform a specific task, such as traffic enforcement, during the tour of duty. Officers will not routinely patrol outside their district, however, such assignments shall not preclude any officer from being dispatched to respond to a call regardless of district. Following such an assigned call, the officer will return to his or her district unless directed or authorized otherwise.

23.5.4 Assignment of individual officers to specific districts or assignments will generally be made by the watch supervisor. Such assignments may periodically rotate as deemed necessary or desirable. 116

23.6 **ROLL CALL**

23.6.1 Officers shall be ready to deploy to the field at the beginning of their tour of duty. Barring unusual circumstances, such as an emergency or a pending call that cannot be delayed, officers will attend a roll-call session at the beginning of each watch.

23.6.2 The watch commander or a designated officer will supervise roll call. In addition to confirming that officers are present for duty, the roll call session can be utilized for training, briefing of officers on criminal activity or other events that have occurred since their last tour of duty, or

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116 Accreditation Standards, Sections 41.1.2(c), 41.1.2(d)
about upcoming events in the city.\textsuperscript{117}

23.6.3 Roll call is an ideal forum for sharing intelligence information among officers about criminal activity, hazards, dangerous individuals, street closures or any other information that could affect officer safety, or the successful completion of the law enforcement mission. Such information should be documented and included in the roll call book for reference.

23.6.4 Officers will generally receive their daily inventory items such as rifle, portable radio and flashlight during, or immediately following roll call.

23.7 FIELD INTERVIEWS\textsuperscript{118}

23.7.1 A field interview is a conversation between an officer and another person for the purpose of eliciting identification and other information, conducted at a location other than the police department. Generally the term “field interview” implies an interview conducted as a result of officer observation or random contact, rather than an interview that is of a more specific nature. Conducting a field interview does necessitate the temporary detention of an individual; however brief.

23.7.2 Officers of the Golden Police Department are required to observe all of the constitutional and statutory requirements and limitations when restricting the freedom of movement of any individual.

23.7.3 All field interviews shall be reported, with an incident number held. The details of the contact, including identification of the individual/s contacted and the justification of the contact will be recorded on a Field Interview Card (FI Card) or in a more detailed written report if required. In a situation wherein several persons are contacted as a group or in a common area, one incident number may suffice.

23.7.4 A casual contact or conversation with an individual that is not initiated for the purpose of eliciting information is not considered to be a field interview, although it is possible that such a conversation could evolve into a field interview, at which time provisions of the policy would apply.

23.7.5 If there is an articulable concern for officer safety, a pat-down search for weapons may be conducted in conjunction with a field interview.

23.7.6 Whenever a pat-down search is conducted, it shall be documented on the FI card or written report.

23.8 ALERT TONES\textsuperscript{119}

23.8.1 Radio alert tones will be broadcast over the air by dispatchers when it is necessary to get the attention of officers prior to a radio announcement about any potentially life-threatening emergency situation. Generally, alert tones will only be activated in conjunction with the initial broadcast message about a situation, unless there is a situational change.

23.8.2 Examples of such incidents include, but may not be limited to reports of:

\begin{itemize}
  \item Aggravated robbery;
  \item First or second degree burglary in progress;
\end{itemize}

\textsuperscript{117} Accreditation Standards, Section 41.1.3
\textsuperscript{118} Accreditation Standards, Sections 1.2.3, 41.2.4
\textsuperscript{119} Accreditation Standards, Section 41.2.5
• Injury or fatal traffic accident;
• Officer requiring emergency assistance, or loss of contact with an officer under suspicious circumstances;
• Medical crisis;
• Incidents of civil unrest or fights in progress;
• Any other situation in which a dispatcher deems it necessary or prudent to sound the alert tones.

23.8.3 Officers hearing radio alert tones will pay particular attention to the related message, and will respond appropriately.

23.9 **MISSING PERSONS**

23.9.1 An officer taking a report of a missing person will relay all relevant information including description, circumstances and time-frame, to the Communications Center as quickly as possible so that other officers and/or agencies may be notified in timely fashion, and an area search may be initiated.\(^1\)

23.9.2 Officers are reminded that there are no statutory or other restrictions that require a person to have been missing for any minimum amount of time prior to a report being taken.

23.9.3 Reports of missing children or at-risk persons shall be treated with the utmost urgency and seriousness. All available resources shall be deployed as quickly as possible to assist in searching for the subject.\(^2\)

23.9.4 Particularly when children or at-risk persons are involved, the Golden Police Department canine officer may be requested to assist with the search. If Golden’s canine officer is unavailable, a canine may be requested from another agency under mutual aid.\(^3\)

23.9.5 Officers are reminded that the last known location of a missing subject, particularly a missing child, should be protected as a crime scene until determined to be otherwise.

23.9.6 Updated information should be forwarded to the Communications Center as soon as it becomes available, so that it may be relayed to all personnel, including other agencies.\(^4\) Investigating officers shall follow up with the reporting person regularly.\(^5\)

23.9.7 The Communications Center shall enter missing person information into the CCIC/NCIC computer system as quickly as possible, and ensure that it is removed in timely fashion following location of the subject.\(^6\)

23.10 **COURT**

23.10.1 Officers are required to appear for court when advised via an appropriate, timely notice, or by any other means that their appearance is required.

23.10.2 If it is necessary to postpone a court appearance due to foreseeable circumstances, officers are required to submit the appropriate request forms. If an officer experiences an unforeseeable or emergency absence or scheduling conflict, he or she should notify the court at the earliest

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\(^1\) Accreditation Standards, Sections 41.2.6(a), 41.2.6(b), 41.2.6(e)
\(^2\) Accreditation Standards, Sections 41.2.6(f), 41.2.6(g)
\(^3\) Accreditation Standards, Sections 41.2.6(f), 41.2.6(g)
\(^4\) Accreditation Standards, Section 41.2.6(b)
\(^5\) Accreditation Standards, Sections 41.2.6(d), 41.2.6(e)
\(^6\) Accreditation Standards, Section 41.2.6(c)
23.11 **BIAS BASED PROFILING**

23.11.1 The Golden Police Department declares that bias based profiling is a practice that presents a great danger to the fundamental principles of our constitutional republic and is abhorrent and cannot be tolerated. It violates the United States Constitution.

23.11.2 The Golden Police Department states that motorists or pedestrians who have been stopped by a police officer for no other reason than the color of their skin, or their apparent race, ethnicity, age, sexual orientation, religion, economic status, gender, or cultural group are the victims of discriminatory practices. Additionally, basing enforcement or seizure and forfeiture efforts on any of these identified characteristics is discriminatory behavior.

23.11.3 The Golden Police Department further states that Golden Police Officers risk their lives every day. The people of Golden greatly appreciate the hard work and dedication of police officers in protecting the public safety. The good name of these police officers should not be tarnished by the actions of those who commit discriminatory practices. The Department recognizes that bias based profiling alienates citizens, fosters distrust of law enforcement by the community, and invites media scrutiny, judicial intervention and legislative action.

23.11.4 It is therefore the intent of the Golden Police Department in adopting this policy to provide a means of identification of police officers who are engaging in bias based profiling. It is also to underscore the accountability of those police officers for their actions and to provide training to those officers on how to avoid bias based profiling.

23.11.5 It is the policy of the Golden Police Department that officers of this Department shall not engage in bias based profiling. It is adopted in compliance with House Bill 01-1114, which enacted C.R.S. Section 24-31-309.

23.11.6 Bias Based Profiling means the practice of detaining a suspect or selection of individuals based on race, ethnicity, age, religion, economic status, culture group, sexual orientation, or gender without the existence of any individualized suspicion supported by specific articulated facts that the person(s) contacted regarding their identification, activity or location has been, is, or is about to commit a crime or is currently presenting a threat to the safety of themselves or others.

23.11.7 In an effort to prevent inappropriate perceptions of bias based law enforcement, officers shall utilize the following strategies when conducting any pedestrian and/or vehicle stops:

23.11.8 Be courteous, polite, and professional,

23.11.9 Introduce himself and explain to the citizen the reason for the stop as soon as practical, in conjunction with obtaining necessary documents.

23.11.10 Ensure that the length of the detention is no longer than necessary to take appropriate action for the known or suspected offense,

23.11.11 Answer any questions the citizen may have, including explaining options for the disposition of a citation, if applicable.

23.11.12 In compliance with C.R.S. 24-31-309 (4)(a), Golden police officers shall provide, without being asked, their business card to any vehicle driver who has not been cited or arrested, but has been detained in a traffic stop. Any additional person in the vehicle who requests a business card shall be given one as well. This does not apply to officers engaged in authorized undercover operations conducted by this department or any other department.
23.11.13 Additionally, without being asked, officers shall provide their business card to all pedestrians who have not been cited or arrested, but who have been contacted and detained in an enforcement or suspicious persons contact.

23.11.14 The business card shall include identifying information about the police officer including, but not limited to:

23.11.15 The officer’s name,

23.11.16 The officer’s rank, if applicable,

23.11.17 The officer’s identification number,

23.11.18 A telephone number that may be used, if necessary, to report any comments, positive or negative, regarding the contact.

23.11.19 Golden police officers may take into account the race, ethnic background, gender, sexual orientation, religion, economic status, age, and/or culture of a specific suspect when it is based on credible, reliable, locally-relevant information that links a person of a specific group to a particular criminal incident, or when it links a specific series of crimes in an area to a group of individuals.

23.11.20 The Golden Police Department will, pursuant to all provisions of C.R.S. 24-31-309, appropriately record and document any complaints of bias based profiling.

23.11.21 Telephone comments received in response to the issuance of business cards on traffic or pedestrian contacts shall be reviewed during normal business hours on business days. Positive and negative comment information shall be documented on a form adopted by the Department for such use. This completed form shall be forwarded to the Administrative Services Division Captain.

23.11.22 The identity of the reporting person, and the report of any comment that constitutes a complaint, shall initially be kept confidential by the Department to the extent permitted by law. The Department shall be permitted to obtain some identifying information regarding the complaint to allow initial processing of the complaint. It may become necessary for the complainant to provide additional information in order to process the complaint further. In the event this additional information becomes necessary, the complainant will be asked to divulge the additional identifying information at that time. If the complainant refuses to provide additional identification information, the complaint shall be documented. Absent the identification of the complainant, follow-up of the complaint may not be possible, and the complaint may be closed without further action.

23.11.23 Bias based profiling complaints received by a supervisor in any manner other than through the designated telephone number shall be processed in the same manner as any other ‘citizen complaint.’ However, when the complaint alleges bias based profiling, the complaint information shall be documented on the appropriate form and forwarded by the receiving supervisor to his Division Captain. The Division Captain shall review the information and forward the form to the Administrative Services Division Captain for disposition as a bias based profiling complaint.

23.11.24 If bias based profiling occurs, corrective measures include all the provisions identified in chapter 18 of the Golden Police Department Policy Manual.

23.11.25 The Department shall annually compile any information derived from the telephone calls received, or complaints from any other source, that allege bias based profiling due to the
distribution of business cards. The Department shall make such information available to the public, but shall not include the names of police officers or the names of persons alleging profiling. The Department may also include in such information the costs to the agency associated with maintaining compliance with the provisions of this section of the Policy Manual.

23.11.26 On an annual basis, all Golden police officers shall receive training that includes an examination of the patterns, practices, and protocols that result in bias based profiling, and those patterns, practices, and protocols that prevent bias based profiling. Additionally, in the context of profiling, officers shall receive training regarding the legal aspects specific to traffic contacts, field contacts, asset seizure and forfeiture efforts.

23.11.27 Training topics that are relevant to preventing bias based profiling shall include, but are not limited to:

23.11.28 Cultural diversity,

23.11.29 Ethnic intimidation/hate crimes (POST required curriculum),

23.11.30 Bias based policing,

23.11.31 Verbal communication techniques (POST required curriculum), and

23.11.32 Interpersonal communication skills
24. ARREST AND CUSTODY

24.1  GENERAL

24.1.1 Not all persons who are taken into physical custody are prisoners within the technical definition of the term. Sometimes persons are detained for other reasons including personal safety issues such as mental health evaluation, or incapacitation due to alcohol or drug intoxication. Likewise, juveniles may be detained for a variety of non-criminal reasons including runaway, or curfew violation.

24.2  ARREST\textsuperscript{126}

24.2.1 C.R.S. section 16-3 describes when and how an arrest may be made, and grants officers of the Golden Police Department the authority to make arrests.

24.2.2 The term "arrest" implies physical custody, however, in many situations officers have the discretion to release a person who is, or who will be charged with a crime or a traffic violation, without actually taking that person into physical custody.

24.2.3 The person may be released upon issuance of a summons to appear, or pending the filing of charges, or in some cases he or she may be released upon the posting of a bond. Officers are encouraged to evaluate each situation on its own merits and take appropriate and reasonable action.\textsuperscript{127}

24.2.4 The arrest of any person without a warrant issued by a court of competent jurisdiction requires that the arresting officer have probable cause to believe that a crime has been committed, and that the person being arrested committed that crime. When an officer of the Golden Police Department arrests any person without a warrant, the officer is required to comply with the requirements of the court into which the arrestee is being charged, regarding the submission of a warrantless arrest affidavit, and the determination of probable cause.

24.2.5 Whenever it is reasonable to do so, an arrest warrant should be obtained to establish probable cause for the arrest of any person on charges originating as the result of a Golden Police Department investigation.

24.2.6 Officers of the Golden Police Department shall arrest any person with whom they come into contact, and whom they reasonably believe to be the subject of an arrest warrant. For purposes of this section, reasonable belief may be inferred through confirmation of an existing warrant via the Colorado Crime Information Computer (C.C.I.C.) system or through personal knowledge of the existence of a warrant. In some instances, this knowledge may be obtained from another peace officer however, members are cautioned that without direct personal knowledge, C.C.I.C. confirmation is strongly encouraged. In the event an officer contacts the subject of an arrest warrant who is outside the area of extradition as stated in the C.C.I.C. notification, the officer shall not arrest the subject.

24.2.7 In that instance, the officer should notify the subject of the existence and nature of the warrant and encourage the subject to respond to the appropriate agency. The agency should be notified of the contact and location, as a courtesy.

24.2.8 Whenever possible, persons who are arrested should be positively identified by means of valid identification documents, such as a picture driver's license or state issued ID card. Such

\textsuperscript{126} Accreditation Standards, Section 1.2.5
\textsuperscript{127} Ibid., Section 1.2.6
identification should accompany the prisoner whenever he or she is transported to another facility, unless the document is being seized as evidence. If documents are not available to provide positive identification, all reasonable efforts should be made to identify the prisoner through some other viable means, such as identification by an officer or other credible person who personally knows the subject. If necessary, identification may ultimately be confirmed through fingerprint identification. Method of identification should be noted in the Custody Report.

24.3 STOP AND FRISK

24.3.1 Under provisions of C.R.S. section 16-3-103, a peace officer may detain any person for a reasonable time whom he or she reasonably suspects may be committing, may have committed, or is about to commit a crime, for the purpose of obtaining identification. Such a stop does not constitute an arrest. In conjunction with such a stop, when an officer reasonably suspects that the person may be armed, the officer may conduct a pat-down search of the person for weapons. Officers are strongly urged to read and be familiar with these provisions of the statutes, the constitution, and Supreme Court decisions that relate to this issue.

24.4 BOOKING

24.4.1 Every person taken into physical custody by the Golden Police Department will have a custody report completed, except for persons who are detained for mental health evaluation and for whom a mental health evaluation form or an ambulance trip report is prepared.

24.4.2 The custody report will document the Golden Police Department case number, the subject's personal information, observed physical condition and behavior at the time of arrest or detention, any known medications the subject is using, and the inventory and disposition of the subject's property.

24.4.3 Whenever any person is arrested and taken into physical custody on original charges by an officer of this agency, the person will be booked at the Golden Police Department unless there is some compelling reason not to. In addition to the custody report, prisoner booking will include, at a minimum, the taking of fingerprints and photographs in accordance with established procedures.

24.4.4 The booking process will be completed in as expeditious a manner as is practicable. Under most circumstances it is recommended that prisoner disposition be achieved within two hours, although it may sometimes be reasonable and necessary to detain a person in custody for longer than two hours.

24.5 DISPOSITION

24.5.1 Following completion of the booking process, prisoners may be transported to the Jefferson County Jail, released from custody at the station, or transported to some other facility such as a detoxification center or the Juvenile Assessment Center. Any time a prisoner is transported to the jail or any other place of confinement, the receiving agency shall be provided with a copy of relevant paperwork. The Custody Report that accompanies the prisoner shall reflect any potential medical or security concerns with the prisoner. An authorized member of the department should verify the information contained in the Custody Report before the prisoner is released.

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128 Accreditation Standards, Section 71.5.1(a)(b)
129 Accreditation Standards, Section 1.2.4
130 Accreditation Standards, Sections 72.5.1, 72.5.3, 72.6.3
131 Accreditation Standards, Section 71.1.6(d)
132 Accreditation Standards, Sections 71.1.6(e), 71.5.1(c)
receiving agency will sign for receipt of the prisoner, or provide appropriate documentation accepting custody.\(^{133}\)

24.5.2 Unless there is some other mitigating factor, persons who are under the influence of intoxicants may generally be released to a responsible, sober adult, providing such a person is available and is willing to take responsibility for the subject.

## 24.6 INSTALLATION SECURITY

24.6.1 The Golden Police Department does not operate a jail or detention facility per se. The department does maintain temporary holding facilities, both for adults and juveniles.

24.6.2 Prisoner reception, processing and detention areas are equipped with security doors that lock automatically when closed. These doors may be opened with either an electronic access card or an actual key, and officers are issued both so that in the event of a power failure access may still be gained, even though the facility is equipped with an emergency backup generating system. While open, each of these security doors activates an alert light on a schematic panel in the communication center.\(^{134}\)

24.6.3 At any time that a prisoner is being processed or detained, all security doors in the booking and detention areas will remain closed unless being used.\(^{135}\)

24.6.4 The Golden Police Department, including prisoner booking and detention areas, is equipped with a fire detection and alarm system including pull stations, as well as an automatic sprinkler system for fire suppression.\(^{136}\) Key areas, including the booking room toilet, are equipped with panic or duress alarms that are clearly identified. These alarms sound in the Communications Center.\(^{137}\)

24.6.5 Holding cells have no areas where a weapon or contraband may be concealed. Officers will visually observe the interior of holding cells prior to securing prisoners inside.\(^{138}\) Officers should use caution when entering an occupied holding cell, and should only do so when required to check the welfare of a prisoner, or to secure a combative prisoner. Weapons should be secured prior to entry. Preferably, a second officer should be present.\(^{139}\)

## 24.7 SAFETY AND WELFARE

24.7.1 The personal safety of victims, members of society, police officers, and persons in custody is of paramount concern to the Golden Police Department. Unless otherwise directed, provisions of this section shall pertain whenever any person is in physical custody, whether such custody is due to arrest, welfare detention, or status offense reasons, since persons who are taken into physical custody are generally detained against their will, and may therefore be resistive to incarceration.

24.7.2 It is the duty of all members of the Golden Police Department to assure the continued welfare of persons in the custody of the department, particularly when physical force has been required in order to effect the arrest. Primary responsibility for the welfare of a prisoner falls to the arresting officer, or in the alternative, to the transporting officer.

\(^{133}\) Accreditation Standards, Section 71.1.6(d)
\(^{134}\) Accreditation Standards, Section 74.4.3
\(^{135}\) Accreditation Standards, Section 74.4.4
\(^{136}\) Accreditation Standards, Section 72.3.1
\(^{137}\) Accreditation Standards, Sections 72.4.8, 72.4.9
\(^{138}\) Accreditation Standards, Section 72.4.5
\(^{139}\) Accreditation Standards, Section

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24.7.3 Suspects who are being held pending a chemical or breath test may be precluded from oral intake of substances, or in some instances bathroom privileges, until such time as the test is completed. Otherwise, persons arrested or in custody shall be permitted reasonable access to water and toilet facilities.\(^{140}\)

24.7.4 Officers will immediately report any observed sanitation concerns in the holding facilities to the watch commander, who shall ensure that a work order is submitted for appropriate action.

24.7.5 The watch commander will cause the holding facilities to be inspected on a weekly basis for security concerns including concealed weapons or contraband, and sanitation concerns including signs of infestation or pests. An inspection report shall be completed. In the event any concerns are observed, a work order will be submitted for appropriate action.\(^{141}\)

24.8 TIME RESTRICTIONS ON DETENTION

24.8.1 Persons who are detained in custody at the Golden Police Department longer than six hours shall be provided with a reasonable meal at the department's expense. Under no circumstances will a prisoner be held longer than eight hours.\(^{142}\)

24.8.2 Pursuant to federal restrictions juveniles will not be held in custody longer than six hours. In the event that juveniles are detained in custody, provisions of the Golden Police Department guidelines for holding of juvenile offenders shall apply. A copy of the guidelines will be maintained in the booking room or juvenile holding area.

24.9 SEARCHING OF PRISONERS OR DETAINERS

24.9.1 Officer safety requirements mandate that all persons will be physically searched when taken into custody, and prior to being placed into any transport vehicle. If a person already in custody is to be transported, the prisoner will be searched prior to being placed into any transport vehicle.\(^{143}\)

24.9.2 Officers will not conduct a physical search of prisoners of the opposite sex unless there is an immediate officer safety concern. Under those circumstances a pat-down search for weapons may be conducted provided it is performed in a professional manner in accordance with approved procedures and training. It is recommended that a second officer be present to observe during the search.\(^{144}\)

24.9.3 Civilian employees of the police department will not be utilized to conduct searches of prisoners unless they have received appropriate training, or there is some compelling reason for such a search and a supervisor has authorized the search.

24.10 INVENTORY

24.10.1 During prisoner processing, a complete inventory will be made of the prisoner's property, including any baggage, packages, or other containers brought to the Golden Police Department for safekeeping. Following inventory, the property will be kept secure until it is either returned to the prisoner, accompanies the prisoner to another facility, or is booked into the Golden Police Department property section for safekeeping.\(^{145}\)

\(^{140}\) Accreditation Standards, Section 72.2.1(c)
\(^{141}\) Accreditation Standards, Sections 72.3.3, 72.4.6
\(^{142}\) Accreditation Standards, Sections 72.2.1(d), (e), 72.8.1
\(^{143}\) Accreditation Standards, Section 71.1.1
\(^{144}\) Accreditation Standards, Sections 1.2.4, 71.1.1
\(^{145}\) Ibid., Section 72.5.1
24.10.2 If a prisoner is to be released from custody at the Golden Police Department, without being booked through the Jefferson County Jail or any other facility, the prisoner's property will be returned at the time of his or her release from custody unless there are extenuating circumstances.

24.10.3 If a prisoner is transported to the Jefferson County Jail or any other facility, and it is known that the receiving facility will not accept certain articles of property, such as oversize items, these items will be placed into Golden Police Department property. Such property will be available for release to the prisoner or a duly appointed and identified designee upon claim.

24.10.4 Evidence, contraband, illegal substances or other items the possession of which is illegal will not be returned.

24.11 **Strip Search**

24.11.1 The use of strip searches is closely controlled under provisions of Section 16-3-405 of the Colorado Revised Statutes of 1973, as amended.

24.11.2 Statutorily, a strip search is defined as having an arrested person remove or arrange some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, or female breasts of such person.

24.11.3 A strip search will only be conducted when probable cause exists to justify such a search, and only when authorized by a supervisor.

24.11.4 No member of the Golden Police Department will conduct, participate in, or view a strip search of any prisoner of the opposite sex. A strip search will not be performed at any location where it may be observed by anyone not involved in the search, including by closed-circuit video surveillance equipment.

24.11.5 Unless there is a strongly compelling need to preserve evidence, a strip search shall not be videotaped or photographed. If videotape or photographs are to be made, a supervisor must give specific authorization. Following the search, the recording media, whether it is video tape, photographic film or any other image storage media, will be closely controlled, marked and booked into evidence. No unauthorized person will be permitted to view or create any image, duplicate copy or print derived therefrom. Any officer who has knowledge of a violation of this policy section will notify a supervisor or command officer as soon as is practicable.

24.11.6 Any officer who initiates or performs a strip search of any suspect will specifically document in his or her report the facts surrounding the search, including the probable cause for the seizure. The report will identify the supervisor authorizing the seizure, and all officers who participated in or witnessed the seizure.

24.11.7 Any officer who witnesses or participates in conducting a strip search will prepare a report documenting the facts of the search.

24.11.8 Any supervisor who authorizes a strip search will prepare a report documenting such authorization.

24.11.9 The need to seize a prisoner's clothing for evidentiary purposes shall be conducted in the same manner as a strip search; ensuring that appropriate measures are taken to preserve the evidence being collected.

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146 Accreditation Standards, Section 72.5.2
147 Accreditation Standards, Section 72.5.9
148 Ibid., Section 1.2.8
24.11.10 Any time clothing is seized from the person of a suspect, adequate replacement clothing will be provided to ensure that modesty and health are preserved.

24.11.11 Every officer who seizes clothing from the person of a suspect will specifically document in his or her report the facts surrounding the seizure, including the probable cause for the seizure. The report will identify the supervisor authorizing the seizure, and all officers who participated in or witnessed the seizure.

24.11.12 Every officer who witnesses or participates in the seizure of clothing from the person of a suspect will prepare a report documenting the facts of the seizure.

24.11.13 Any supervisor who authorizes the seizure of clothing from the person of a suspect will prepare a report documenting such authorization.

24.12 **BODY CAVITY SEARCHES**

24.12.1 As a part of any lawful search of a prisoner, the mouth may be examined.

24.12.2 No body cavity search, other than of the mouth, will be conducted by a member of the Golden Police Department. If there is probable cause to have a body cavity search conducted, it must be authorized by a supervisor. The search must be performed in an appropriate, sanitary location, preferably in the medical clinic at the Jefferson County Jail. A licensed physician or nurse shall perform the examination.

24.12.3 No member of the Golden Police Department will witness or observe a body cavity search on a member of the opposite sex.

24.12.4 The same restrictions and controls shall apply for photographic or video recording of a body cavity search as apply to a strip search.

24.12.5 Any officer who causes a body cavity search of any suspect to be performed will specifically document in his or her report the facts surrounding the search, including the probable cause for the search, and the results of the search. The report will identify the person conducting the body cavity search, the supervisor who authorized the body cavity search and all officers or persons who witnessed or participated in conducting the body cavity search, regardless of their agency affiliation. The officer requesting the body cavity search will arrange for copies of any reports prepared by the person conducting the search, or any other law enforcement officers, that document the search and the results thereof.

24.12.6 Any officer of this agency who witnesses or participates in conducting a body cavity search will prepare a report documenting the facts of the search, and the findings. Any supervisor who authorizes a body cavity search will prepare a report documenting such authorization.

24.13 **MONITORING OF PRISONERS**

24.13.1 All persons who are in the physical custody of the Golden Police Department will be monitored to ensure their continued wellbeing. Monitoring will commence at the time the subject is taken into custody, and will continue until the subject is either released from custody or surrendered to the custody of some other agency.

24.13.2 When the arresting officer cannot personally monitor the prisoner, Communications Center personnel may be requested to temporarily assist via closed circuit television monitoring of the holding facilities. Communications Center personnel cannot be held accountable for monitoring the welfare of prisoners who are detained in a location that is not accessible to video

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149 Accreditation Standards, Section 1.2.8
surveillance. Every person detained in custody shall be observed directly by agency personnel at least once during each thirty-minute period.\textsuperscript{150}

24.13.3 Notification of the possibility of video or audio monitoring will be posted in a prominent location within the area where prisoners are routinely processed. Such warning posters should be in English and Spanish, which are the predominant languages in Colorado.\textsuperscript{151}

24.13.4 Due to manpower constraints, Golden Police Department personnel may be required to monitor prisoners of either sex.\textsuperscript{152}

24.14 **PERSONAL PRIVACY**

24.14.1 Unless there are extenuating circumstances no prisoner will be directly observed while using toilet facilities or changing their clothing. Under no circumstances will any officer observe a prisoner of the opposite sex during these activities.\textsuperscript{153} No closed circuit television or audio monitoring equipment will be placed so as to observe the booking room toilet.\textsuperscript{154}

24.14.2 Any officer who has knowledge of a violation of this policy will notify a supervisor or command officer as soon as is practicable.

24.15 **WEAPONS PROHIBITED**\textsuperscript{155}

24.15.1 The booking room and the adjacent temporary holding facilities of the Golden Police Department are designated as secure areas. Officers are prohibited from introducing weapons into these areas whenever a prisoner is in custody in either of these areas, unless there is an extreme emergency.

24.15.2 Officers entering the booking or holding facilities when no prisoners are present are strongly encouraged to secure their weapons prior to entering these areas. Secure storage facilities are provided for the containment of officers' weapons, both on the sally port and patrol room sides of the booking room.

24.16 **NON-ESSENTIAL PERSONNEL RESTRICTED**\textsuperscript{156}

24.16.1 Non-essential personnel are prohibited from entering the booking room or holding facilities when there is a prisoner present, unless there is an emergency, or some other strongly compelling reason to do so. See *Visitors Generally*, elsewhere within this section.

24.17 **PRISONER'S RIGHTS**\textsuperscript{157}

24.17.1 C.R.S. sections 16-3-402, 16-3-403, and 16-3-404 specifically address the rights of a person who is committed, imprisoned or arrested for any cause, whether or not such person is charged with an offense, to consult with an attorney.\textsuperscript{158}

24.17.2 A person who is under arrest has the right to communicate with an attorney of their choice and a member of their family by making a reasonable number of telephone calls or by

\textsuperscript{150} Accreditation Standards, Section 72.8.1
\textsuperscript{151} Accreditation Standards, Section 72.7.1(e)
\textsuperscript{152} Accreditation Standards, Section 72.8.3
\textsuperscript{153} Accreditation Standards, Section 72.8.3
\textsuperscript{154} Accreditation Standards, Section 72.8.2
\textsuperscript{155} Accreditation Standards, Sections 71.1.6(a), 72.4.1
\textsuperscript{156} Accreditation Standards, Section 72.1.2
\textsuperscript{157} Accreditation Standards, Sections 72.7.1(c), (d)
\textsuperscript{158} Accreditation Standards, Section 1.2.3(c)
communicating in any other reasonable manner. Such communication shall be permitted at the earliest possible time after arrival at the police station, sheriff’s office, jail, or other like confinement facility to which the person is first taken after arrest.

24.17.3 If a person under arrest is able to post bail or bond, and there is no exigent circumstance requiring the prisoner to be transported to the Jefferson County Jail or another facility, then the person shall be permitted to post bail or bond and be released from custody.\(^{159}\)

24.17.4 If an attorney requests to see or consult with a person in custody, that individual must expressly consent to see or consult with the attorney. Any consultation with an attorney shall be permitted alone and in private.

24.17.5 Officers are strongly encouraged to read and be familiar with the content of these sections. Under provisions of section 16-3-404, if an officer violates the duty imposed by either section 16-3-403 or 16-3-404, the officer may be held personally liable.

24.18 VISITORS GENERALLY\(^{160}\)

24.18.1 Ordinarily, detainees temporarily held at the Golden Police Department will not be permitted to receive visitors. However, under some circumstances, it may become necessary or desirable for a detainee to have contact with some other person.

24.18.2 Due to security concerns any such contact will be permitted only in the presence of an officer, except when a prisoner is consulting with an attorney as provided in C.R.S. section 16-3-403.

24.18.3 Other than an attorney, any person who is to be permitted to visit a person in custody shall be required to submit to a reasonable physical search for weapons or contraband prior to being escorted to the area where the contact is to occur.

24.19 RESTRAINTS\(^{161}\)

24.19.1 Whenever any individual is taken into physical custody, such person will be restrained through the use of handcuffs or an approved alternative, particularly when such person is being transported by police vehicle.

24.19.2 Ordinarily, prisoners will be handcuffed with their hands behind their back, however, exigent circumstances may dictate that the restraint be applied in front, or in some other manner; as in the case of a prisoner with only one arm.

24.19.3 Officers will only utilize department approved restraint devices, including handcuffs, flex-cuffs, transport belts, ankle restraints, and hobbles.

24.19.4 At the discretion of the arresting officer, prisoners in the booking room, holding facilities or interview rooms may be released from restraints. The officer must take into consideration the potential for escape, or jeopardy to any citizen, officer, or the prisoner himself or herself.\(^{162}\)

24.19.5 The temporary holding facilities for adults are equipped with a restraining ring that may be utilized to secure a prisoner. Under ordinary circumstances no prisoner is to be physically secured to a fixed object. However, if it becomes necessary to restrain a prisoner using such equipment supervisory approval shall be obtained and the prisoner will only be secured to an object specifically designed and designated for that purpose.

\(^{159}\) Accreditation Standards, Section 72.7.1(b)
\(^{160}\) Accreditation Standards, Section 72.8.5
\(^{161}\) Accreditation Standards, Section 71.2.1
\(^{162}\) Accreditation Standards, Section 71.1.6(b)
24.20 **POSITIONAL RERAINT CONCERNS**

24.20.1 Due to the potential danger of positional asphyxia, the practice of securing a prisoner in a prone position, particularly a resistive prisoner restrained with hobbles in conjunction with handcuffs, is prohibited. If it is necessary to secure a prisoner with hobbles, the officer shall ensure that the prisoner is seated in an upright posture, or if not seated, that the prisoner is lying on his or her side. Care should be taken to ensure that a prisoner who is so restrained does not slide off the back seat of the patrol car onto the floorboard.

24.21 **TRANSPORTATION**

24.21.1 The Golden Police Department does not have any personnel whose primary duty assignment includes the supervision or transportation of prisoners; nor does the department have any vehicles designated primarily for the transportation of prisoners.

24.21.2 Officers will ensure that unless exigent circumstances dictate otherwise, all persons being transported in a Golden Police Department vehicle will utilize seatbelts. At no time will a prisoner being transported in a Golden Police Department vehicle be physically shackled to the vehicle.

24.21.3 Most patrol vehicles of the Golden Police Department are equipped with protective screens between the front and back seat areas. Those vehicles are equipped with electronic door locks, and have the mechanical interior door unlocking and opening mechanisms disconnected. When vehicles are so equipped, persons in custody will be transported in the back seat area unless there is some compelling reason to transport the person in the front seat, such as age or infirmity.

24.21.4 When a prisoner is transported in the front seat of a patrol car, regardless of the reason, the prisoner is required to wear a seatbelt, and it is recommended that the seat be moved to the as far forward as is possible, to further restrict the prisoner's freedom of movement.

24.21.5 When a person in custody is transported in a vehicle not equipped with a protective screen, and two officers escort the prisoner, then the prisoner and the second officer will ride in the back seat. The prisoner should be on the side away from the second officer's sidearm, and should wear the seatbelt.

24.21.6 It is recommended that prisoners who are being transported for an extended period of time will be handcuffed in front utilizing a prisoner transport belt.

24.21.7 Generally, prisoners being detained in a patrol car will not be permitted to speak to or interact with anyone not a member of the department. When it is determined that it is in the best interest of the department for such a contact to occur, the prisoner and the other person will be directly and closely observed by an officer. Physical contact is prohibited.

24.22 **EXCEPTIONS**

24.22.1 Although it is generally discouraged, officers may from time to time exercise their discretion and

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163 Accreditation Standards, Section 71.2.1
164 Accreditation Standards, Section 71.1.3
165 Accreditation Standards, Section 41.3.3
166 Accreditation Standards, Section 71.4.2
167 Accreditation Standards, Section 41.3.3
168 Accreditation Standards, Section 41.3.3
169 Accreditation Standards, Section 71.1.5
170 Accreditation Standards, Section 71.2.1
make exceptions to the physical restraint policy providing there are specific, articulable reasons for doing so. Such circumstances may include physical infirmity of the person being detained, the age of the detainee, or other identifiable factors. Officers who elect to transport a person who is in physical custody without utilizing restraint devices are required to document the circumstances in their report, and do so at their own peril.

24.23 **At-risk Prisoners**

24.23.1 An at-risk prisoner is one who is under arrest or in custody for a major felony crime, or is deemed to be a danger to self or others, or who may be a flight risk. Prisoners who are combative, resistive, or otherwise difficult to control are likewise considered at-risk.

24.23.2 At-risk prisoners should be transported in the back seat area of a patrol car that is equipped with a protective shield, unless no such vehicle is readily available. At-risk prisoners should be escorted by two officers whenever possible, particularly when transported in a car without a protective shield.

24.23.3 At-risk prisoners, particularly those deemed to be a flight or security risk, should be transported with ankle restraints in addition to handcuffs or a transport belt. If ankle cuffs are not immediately available, temporary ankle restraints may be fashioned with flex-cuffs.171

24.24 **Restrictions**

24.24.1 Whenever more than one prisoner is to be transported, the prisoners shall be transported in the back seat of a patrol vehicle equipped with a protective screen.

24.24.2 Officers transporting juveniles or persons of the opposite sex, whether in custody or not, will notify the Communications Section at the commencement of the transport. Notification will routinely include the name of the officer or officers, the unit number and mileage of the transport vehicle, the specifics of the person being transported, such as "juvenile male" or "adult female", the number of persons being transported, and the intended destination. At the end of the transport, the officer will notify the Communications Section of the arrival location and mileage, and reiterate the officers and unit. Persons participating in an approved ride-along program, employees of the City of Golden, or members another law enforcement agency are exempted from the notification requirement providing the appropriate approvals are in place.

24.24.3 Male and female prisoners will not knowingly be transported in any vehicle at the same time. Likewise, male and female prisoners will not knowingly be held or processed in the same room at the same time. Male and female prisoners will be sight and sound separated from one another at all times.172

24.24.4 Adult and juvenile prisoners will not knowingly be transported in any vehicle at the same time. Likewise, adult and juvenile prisoners will not knowingly be held or processed in the same room at the same time. Adult and juvenile prisoners will be sight and sound separated from one another at all times.173

24.25 **Special Duty**174

24.25.1 Any time a prisoner, particularly an at-risk prisoner, is in the custody of an officer at a non-secure location such as in a courtroom or hospital environment, there is a special duty for that

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171 Accreditation Standards, Section 71.2.1
172 Accreditation Standards, Section 72.5.4
173 Accreditation Standards, Section 72.5.4
174 Accreditation Standards, Sections 71.1.8, 71.3.2
officer to guard against any potential escape attempt, and to protect innocent citizens from the potential for jeopardy inherent in the presence of such a prisoner. Prior to the prisoner being introduced into a non-secure environment, the court or other agency shall be notified of the prisoner's at-risk status.

24.26 **COURT TRANSPORTATION**\(^{175}\)

24.26.1 From time to time, officers are required to transport prisoners who are already being held in custody. Frequently these prisoners are to be brought from the Jefferson County Jail to the Golden Municipal Court.

24.26.2 Prisoners will be prepared for their appearance in court according to the instructions of the Municipal Judge, which may require that they be released from handcuffs prior to being brought into the courtroom. When the subject is being held under charges from another jurisdiction, or is under prior sentence of any court, the use of ankle restraints is recommended.

24.26.3 In addition to the notifications required in the *Special Duty* section above, when any at-risk prisoner is to be brought into court, ankle restraints will be mandatory, and handcuffs may be required.

24.26.4 The assistance of a second officer is strongly encouraged when transporting or guarding at-risk prisoners. Officers are reminded that there is a potential for an escape attempt to be assisted by persons pretending to be in the courtroom for other legitimate reasons.

24.27 **MEDICAL TREATMENT**\(^{176}\)

24.27.1 From time to time it may become necessary to take a person into custody that is injured or ill, or who has been exposed to a use of force or a chemical weapon, or who complains of some injury or illness. Whenever this occurs, a medical evaluation of the prisoner will be performed by personnel from the contract medical transport service and a determination made as to whether or not the individual requires further examination or treatment at a medical facility.

24.27.2 If it is determined that there is no need for further examination or immediate or continuing care, a copy of the ambulance trip report or similar documentation will be obtained and submitted as a part of the officer's report.

24.27.3 If a person in custody does require further examination or immediate or continuing care, then a determination will be made as to whether such person may be released on a summons or with charges pending. If so, then the person will be released for transport to a medical facility.

24.27.4 If the prisoner should not be released from custody, then the person will be appropriately restrained and an officer will accompany the subject to the medical treatment facility. Depending upon the circumstances, the officer may escort the ambulance with the prisoner in a separate vehicle, however, if necessary the officer will ride in the ambulance. Return transportation will be arranged as required.

24.27.5 Whenever possible, it is recommended that prisoners requiring medical treatment be released on a summons, or released with charges pending so that they are no longer in custody when transported.

24.27.6 When it is not possible to release a prisoner from custody prior to the transport, then an officer

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\(^{175}\) Accreditation Standards, Section 73.3.2

\(^{176}\) Accreditation Standards, Section 71.3.2
may be required to accompany the prisoner to the medical treatment facility.\textsuperscript{177}

24.27.7 Policies of medical treatment facilities may require that prisoners, even at-risk prisoners, be released from handcuffs for examination or treatment. If it becomes necessary to release the prisoner from handcuffs, continued physical security may be possible through the use of ankle restraints.

24.27.8 Officers are directed to be particularly alert when attending such prisoners. Obviously there is the potential for a prisoner to be feigning a greater injury or illness than actually exists in order to attempt an escape. Likewise, there is the possibility for a prisoner to become armed with medical equipment that may be utilized as a weapon.

24.27.9 Under no circumstances should an officer permit a suspect to come into contact with a victim.

24.27.10 If a prisoner cannot be treated and released from a medical facility, it may become necessary to provide ongoing security until such time as release from custody or transportation to the jail may be accomplished.

24.27.11 Any person being detained solely for a Mental Health evaluation is no longer considered to be in police custody once accepted by ambulance personnel for transport to the evaluation facility.

24.28 DETOXIFICATION CENTER

24.28.1 Persons who require alcohol or drug detoxification, but who are not otherwise being detained in custody, will be transported to an approved facility. Should the subject be rejected by the detoxification facility, the subject will be taken to the Jefferson County Jail or to a hospital for medical evaluation, in accordance with established protocols. If a medical release is obtained, the prisoner may be returned to the facility if appropriate.

24.29 ESCAPE\textsuperscript{178}

24.29.1 Officers will take every reasonable precaution to ensure that any person being held or transported while in physical custody does not escape.

24.29.2 Officers are justified in utilizing reasonable and appropriate levels of physical force to prevent the escape of a prisoner who is under arrest, or in defense of themselves or another person in preventing the escape of any person.

24.29.3 In the event an escape from custody occurs, the member discovering the escape shall sound the alarm immediately, providing the Communications Center with as much information as is available, and providing updated information as soon as it becomes available. The Communications Center shall notify the Watch Commander, other Golden Police Department officers, and will cause all available information to be relayed to surrounding jurisdictions. In the event an escape occurs outside the City of Golden, to the jurisdiction within which the escape occurs. If the prisoner is being transported from one secure facility or jail to another, both facilities shall be notified.

24.29.4 All available officers shall respond, and the Golden Police Department shall devote all available resources in an attempt to locate and return the escapee to custody.

24.29.5 In addition to an Offense Report, a critical incident report shall be completed and reviewed according to policy.

\textsuperscript{177} Accreditation Standards, Section 71.3.1
\textsuperscript{178} Accreditation Standards, Section 71.1.7, 72.4.10
24.29.6 Any prisoner who escapes from custody shall be charged with that offense, in addition to any original charges that may be pending.
25. **JUVENILE**

25.1 **GENERAL**

25.1.1 The Golden Police Department is committed to the protection of children within this community.

25.1.2 When juveniles commit an act that would be a crime if committed by an adult, the law defines that as a delinquent act. If, from time to time, the terms are used interchangeably in this policy, it should be understood that the context is intended to be that of the juvenile offender unless otherwise stated.

25.2 **CHILDREN’S CODE**

25.2.1 The officers of the Golden Police Department shall be familiar with, and comply with the provisions of the Colorado Children’s Code, Title 19 of the Colorado Revised statutes, as well as all other relevant constitutional, statutory and procedural requirements.\(^{179}\)

25.3 **JUVENILE OPERATIONS**

25.3.1 Juvenile perpetrated offenses constitute a significant part of the overall crime problem within the city.

25.3.2 While follow-up investigations involving juvenile suspects, particularly in felony cases, are generally performed by detectives, that does not relieve officers of the responsibility to be able to adequately perform all aspects of any preliminary investigation involving juvenile suspects, including making arrests and conducting custodial interviews.

25.4 **JUVENILE ALTERNATIVES**

25.4.1 Particularly with younger juveniles, one of the primary goals of the department is to attempt to secure voluntary compliance and behavior modification, prior to the formation of antisocial habits on the part of the juvenile.\(^{180}\)

25.4.2 Whenever it is appropriate to do so, officers dealing with juvenile offenders should employ the least coercive among a number of alternatives to the filing of criminal charges. Some of these alternatives include, but are not necessarily limited to:

- Contact, conduct a field interview, and release with no other action;\(^{181}\)
- Release of the juvenile to a parent for parental disciplinary action;
- Counseling of the child by the officer, generally in conjunction with the parent;
- Referral to the Jefferson County Juvenile Assessment Center (JAC);
- Referral to the Jefferson County Social Services, or another appropriate county social services organization;
- Referral to other agencies or resources outside the criminal justice community;
- Facilitate intervention by the Jefferson County Family Adolescent Crisis Team (FACT);
- Filing of criminal charges.

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\(^{179}\) Accreditation Standards, Section 44.2.2(c)

\(^{180}\) Accreditation Standards, Section 44.1.1(a)

\(^{181}\) Accreditation Standards, Section 44.2.1(a)
25.4.3 When selecting disposition alternatives such as those listed above, officers should take into consideration the individual circumstances of the subject. Factors may include:

- Age and circumstances of the child;
- Prior criminal record, including whether the juvenile has charges pending in any court, or is on probation or another diversionary program;
- Factors that might cause the officer to question whether the juvenile would fail to appear for a hearing;
- Home situation, including ability of the parent to control the child;
- Recommendations by the school or social service organizations;
- Seriousness of the current situation, particularly if the current situation involves weapons or violence;
- Potential danger to the community;
- Potential danger to the child;
- Available program resources.

25.4.4 If an officer is unsure of which, if any, alternatives may be viable in any given situation the supervisor should be consulted.

25.5 INTERACTION

25.5.1 It is in the interest of the Golden Police Department for all officers and detectives to maintain a viable working relationship between this agency and all other components of the juvenile justice system.

25.6 FILING JUVENILE CHARGES

25.6.1 Frequently, juveniles are charged by summons with municipal ordinance violations, including traffic. When charged, these violations require the juvenile to appear with a parent in Golden Municipal Court.

25.6.2 Juveniles may also be charged with misdemeanor violations of state statutes. Some of these may be handled by summons:

- Traffic;
- Alcohol-related violations;
- Recreation violations;
- Game and fish violations.

25.6.3 Most other misdemeanor violations require a long form filing of charges with the District Attorney’s office.

25.6.4 Officers are directed to know when a juvenile may be charged by summons, and when a long form filing is required. Generally, the forms required for a long form filing in a juvenile case will be completed by a detective, as they are in adult cases. Related policies and procedures apply.

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182 Accreditation Standards, Section 44.2.2(b)
183 Accreditation Standards, Section 44.2.1(b)
184 Accreditation Standards, Section 44.2.1(b)
185 Accreditation Standards, Section 44.2.1(c)
unless there are juvenile exceptions or requirements.

25.7 **MITIGATION PROGRAMS**

25.7.1 Whenever possible, community based programs that provide juveniles with alternatives to delinquent behavior will be supported by department resources or personnel.

25.7.2 Such activities are considered to fall within the responsibility of the Administrative Services Division, however all personnel are encouraged to actively participate or become involved with juvenile programs.

25.7.3 As resources and interest permit, the department supports a Police Explorer program for high school age youth, sponsored by the Boy Scouts of America.

25.8 **SCHOOL RESOURCE OFFICERS**

25.8.1 The Golden Police Department supports the assignment of resource officers to the public schools within the City of Golden.

25.8.2 Limited resources may preclude each public school from having a permanently assigned officer, however, the requirements of each school will be evaluated and assignments made as a result. When specific requirements exist, resources officers may be temporarily assigned, or required to divide their time among schools.

25.8.3 School resource officers will be assigned to the Administrative Services Division.

25.8.4 School resource officers are encouraged to interact with students, faculty and staff at their respective schools, in order to gain the confidence and respect of those with whom they work.

25.8.5 The duties and responsibilities of school resource officers include, but are not restricted to:

- Act as a resource for the prevention of delinquency;
- Provide a resource for students, parents, and school staff, providing guidance regarding ethical issues, or assisting in certain aspects of counseling where appropriate;
- Explain the role of law enforcement in society to students and others;
- Teach classes, including DARE or related courses, and act as mentors for students;
- Take criminal and traffic crash reports when the school, school staff, or students are victims, and participate in the investigation of these reports, including making arrests as required;
- Facilitate interactions among police, parents, school staff and students;
- Provide a conduit for criminal intelligence information pertaining to the schools and students;
- When possible, participate in the investigation of incidents that occur off school property, but which involve students from the school where the resource officer is assigned.

25.8.6 Whenever a school resource officer is on duty at a school, patrol officers and detectives who need to contact a student should coordinate their activities with the resource officer assigned to that school.

25.8.7 Whether or not there is a resource officer on duty at a school, officers and detectives will coordinate with school officials whenever it is necessary to contact a student at the school, unless there is some compelling reason not to do so.

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186 Accreditation Standards, Sections 44.1.1, 44.2.5
187 Accreditation Standards, Section 44.2.4
25.8.8 Personnel assigned as school resource officers may be required to participate in some school related activities even though such activities may occur after regular duty hours. Overtime will be authorized for participation in such programs.

25.9 **JUVENILE RECORDS**

25.9.1 Golden Police Department records concerning juveniles are protected by law and department policy, and unauthorized or unlawful release of such information is a violation of policy.

25.9.2 Ordinarily, requests for juvenile record information should be referred to the Golden Police Department Records Section. All relevant Golden Police Department Records policies will apply.

25.9.3 Officers are cautioned that regulations regarding the release of juvenile information are complex. If it becomes necessary for a member to handle a request for juvenile information, and if the member has any question about whether or not such information may be released to a particular individual or agency, the member should check with a supervisor.

25.10 **SHODI**

25.10.1 Serious Habitual Offender, Directed Intervention (SHODI) is a juvenile program, that the Golden Police Department participates in to identify the more serious repeat juvenile offenders. The SHODI program is intended to expedite the entry of these juveniles into the criminal justice system when charges are filed.

25.11 **DETENTION**

25.11.1 When taken into custody, juveniles will be transported to the intake facility or JAC without delay, unless there is a requirement for medical treatment prior to transport.188

25.11.2 Physical detention of Juveniles will be accomplished in accordance with all applicable statutes, ordinances, policies and procedures.

25.11.3 The Golden Police Department has designated holding cells for juvenile offenders that are sight and sound segregated from adult holding cells. Juveniles being processed or held in custody at the police department will be sight and sound segregated from adult offenders, including during the times they are in common areas such as the booking room.

25.11.4 Juveniles being processed or held in custody at the police department will be sight and sound segregated from other arrestees of the opposite sex, including during the times they are in common areas such as the booking room.

25.11.5 When a juvenile offender meets the criteria for placement in a holding cell, officers may still exercise discretion as to whether or not to place the juvenile offender in a holding cell based upon criteria such as:

- Nature and seriousness of the delinquent activity, including whether or not weapons or violence were involved;
- Mental condition of the juvenile;
- Safety of the juvenile;
- Prior history;

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188 Accreditation Standards, Section 44.2.2(d)
• Officer safety concerns.

25.11.6 When detained in a holding cell, juveniles shall be closely monitored by the booking officer or by another police officer. 

25.11.7 Juveniles who are taken into physical custody and are to be charged with a delinquent act that would be a felony or serious misdemeanor if committed by an adult, shall be fingerprinted and photographed as a part of the booking process. This applies particularly if the juvenile is to be transported to a juvenile detention facility such as Mount View School. In such cases all statutory and procedural requirements will be complied with. If a juvenile is held with charges pending, at a detention facility the officer, or another department representative may be required to appear at a detentions hearing. 

25.11.8 Any time a juvenile is placed in a holding cell all required log entries will be completed. Failure to do so in a timely fashion is a violation of this policy. 

25.11.9 When any juvenile is taken into custody, a parent or legal guardian will be notified as soon as possible. If a juvenile is taken into custody and a parent cannot be contacted, whenever possible the juvenile should be transported to the Jefferson County Juvenile Assessment Center (JAC). 

25.11.10 Juveniles being detained for release to a parent on minor misdemeanor charges or a status offense will not generally be photographed and fingerprinted unless there is some compelling reason to do so. 

25.11.11 Juveniles held in custody for status offenses and other violations as identified by SOP will not be placed in a holding cell. 

25.11.12 Juveniles will not be held in custody beyond the time limits prescribed by law and policy. 

25.11.13 Juveniles who are identified as runaways may be taken into custody, and arrangements should be made to contact parents to pick up the child. Runaways from out of state may be detained in a holding facility if required. 

25.11.14 Officers are required to take a juvenile into protective custody when the juvenile is abandoned, lost, or seriously endangered. Under such circumstances, Jefferson County Social Services shall be called to take charge of the juvenile. 

25.11.15 Social services shall also be called in any situation where juveniles are involved in an accident, emergency medical situation, or any other similar situation in which a parent or guardian cannot be contacted, except for juveniles who are in the custody of their school when such a situation occurs. 

25.11.16 A Custody Report shall be completed on any juvenile taken into physical custody for any reason. 

25.12 Custodial Interrogation of Juveniles

25.12.1 Juveniles who are taken into physical custody may be interrogated, and officers are encouraged to do so whenever possible.

189 Accreditation Standards, Section 44.2.2(e) 
190 Accreditation Standards, Section 44.2.2(a) 
191 Accreditation Standards, Section 44.2.2(a) 
192 Accreditation Standards, Section 44.2.2(b) 
193 Accreditation Standards, Section 44.2.2(b) 
194 Accreditation Standards, Section 44.2.3
25.12.2 In order for an officer to conduct an interrogation of a juvenile, several procedural steps must occur to ensure that the subject’s constitutional rights are preserved: 195

- The parent or legal guardian must be present at the place of interrogation.
- The juvenile and parent or legal guardian must be advised of the juvenile’s constitutional rights pursuant to the Miranda Decision.
- Following the rights advisement, the juvenile and the parent or guardian may speak together in private so they can make a decision as to whether or not to agree to be interviewed.
- If the juvenile and the parent or guardian agree to waive their rights and speak with the officer, then both are required to sign the rights waiver form.
- Under no circumstances can a juvenile in custody be interviewed without a parent or guardian present, and without a signed waiver. Verbal consent is not adequate. A faxed advisement form is not adequate.

25.12.3 In the event the juvenile and/or the parent or guardian agree to be interviewed, but desire to have an attorney, then the questioning shall be postponed until such time as the attorney can be present. Generally this will result in the questioning being conducted at a later time by a detective.

25.12.4 Questioning of juveniles should be limited to a reasonable amount of time, and breaks should be provided as required.

25.12.5 Ordinarily, no more than two police officers should be involved in the questioning.

25.12.6 Juveniles and their parent or guardian may have questions regarding the criminal justice process, which officers should try to answer if possible.

25.12.7 Officers should be careful to avoid providing, or appearing to provide legal advice.

25.12.8 Officers should refrain from promising or appearing to promise a possible disposition in the case.

25.12.9 If it is necessary to transfer the juvenile to a detention facility, due to the circumstances of the offense, the officer should try to explain the process to the juvenile and the parent or guardian.

195 Accreditation Standards, Section 44.2.2(c)
26. USE OF FORCE

26.1 GENERAL

26.1.1 The department recognizes the individual value of every human life. Unfortunately, it is an irrefutable truth of modern society that members of the public may be victimized by violent criminal activity at any time. Police officers must anticipate that in responding to such calls, they are likely to be confronted by persons who have used or intend to use deadly force in the commission of criminal acts.

26.1.2 Officers of the Golden Police Department are at all times required to exercise good judgment and common sense in the performance of their duty, and to make every reasonable effort to protect and preserve human life, including the lives of perpetrators.

26.1.3 Therefore, to ensure the protection of the public and themselves, it is essential for officers of the Golden Police Department to be appropriately armed, and trained in the use of their weapons.196

26.2 AUTHORIZED LEVELS OF FORCE197

26.2.1 Officers are directed to read, know and understand their legal rights, limitations and obligations regarding the use of physical force, including deadly physical force. Particularly Sections 18-1-704 and 18-1-707 of the Colorado Revised Statutes, which document permissible acts in the defense of persons, making an arrest, or preventing an escape, and Section 18-8-802, which outlines certain reporting requirements.

26.2.2 When reasonable and necessary, Golden Police officers are authorized to employ physical force at appropriate levels of escalation, in response to the actions of others.

26.2.3 Levels of force authorized for use by police officers range progressively across a broad spectrum from minimal force, including command presence and voice command, to the application of deadly physical force. This progressive escalation of force is referred to as the "Use of Force Continuum".

26.2.4 Officers are required to employ the minimum level of force reasonable and necessary to safely accomplish their objectives; however, officers are not required to escalate through lesser levels of force when it is immediately apparent that a higher level of force is required. Officers are authorized to use deadly physical force when reasonable and necessary to protect the lives of officers or of any other person.198

26.3 DUTY TO PROVIDE CARE

26.3.1 Whenever an officer is involved in a situation in which lethal or less-lethal weapons are deployed, and the result of that use is that any person is injured or killed, the officer shall request medical assistance for the injured person without delay.199

26.4 DUTY TO REPORT

26.4.1 Peace officers in the State of Colorado are required by C.R.S. section 18-8-802 to report any excessive use of force by any other officer to a supervisor. The report is required to include the date, time, location, and identity of any known participants and their description.

196 Accreditation Standards, Section 1.2.2
197 Accreditation Standards, Sections 1.2.2, 1.3.4
198 Accreditation Standards, Sections 1.3.1, 1.3.2
199 Accreditation Standards, Section 1.3.5
26.4.2 This section also makes it a criminal offense for an officer to knowingly make a materially false statement, which the officer does not believe to be true, in any such report.

26.4.3 Officers are strongly encouraged to read this section of the statutes.

26.5 WEAPONS GENERALLY

26.5.1 Golden Police officers are required to regularly demonstrate proficiency in their knowledge of when weapons may, or should be employed; as well as their skill and abilities in the actual use of such weapons.

26.5.2 Weapons generally fall into two broad categories, less lethal weapons and lethal weapons.

26.6 LESS LETHAL WEAPONS

26.6.1 Less lethal weapons are those which, when used in accordance with their design limitations, and for their intended purpose, may reasonably be expected to not cause death. Examples of less lethal weapons include chemical weapons or batons, and firearms designated only for use with less lethal projectiles.

26.6.2 Under the appropriate circumstances, the Golden Police Department endorses the use of less lethal weapons. To be authorized less lethal weapons must be issued to the officer by the department or specifically approved by the Chief of Police in a directive. Officers are prohibited from carrying less lethal weapons that are not approved.

26.6.3 Proficiency in the use of less lethal weapons is generally demonstrated via a process of supervised familiarization, training, and testing administered by a qualified instructor.

26.7 LETHAL WEAPONS

26.7.1 Lethal weapons are those which, when used in accordance with their design limitations, and for their intended purpose, may reasonably be expected to cause death. Examples of lethal weapons include firearms or knives.

26.7.2 Every officer must resolve his or her own personal or moral feelings about using deadly physical force before accepting employment with the Golden Police Department. Hesitation or inability on the part of an officer to utilize deadly physical force if and when required could jeopardize the life of the officer, other members of the department, or citizens.

26.7.3 Officers are trained in the application of neck restraints as a part of the P.P.C.T. training provided annually. Neck restraints are considered lethal force, and their use is prohibited except in situations when necessary to protect the life of the officer, or another person.

26.8 DISCHARGE OF A FIREARM

26.8.1 The discharge of a firearm or use of other lethal force is an irreversible act. Officers must evaluate all circumstances of the nature and seriousness of the incident prior to firing the weapon, including the age of the suspect and the nature and seriousness of the offense.

26.8.2 Prior to firing a weapon, probable cause must exist which justifies the use of deadly force. Officers may not fire when there is merely suspicion that a crime has been committed and that the person being pursued committed it; nor may officers fire if a person merely runs away to avoid arrest.

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200 Accreditation Standards, Section 1.3.4
201 Accreditation Standards, Section 1.3.2
26.8.3 Warning shots are prohibited for any reason.  

26.8.4 Shots must not be fired when the potential danger to innocent persons around, behind or near the target is greater than potential danger from the suspect.

26.8.5 Officers should not fire when viable alternatives to firearm use are available.

26.8.6 Officers should not fire when target identification is hampered by view obstructions or complicating factors, such as shrubbery or darkness, or when the officer is engaged in some physical activity such as running, jumping or climbing which could cause an inaccurate shot.

26.8.7 Officers may not fire merely to prevent destruction or theft of property.

26.8.8 Officers may not fire from a moving vehicle. Officers may not fire at a moving vehicle without some strongly compelling reason.

26.8.9 The use of deadly physical force by an officer may be entirely justified by circumstances. However, if an officer is able to successfully effect the arrest of the suspect without using such force the officer will not be criticized or disciplined.

26.8.10 Officers are permitted to discharge firearms to destroy an injured animal, when such discharge may be made safely and within the approved procedures.

26.8.11 Officers may discharge firearms in training, as documented elsewhere in this policy.

26.9 **DEPARTMENTAL WEAPONS**

26.9.1 The Golden Police Department maintains an inventory of specialized weapons. These may include chemical weapons, batons, shotguns, rifles, fully automatic weapons, or other weapons as deemed necessary by the department.

26.9.2 Some of these weapons may be issued to individual officers as an item of personal equipment, such as individual chemical weapons or batons.

26.9.3 Weapons, such as shotguns or rifles, may be provided for use by officers during the watch or tactical deployment, but may not be permanently assigned to any one individual.

26.9.4 Other weapons such as gas guns, less lethal projectile weapons, or any other weapon may be adopted or used by the department if deemed necessary. In the event such weapons are deployed, relevant qualification, handling and/or safety requirements as documented in procedure will apply.

26.10 **SHOTGUNS, RIFLES AND SPECIAL WEAPONS**

26.10.1 Generally, officers assigned to patrol duty are required to be equipped with a departmental shotgun, and may be equipped with a departmental rifle. At the beginning of the patrol watch the shotgun and/or rifle will be unloaded if already loaded, cleared and examined for safety and functionality according to procedure. Shotguns and/or rifles will be carried with the safety engaged (on).

26.10.2 When carried in marked patrol cars, shotguns and/or rifles will be secured in the appropriate rack. If the weapon is being carried in a unit that is not equipped with a rack, the weapon will be carried out of the public view in the trunk unless it is being actively utilized in response to a tactical situation.
26.10.3 Shotguns will be carried with the magazine fully loaded with the approved shells. No round will be chambered.

26.10.4 Rifles will be equipped with the appropriate number of magazines loaded with the approved ammunition. One magazine will be inserted in the rifle. No round will be chambered.

26.10.5 Officers will not load a round into the chamber of any shotgun or rifle unless there is a clear likelihood that the officer will need to fire the weapon. The rifle will not be transported or secured following use with a round in the chamber.

26.10.6 Provisions of this section apply to all other departmentally furnished firearms, including shotguns specifically designated for use with less lethal rounds, and any other firearms authorized by the department.205

26.10.7 Unsafe or non-functional weapons will not be deployed to the field. Any such weapon will be clearly marked so it is not accidentally utilized by another officer, then secured in the armory and the firearms range instructor or approved armorer notified so the weapon may be repaired. Jammed weapons, or weapons which cannot be unloaded must be rendered safe prior to being secured.

26.11 Duty Weapon Specifications206

26.11.1 The Golden Police Department does not issue officers' sidearms for duty or off duty use; therefore, officers are required to provide their own duty sidearm. If officers desire to carry a backup or off duty sidearm which is different from the duty sidearm, the officers are likewise required to provide their own.

26.11.2 The officer's duty sidearm will be a semi-automatic pistol of 9mm Parabellum, .40 caliber, or .45 caliber. The duty sidearm shall have a minimum magazine capacity of 7 rounds. Officers are strongly encouraged to select a sidearm produced by one of the recognized major firearm manufacturers, subject to approval of the Chief of Police.

26.11.3 The duty sidearm will be carried fully loaded, with a round in the chamber. Double action pistols, with or without an external hammer, will be carried in a de-cocked condition. Such pistols, if equipped with an external safety, may be carried with the safety engaged or disengaged at the officer's discretion. Single action pistols will be carried with the thumb safety engaged.

26.11.4 Officers who are on duty in uniform are required to carry one duty weapon in an approved holster, visible on the duty belt. On duty officers are required to have two fully loaded spare magazines on the duty belt; or, in the case of officers in civilian clothes, the magazines should be readily available.

26.12 Backup Handgun207

26.12.1 On duty officers are permitted to carry a backup handgun, providing they are currently qualified with that weapon, and providing they have the approval of the Chief of Police. Backup weapons will be carried concealed.

26.13 Non-Standard Duty Weapons208

26.13.1 Officers performing in special assignments such as undercover work, or who can demonstrate
some other compelling need or reason, may request authorization to carry a duty sidearm that
does not conform to the standard criteria. The request must be submitted in written form
through the chain of command, and must include the reasons for the exception and specifically
identify the sidearm that the officer desires to carry.

26.13.2 Authorization to carry such weapons will be considered on a case by case basis. Approval to
carry an alternative duty sidearm may be granted by the Chief of Police unless otherwise required
by this policy.

26.14 **OFF DUTY WEAPONS**

26.14.1 As authorized under the provisions of C.R.S. 16-3-110, there may be occasions when an
emergency situation requires a police officer to respond in an official capacity, even though he or
she is off duty. Such circumstances may dictate that the officer should have immediate access to
a firearm and handcuffs.

26.14.2 Therefore, regular officers of this department are permitted to carry a concealed firearm when
they are off duty and out of uniform; however, officers are not required to do so. Officers must
be in possession of their official police department credentials whenever they elect to carry a
concealed weapon when off duty. They must be qualified with that firearm, in compliance with
this policy manual.\(^{209}\)

26.14.3 Off duty officers are not authorized to carry a firearm when engaged in the consumption of, or
under the influence of intoxicants.

26.14.4 Reserve police officers are not permitted to carry a concealed weapon when off duty, unless they
are a Level I or Level II peace officer in another jurisdiction, or are in possession of a valid
concealed weapons permit. Any reserve officer who possesses a concealed weapons permit
issued by a jurisdiction other than the City of Golden shall provide the Golden Police
Department with a photocopy of the current permit, which shall be maintained in the personnel
file.

26.15 **RESTRICTED WEAPONS**\(^{210}\)

26.15.1 Officers are not permitted to carry any duty, backup or off duty sidearm that is capable of, or
has been modified to permit fully automatic fire unless specifically directed by the Chief of
Police.

26.15.2 Officers are not permitted to carry any weapon that is defective, or that has had any factory
safety mechanism defeated, bypassed, or otherwise rendered inoperative. Any firearm that has
been equipped with accessories or otherwise modified such that the mechanical operation of the
weapon is affected, must be examined and certified by a department approved armorer prior to
being authorized for carry.

26.15.3 Officers are not permitted to carry personal rifles, shotguns, or fully automatic weapons on duty,
except when such weapons are specifically authorized in compliance with this policy or by
directive of the Chief of Police.

26.15.4 This policy is not intended to preclude any officer from the lawful possession or private use of a
fully automatic weapon; however it does restrict the officer from carrying or using that weapon
in any official capacity unless specifically directed, as indicated above.

\(^{209}\) Accreditation Standards, Section 1.3.10
\(^{210}\) Accreditation Standards, Section 1.3.9(a)
26.15.5 Officers are prohibited from carrying single action revolvers as a duty sidearm, backup or off duty weapon, unless specifically directed by the Chief of Police.

26.16 **REGISTRATION AND INSPECTION OF FIREARMS**

26.16.1 Officers are required to register duty, backup and off duty sidearms with the department, as well as any other personal firearms authorized for official use. Officers’ weapons registration records are considered confidential.

26.16.2 The Golden Police Department reserves the right to inspect and/or approve all firearms that an officer requests to carry as a duty sidearm, or as a backup or off duty weapon for quality, fitness, acceptability or condition. A command officer, supervisor, firearms range instructor, or approved armorer may conduct such an inspection at any time.

26.17 **SURRENDER OF WEAPON**

26.17.1 Because of the inherently dangerous nature of police work, an officer may at some time become involved in a situation in which an armed adversary has a tactical advantage.

26.17.2 Experience dictates that under such circumstances there is generally no benefit or lessening of personal danger to the officer or anyone else to be gained by an officer surrendering his or her weapon. Therefore, it is the policy of this agency that officers will not surrender their weapons to any unauthorized person except as a last resort, and only if the officer is convinced that by doing so they will save their life or that of another person.

26.17.3 The final decision to surrender a weapon will be made by the officer; however, prior to making the final decision to surrender his or her weapon, the officer must consider that doing so may only serve to furnish the perpetrator with additional deadly weapons, and may not preserve anyone's life.

26.18 **AMMUNITION**

26.18.1 Ammunition issued or provided by the Golden Police Department will be approved by the firearms range instructors and the Chief of Police, and will be commercially manufactured.

26.18.2 The Golden Police Department will furnish ammunition for all departmentally owned firearms, and will issue each officer sufficient ammunition of the appropriate caliber to accommodate the officer's duty sidearm and required spare magazines. If an officer has additional magazines, or desires to carry supplemental ammunition, then such ammunition will be identical to that issued by the department.

26.18.3 Any officer who receives authorization to carry a non-standard duty sidearm or backup sidearm will supply the ammunition for such weapons if the weapons do not accept the calibers issued by the agency. Whenever possible, non-standard ammunition will be of the same make and type as issued by the department. Non-standard ammunition is subject to approval by a firearms range instructor.

26.18.4 At no time, unless specifically directed by the Chief of Police, will an officer carry or use armor piercing, tracer, exploding, or other exotic ammunition. This provision does not preclude firearms instructors from testing or evaluating any type of ammunition. Ammunition trials are not to be conducted in the field.

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211 Accreditation Standards, Sections 1.3.9(c), (d)
212 Accreditation Standards, Section 1.3.9(b)
26.18.5 Due to the potentially dire consequences inherent in defective ammunition, all ammunition will be replaced on a regular basis to ensure that it is new and viable. Departamentally provided ammunition will be replaced at the department’s expense. Non-standard and officer provided ammunition will be replaced simultaneously at the officer's expense.

26.18.6 Use of reloaded ammunition is not authorized for any purpose other than training or in some cases for demonstrative purposes.

26.19 **Firearms Range Qualification**

26.19.1 Officers are permitted to discharge firearms at an approved target at an approved range, under the supervision of a firearms range instructor.

26.19.2 For purposes of this section, firearms qualification is defined as the process by which an officer demonstrates proficiency in the handling, operation and use of a firearm, and confirms an ability to fire the weapon accurately under a variety of conditions, achieving a specified minimum score.

26.19.3 Officers are required to successfully qualify at least twice annually with all firearms carried, whether personally owned or department issued. Such weapons include duty sidearms, special assignment sidearms, backup sidearms, off duty sidearms, and police shotguns and rifles. Officers may qualify with more than one duty weapon.

26.19.4 Qualification will be held at the department range, or at another designated facility, under the direct supervision of the firearms range instructor. Every officer's qualification scores, whether passing or not, will be recorded in the officer’s training record.

26.19.5 Officers are encouraged to fire their duty weapon for practice at least quarterly, or whenever the firearm range is available. Practice session scores need not be recorded.

26.19.6 Firearm qualification courses will be standardized for each classification of weapon. Qualification course requirements will be determined by the firearm range instructors and approved by the Chief of Police. Specialized qualification requirements may be implemented for alternative firearms such as rifles, shotguns, and off duty or backup weapons; except that an officer is not required to qualify separately with the duty sidearm in order to carry it off duty.

26.20 **Failure to Qualify**

26.20.1 It is the responsibility of the firearms range instructor to ascertain why an officer may be unable to qualify with the duty firearm, particularly if the officer has previously qualified.

26.20.2 Physical examination of the weapon for failure or malfunction should be considered as a first step. In order to determine a weapon's fitness, it may be necessary to have it examined by a qualified armorer. If it is determined that the weapon is defective, and the officer is subsequently able to qualify with an alternative weapon, the officer will not be disqualified from duty. No officer is authorized to carry a firearm that is unsafe, damaged, or unsound; whether on duty, off duty, or as a backup weapon.

26.20.3 Barring a defective weapon, any officer who is unable to qualify with the duty weapon must immediately receive remedial training from the firearms range instructor. Following such training, the officer must then successfully qualify. If the officer is still unable to qualify, the

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213 Accreditation Standards, Section 1.3.11
214 Accreditation Standards, Section 1.3.10
215 Accreditation Standards, Section 1.3.11(c)
216 Accreditation Standards, Section 33.1.5
firearms range instructor will report this deficiency to the appropriate supervisor or division commander, recommending that the officer to be removed from active duty status until such time as the officer is able to satisfactorily qualify with the duty weapon.

26.20.4 If an officer consistently fails to qualify, and is unable to rectify this problem within a reasonable time period, the officer may be removed from active duty as unfit.\(^{217}\)

26.20.5 Failure of an officer to qualify with alternative firearms, as identified previously, will preclude the officer from being authorized to carry such weapons in the field until such time as the officer successfully achieves qualification. Depending upon the officer’s duty assignment, such failure to qualify may be handled in the same manner as failure to qualify with the duty weapon. If the officer is unable to qualify with the alternative sidearm, but is able to qualify with a standard sidearm, then the officer will be required to carry the standard sidearm in the special assignment until such time as the officer is able to successfully qualify with the alternative sidearm.

26.21 KNIVES

26.21.1 Officers and non-sworn members are permitted to carry knives; however, the knife is not intended as a weapon as much as it is a tool. A folding knife may be carried on the duty belt in an approved pouch; otherwise, knives must be carried out of the public view.

26.22 NON-SWORN MEMBERS

26.22.1 Under certain circumstances, at the discretion of the Chief of Police, a non-sworn member may be authorized to carry a firearm on duty. If the weapon is to be carried while in uniform, the member will be equipped with a duty belt. If the weapon is to be carried concealed, the member is required to have a concealed weapons permit.

26.22.2 Non-sworn personnel will not carry a firearm in the station unless actively engaged in some approved operational situation that requires the member to be armed.

26.22.3 A non-sworn member who is granted authorization to carry a firearm is required to meet the same firearms training and qualification requirements as a sworn officer prior to being approved to carry the firearm on duty.\(^{218}\)

\(^{217}\) Accreditation Standards, Section 1.3.10

\(^{218}\) Accreditation Standards, Sections 1.3.10, 1.3.11
27. UNUSUAL OCCURRENCES

27.1 GENERAL

27.1.1 One of the basic responsibilities of the Golden Police Department is to respond to criminal or situational emergencies, and other unusual occurrences. The protection of life is the primary goal in any emergency response, including those situations in which a tactical response is required. As trained law enforcement professionals we accept that from time to time we will be exposed to risk in the performance of our duty, that we might protect the lives of others.

27.1.2 In a tactical situation our primary responsibility is to protect the life of any hostage/s, then other civilians, then our selves, and finally the suspect/s. In many cases this can be accomplished through a swift and decisive police response. Use of Force policies will be in effect, to include the use of less lethal force options if practical and available. Officers must understand that it may become necessary to take the life of a suspect to ensure the safety of a hostage. A decision to use lethal force on a suspect must be made with the hostage’s safety as the primary point of concern, followed by the safety of innocent bystanders’, then the officers’, and finally the suspect’s.

27.1.3 Any of the situations described within this section should be the subject of a Critical Incident Report, in compliance with policy, unless the event is determined to be unfounded, and no other collateral events have occurred that would cause a Critical Incident Report to be required.

27.2 DEFINITIONS

27.2.1 For purposes of this policy, the following terms are defined:

- Unusual Occurrence. Any situation that is beyond the scope of the on-duty patrol watch to handle without assistance, or without some type of tactical response.

- SWAT Team. Any formal tactical unit that functions as a SWAT Team, regardless of title. References to the SWAT Team are generally intended to refer to the Jefferson County SWAT Team, but could include any law enforcement agency SWAT unit, such as Lakewood or Denver.

27.2.2 The officers assigned to the Golden Police Department's RAID group do not constitute a SWAT Team. The RAID group is further discussed below.

27.3 EMERGENCY OPERATIONS PLAN

27.3.1 The City of Golden's Emergency Operations Plan was developed to provide preplanning and operational guidance for response to major situational emergency situations such as hazardous materials incidents, airplane crashes, flooding, or any other situation in which a multi-departmental response or multi-jurisdictional mutual aid may be required.

27.3.2 The police department will comply with provisions of the City of Golden's Emergency Operations Plan, whenever the plan is activated.

27.4 INITIAL RESPONSE

27.4.1 Initially responding officers are required to rapidly assess the situation, obtaining as much information as possible as quickly as possible, relaying that information to other responding

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219 Accreditation Standards, Sections 46.1.4(l), 46.1.8
220 Accreditation Standards, Section 46.1.4(o)
221 Accreditation Standards, Section 46.1.2
Officers via the Communications Center as soon as practicable.

27.4.2 Officers should attempt to obtain and relay specific information about the subject and the incident, including:

- Actual nature of the incident;
- Identity, number, and description of the suspect/s;
- Exact location of the suspect/s;
- Number and location of any hostage/s;
- Motive/s for the incident;
- Diagram or plan of the facility, particularly potential escape routes;
- Any other salient information.

27.4.3 In conjunction with information gathering, initial responders should attempt to establish a perimeter, containing the incident to the best of their ability, and restricting access to the threat area.222

27.4.4 Depending upon circumstances, initially responding officers should be prepared to take immediate tactical action and engage the suspect. Among the factors to be considered by responding officers are:

- Actual nature of the incident;
- Active shooter;
- Number of shooters;
- Ongoing or escalating risk to the life of any potential victim;
- Status of known hostages;
- Availability of entry personnel.

27.5 Incident Command223

27.5.1 The Golden Police Department endorses the Incident Command System (ICS) as the preferred method of tactical incident control. Supervisors shall be trained in the use of ICS, and it is their responsibility to ensure that all operational personnel are familiar with how ICS functions.

27.5.2 The first arriving officer shall be the de facto incident commander, until relieved. The first supervisor on scene shall assume command of the incident and take over the role of Incident Commander (IC) until he or she is appropriately relieved. As soon as is practicable, the IC will establish a Command Post (CP).224 The CP should be located out of the line of sight and out of the line of fire of the suspect.

27.5.3 The IC shall request whatever departmental resources are required, and cause the appropriate notifications to be made, including the Public Information Officer (PIO).225

27.5.4 Responding personnel should report to the CP unless directed to another location such as a duty

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222 Accreditation Standards, Section 46.1.4(f)
223 Accreditation Standards, Sections 46.1.4 (d), 46.1.4(e)
224 Accreditation Standards, Section 46.1.4(i)
225 Accreditation Standards, Section 46.1.4(k)
27.5.5 Depending upon the nature and scope of the incident, and depending upon what resources become available, the IC may appoint personnel to other Incident Command staff positions as required. \(^{226}\)

27.5.6 The Incident Commander should ensure that Emergency Medical Services (EMS), Fire Department, Rescue, VOI, or any other municipal resources are mobilized to respond as required, if this has not already been accomplished. \(^{227}\)

### 27.6 DEVELOPING INCIDENTS

27.6.1 As critical incidents develop, the IC and other personnel who are engaged in planning and in the execution of those plans should be cognizant of several factors that affect the situation, including the ramifications of time.

27.6.2 In the case of a barricaded subject or a hostage situation, time is frequently on the side of the responders. If possible, confrontation should be avoided if possible in favor of containment, although officers should not hesitate to engage a suspect in conversation. \(^{228}\)

27.6.3 There is the possibility that in an effort to use a hostage as a shield in an escape attempt, the hostage situation may evolve into an "armed walkout". Statistically, hostages kidnapped by hostage takers are usually killed, so officers should use whatever force is reasonable and necessary to prevent the hostage taker from removing the hostage from the scene.

27.6.4 In an active shooter situation that involves ongoing or escalating loss of life, such as the Columbine tragedy, or in a situation such as a bomb threat, time may be critical.

27.6.5 Regardless of the nature of the incident, a rapid, coordinated, and decisive police response is mandatory.

27.6.6 As additional resources become available, the IC should begin to address other considerations. Some examples are as follows:

- Establish a line of communication with the suspect/s;
- Strengthen and expand the secure area, to include inner and outer perimeters; \(^{229}\)
- Evacuation of persons in jeopardy, and treatment of injured; \(^{230}\)
- Tactical debriefing of witnesses and the continued development of intelligence;
- Analysis of intelligence, development and implementation of a tactical plan;
- Request for specialized tactical resources such as the SWAT Team, hostage negotiation personnel, or the Bomb Squad;
- Anticipate the requirement for support in the form of pursuit or surveillance vehicles, and control of travel routes in the event the incident becomes mobile. \(^{231}\)
- Anticipate the need for public information release. \(^{232}\)

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\(^{226}\) Accreditation Standards, Section 46.1.4(i)

\(^{227}\) Accreditation Standards, Section 46.1.4(j)

\(^{228}\) Accreditation Standards, Section 46.1.4(a)

\(^{229}\) Accreditation Standards, Section 46.1.4(f)

\(^{230}\) Accreditation Standards, Sections 46.1.4(g), 46.1.4(h)

\(^{231}\) Accreditation Standards, Section 46.1.4(n)

\(^{232}\) Accreditation Standards, Section 46.1.4(k)
27.7 **RAPID DEPLOYMENT**

27.7.1 In any developing tactical situation time is of paramount importance. However it takes time for members of the SWAT Team to be notified, respond, assemble, equip and deploy. Therefore, in order to implement a rapid tactical response prior to the availability of SWAT Team personnel, the Golden Police Department has trained regular-duty personnel in Rapid And Immediate Deployment (RAID) techniques. A RAID unit is not a SWAT Team.

27.7.2 All sworn officers will receive in-service training in the RAID concept, and will undergo practical training in the use of RAID equipment and the practical application of RAID techniques. Any trained officer may be required to perform as a RAID team member in the event of an incident.

27.7.3 If required, the IC shall cause available Golden Police Department RAID officers to be deployed. The IC should participate in RAID evaluation of the situation to determine the actual response and to identify the goals of that response, whether it is entry for the purpose of locating and neutralizing a threat, entry to rescue victims or hostages, or perimeter containment without entry.

27.7.4 RAID officers will coordinate with patrol, communications, and any other operational units involved in an incident, including mutual aid units such as the SWAT Team. When the SWAT Team is called to respond, the SWAT Team commander will assume tactical command of the situation, and RAID officers will be a resource available to SWAT as required.

27.7.5 Officers have access to tactical equipment when they are on duty, and should be prepared to respond and deploy on short notice.

27.8 **SWAT TEAM PARTICIPATION**

27.8.1 The Golden Police Department supports the Jefferson County SWAT Team.

27.8.2 Individual officer participation in the SWAT Team is voluntary. Officers who desire to be a member of the SWAT Team will make application via the chain of command, and are required to successfully fulfill all requirements as determined by the SWAT Team.

27.8.3 Personnel assigned to the SWAT Team are required to attend SWAT Team training, participate in call-outs of the team, and maintain their participation in good standing. When actively engaged in a SWAT Team call-out, the member will be under the authority of the SWAT Team commander or a designated SWAT supervisor.

27.9 **SWAT TEAM DEPLOYMENT**

27.9.1 The watch commander or supervisor has the authority to request SWAT Team deployment, providing the protocols required by the SWAT Team are observed, except that in the event of a confirmed hostage situation, in order to expedite SWAT response, any officer has the authority to request SWAT deployment.

27.9.2 Examples of situations in which a SWAT Team deployment may be initiated include but are not limited to:

- Armed or barricaded suspect;
- Suspected hostage situation;

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233 Accreditation Standards, Section 46.2.1
234 Accreditation Standards, Section 46.2.2
• Suspected terrorist, or Weapons of Mass Destruction (WMD) incident;
• High risk warrant service, either arrest or search warrant;
• VIP protection;
• Civil disobedience;
• Any other high risk event or special operation that is beyond the response capability of the department.

27.9.3 In conjunction with any request for SWAT Team activation, the division commander and the Chief of Police shall be notified as soon as possible.

27.9.4 Whenever a SWAT Team deployment is initiated at the request of the Golden Police Department, the Incident Commander will assign a liaison officer to the SWAT Team, to coordinate the Golden Police Department's response with the SWAT Team. The liaison officer shall have the authority to issue directives to Golden's personnel as required.

27.9.5 Generally, upon deployment, SWAT Team personnel will take over critical tasks from police department personnel. Department personnel shall comply with any instructions issued by the SWAT Team. If required or requested by the SWAT Team, Golden Police Department personnel who are engaged in specific aspects of a tactical operation shall continue in that task. An example might be an officer who has established communication or a rapport with a hostage-taker. See Hostage Negotiation below.

27.9.6 In any SWAT Team call-out that is not of an emergency nature, such as the execution of a high risk search warrant, other policies and procedures may also apply and will be observed.

27.9.7 This policy is not intended to direct the SWAT Team, but to provide guidance for members of this agency when deploying in support of a SWAT Team response.

27.10 Hostage Negotiation

27.10.1 The Golden Police Department does not have any members who are formally assigned as hostage negotiators. There may be some officers who have received training as negotiators, and they may be a resource for the IC, however, when there is sufficient time to do so, formal hostage negotiation will be deferred to the trained negotiators of the SWAT Team.

27.11 Bomb Incidents

27.11.1 Whether the report is a suspicious device, a threat to bomb, or the actual detonation of an explosive device, officers should be aware of the potential for collateral devices targeted against responding personnel, and use extreme caution in their approach.

27.11.2 The site of any explosion shall be considered a crime scene, and shall be investigated as such.

27.11.3 In the event of a bomb threat, particularly one which, in the opinion of the person or entity receiving the threat, holds little likelihood of credibility, the decision to evacuate the threatened premises shall be made by the person or entity receiving the threat or in control of the premises. The Golden Police Department will provide support as required.

27.11.4 In the event of a more credible threat, such as the discovery of a suspicious device or other evidence that tends to substantiate the credibility of a threat, the police department may elect to

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235 Accreditation Standards, Sections 46.1.4(b), 46.1.4(c), 46.1.4(m)
236 Accreditation Standards, Section 46.1.5
take a direct role in responding to the situation, including ordering evacuation.

27.11.5 If there is a suspicious device or a known bomb, or there has been a detonation, the IC shall request the Bomb Squad to respond if their response has not already been requested.

27.12 SPECIAL EVENTS

27.12.1 Overall pre-planning for the department's response to unusual occurrences shall be the responsibility of the operations division commander.

27.12.2 The City of Golden hosts or participates in several planned special events each year that have a direct impact upon the resources of the Golden Police Department, such as the Festival of the West and Independence Day, or the Buffalo Bill Days parade and festivities.

27.12.3 From time to time the Golden Police Department may also be required to coordinate with other law enforcement agencies in planning for and responding to unanticipated special events, such as those requiring VIP protection.

27.12.4 To effectively respond to such events, the operations division commander may appoint a liaison and planning officer, generally from among the department's supervisors. Included in that individual's duties should be consideration and coordination of local requirements for tactical equipment, vehicles, personnel, EMS, communications, traffic or crowd control, and other resources as required, including strategic and tactical intelligence.

27.12.5 Personnel assigned to multi-jurisdictional VIP protection task forces should be identified in some manner.

27.12.6 If required, a Critical Incident Report may be completed. In lieu of that, it is recommended that an after-action evaluation should be conducted.

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237 Accreditation Standards, Sections 46.1.9, 46.1.10
238 Accreditation Standards, Section 46.1.1
28. SPECIALIZED EQUIPMENT

28.1  **GENERAL**

28.1.1 Members of the Golden Police Department routinely employ certain kinds of specialized or protective equipment, and while the use of such equipment is important and encouraged, due to the common nature of much of that equipment, it may not be itemized within this section. Rubber gloves are an example of such equipment.

28.1.2 Officers who are in special assignments may be required to wear or employ equipment that is particular to that assignment. Generally, officers not appropriately equipped for such assignments will not be permitted to participate.

28.2  **BALLISTIC VEST**<sup>239</sup>

28.2.1 All regular, sworn officers are issued a ballistic vest. Officers are strongly encouraged to wear the vest regularly while on duty. Certain situations, as identified elsewhere within this or another policy section, may mandate that a protective vest be worn.

28.2.2 It is the department's goal to issue ballistic vests to reserve officers as well, however, until such time as there are a sufficient number of such vests, the department will maintain a stockpile of protective vests from which reserve officers may draw a vest when going on duty. These vests shall be returned following the reserve officer's tour of duty so that the equipment will be available for other reserve officers to use. Reserve officers are strongly encouraged to wear a vest while on duty.

28.2.3 No ballistic vest that has been subjected to ballistic stresses shall be reused. No ballistic vest that has been damaged, or is suspected of having been damaged shall be reused without being repaired and certified as fit for duty.

28.2.4 If an officer desires to provide and wear his or her own personally owned ballistic vest, the officer may do so providing the following criteria are met:

- The vest must be included in the National Institute of Justice catalog of approved vests;
- The officer must provide the vest at his or her own expense;
- If the vest is damaged in the line of duty, the police department may review the situation, and may elect to replace or repair the vest.

28.3  **TACTICAL PROTECTIVE EQUIPMENT**

28.3.1 Some or all members of the department may be trained for tactical duties. Tactical team members will be equipped with appropriate equipment that may include ballistic helmets, tactical body armor, special weapons, and other equipment.<sup>240</sup> Unless appropriately equipped, department members, even though trained, should not participate in a tactical event unless emergency considerations exist that override concerns for officer safety.

28.3.2 Tactical equipment shall be stockpiled at the Golden Police Department, available for use by trained members. At such time as officers are trained in the use of tactical protective equipment, they may take the equipment with them during their tour of duty.

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<sup>239</sup> Accreditation Standards, Section 41.3.5

<sup>240</sup> Accreditation Standards, Section 46.2.3
28.4 POLICE MOTORCYCLE EQUIPMENT

28.4.1 Police motorcycle operators are issued and required to wear approved motorcycle uniform equipment when operating the vehicle, including:

- Protective helmet;
- Uniform breeches;
- Motorcycle officers' boots;
- When riding during periods of cold or inclement weather, motorcycle operators may be required to wear additional equipment such as:
  - Leather motorcycle jacket;
  - Windbreaker;
  - Rain suit;
- Riding gloves are not mandatory, but are encouraged, and may be purchased using uniform funds.

28.4.2 Adequate protective eyewear is mandated by state statute for motorcycle operators, and shall be provided by the officer.

28.5 BICYCLE EQUIPMENT

28.5.1 Members are required to wear an approved, marked helmet, protective eyewear, and riding shorts when operating the police bicycle. In addition, they are encouraged to wear bicycle gloves. Bicycle officers are permitted to wear specialized bicycle footgear; however, such footwear should not hinder or prohibit officers from performing any required activity.

28.5.2 Officers who are authorized to ride a bicycle as a routine part of their tour of duty, and who are planning on riding during their tour of duty are authorized to wear the bicycle uniform for the entire shift.

28.6 TRAINING EQUIPMENT

28.6.1 Officers attending training may wear the duty uniform, or may dress in appropriate civilian clothing. Clothing that is unprofessional in appearance, torn, dirty, or decorated with inappropriate or offensive pictures or slogans, is not approved for training.

28.6.2 Officers shall be prepared with appropriate clothing or equipment when reporting for training. Generally, training announcements will identify specific equipment required.

28.7 CIVIL DISOBEDIENCE CONTROL EQUIPMENT

28.7.1 When responding to incidents of civil disobedience, officers will be equipped with the issued protective helmet with face shield.

28.7.2 When activated in response to such an emergency, officers will report in an approved uniform including duty belt, sidearm, protective ballistic vest and individual pepper spray. Officers are encouraged to wear boots for added protection.

28.7.3 As required, the department will issue equipment such as:

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241 Accreditation Standards, Section 46.2.3
28.7.4 Officers will receive instruction in the use of such equipment, as well as crowd control tactics, as a routine part of their annual training.

28.8 **ANIMAL CONTROL EQUIPMENT**

28.8.1 Code Enforcement officers or patrol officers assigned to deal with animal complaints may be required to employ specialized animal control equipment. Generally such equipment is maintained in the Code Enforcement vehicle and is available to all personnel as required.

28.8.2 Euthanasia drugs will not be employed by any agency member who is not specifically trained and authorized to do so. Such equipment will be maintained in a secure storage container. A specific inventory will be maintained of euthanasia drugs.

28.9 **CRIME SCENE EQUIPMENT**

28.9.1 From time to time officers may be required to don specialized protective equipment in order to investigate and process a crime scene. Generally, equipment such as protective masks, coveralls, shoe coverings, goggles or face shields, etc, shall be selected and provided by the crime scene technician. In some cases, such as when members are working in conjunction with another agency, protective equipment may be provided by a source external to the Golden Police Department.

28.9.2 Officers who may reasonably be expected to employ specialized protective equipment should be familiar with, or briefed in the use of such equipment so that full benefit may be assured.

28.9.3 Under ordinary circumstances, deployment and use of specialized technical equipment owned by the Golden Police Department for the processing of crime scenes shall fall within the purview of the Crime Scene Investigator. However, this shall not be construed as prohibiting any member trained in or familiar with the use of such equipment from being permitted to deploy or utilize it in the field.

28.10 **EQUIPMENT INSPECTION**

28.10.1 Tactical and disobedience control equipment that is stockpiled at the department shall be maintained in a state of operational readiness. Such equipment will be inspected for fitness on a monthly basis. The operations commander may designate an individual to perform the inspection. Any equipment that is not serviceable shall be flagged so that it is not inadvertently deployed, and repaired or replaced as required.

28.10.2 Inspection and maintenance of tactical or protective equipment that is individually issued, such as protective helmets or corrective lenses for gas masks, shall be the responsibility of the individual member.

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242 Accreditation Standards, Section 46.1.6
29. POLICE VEHICLE OPERATIONS

29.1 GENERAL

29.1.1 The Golden Police Department utilizes marked and unmarked vehicles for a variety of purposes, including emergency response, traffic enforcement, routine patrol, and for an assortment of administrative and investigative functions. All members of the agency who are involved in the operation of these vehicles is required to do so in the safest and most responsible manner possible.

29.2 OPERATING REQUIREMENTS

29.2.1 Members of the Golden Police Department who operate city-owned vehicles are required to have a valid Colorado motor vehicle operator's license, with appropriate endorsements for specialized vehicles such as motorcycles.

29.3 SEATBELTS

29.3.1 Pursuant to Colorado Revised Statutes, Section 42-4-237, and City of Golden policies, any employee operating or riding as a front seat passenger in a City of Golden vehicle, or a private vehicle being used for City of Golden business, will wear seatbelts at all times.

29.3.2 Officers engaged in any type of emergency response, pursuit, traffic contact or other driving which involves the need to request the right of way, regardless of speed, will wear seatbelts.

29.3.3 Police officers who are operating a motor vehicle while actively engaged in a tactical situation other than those described above are exempted by statute from the seatbelt requirement.

29.4 VEHICLE OPERATION

29.4.1 Rapid response to criminal, medical and traffic emergencies is a normal and accepted part of the law enforcement function.

29.4.2 Visible patrol by uniformed officers in marked vehicles has the potential to enhance feelings of security for citizens, and reduce criminal activity.

29.4.3 When used in an aggressive traffic enforcement program, deployment of marked police vehicles, including motorcycles, has the effect of heightening motorists' awareness of their attitudes and behavior when driving. The result is a commensurate decrease in the number of violations, which translates to a corresponding reduction in traffic crashes.

29.4.4 Vehilces are likewise used by detectives, and for technical, administrative, training, and other functions.

29.4.5 Civilian employees are not permitted to operate marked patrol units without prior authorization of a division commander, except when vehicles are being shuttled to or from the fleet maintenance shop or other service facility.

29.4.6 Under no circumstances will a non-sworn member operate a marked departmental unit as an emergency response vehicle. Under some circumstances, with authorization of a supervisor, a civilian employee in a marked unit may deploy the vehicle for traffic control purposes.

29.4.7 Fleet Services personnel may operate any police vehicle when required in the performance of their duties.

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243 Accreditation Standards, Section 41.3.3
29.5 **OFFICER SAFETY**

29.5.1 Officers are required to perform a physical search of their assigned patrol vehicle for contraband and weapons prior to commencing their tour of duty. At that time officers are encouraged to examine the exterior of the vehicle for evidence of new or unreported damage.

29.5.2 Following the transportation of any person, particularly persons in custody, officers will again search all areas of their patrol vehicle that may have been accessible to such person.

29.5.3 Prior to end of watch, officers will conduct a final search of the patrol car.

29.6 **REQUIRED EQUIPMENT**

29.6.1 All vehicles primarily designated for uniformed patrol, traffic enforcement, or any type of emergency response will be clearly marked as police department vehicles, with lettering and reflective markings that contrast with the basic color of the vehicle. All vehicles used in this application will be equipped with externally mounted red and blue emergency lights, emergency siren, public address system and spotlight. All marked police vehicles will have the vehicle's unit number clearly marked thereon.

29.6.2 Unmarked or unconventional vehicles that are used in patrol service or traffic enforcement will be equipped with emergency lighting which, when activated, is clearly visible to the front and rear, and with a siren or other audible warning device. Use of a properly deployed temporary or removable rotating beacon may be adequate. Vehicles not so equipped may not be used in patrol or traffic service without prior authorization of a division commander.

29.6.3 All vehicles used for operational law enforcement duties, whether marked or unmarked, will be equipped with two-way mobile radio communications capabilities.

29.6.4 Vehicles used in covert operations, bicycles, and vehicles temporarily assigned to the police department are not required to be equipped with emergency lights, radios, or other police equipment, but members utilizing such vehicles are encouraged to have a portable radio or other means of communication available whenever feasible.

29.6.5 Supplementary equipment, such as road flares or first aid kits will be identified and mandated by standard operating procedures, as required.

29.6.6 Some police department vehicles are equipped with in-car computers having mobile data terminal capability. These computers shall be utilized in compliance with Colorado Crime Information Center (C.C.I.C.) restrictions when the device is being used to query the C.C.I.C. and National Crime Information Center for clearances, driver's license checks, and registration listings. Officers will not attempt to use the in-car computer at any time the patrol vehicle is in motion.

29.7 **TRAFFIC ENFORCEMENT**

29.7.1 When engaged in traffic enforcement activities, police rely upon the use of marked vehicles equipped with red and blue emergency lights to announce their official presence and signal their intent to the motorist being contacted, as well as alert other motorists utilizing the roadway.

29.7.2 Once the vehicles are stopped and contact is established, officers are to continue to employ the emergency lights to alert passing traffic as to the potentially hazardous situation, although there

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244 Accreditation Standards, Section 71.1.2
245 Accreditation Standards, Section 41.3.1
246 Accreditation Standards, Section 41.3.7
may be times when, in the officer's judgement, it is desirable to turn off the forward facing overhead lights. Even under such circumstances, until such time as the motorist is released from the contact, rear-facing emergency lights will continue to be employed for safety.

29.7.3 During some routine contacts the officer may elect to deactivate the emergency lights, such as when the contact is occurring completely off the roadway and in the officer's judgement there is no potential for hazard or risk to traffic or any other person. Officers who elect to deactivate emergency equipment during a contact do so at their own risk.

29.8 **VEHICLE ASSIGNMENT**

29.8.1 Experience has shown that personnel regularly assigned to the same vehicles and equipment tend to assume responsibility for that equipment, and consequently take better care of it. Therefore, the department encourages the assignment of specific vehicles to particular members of the agency. Such assignments will be by directive, and the directives should be followed as closely as possible, with the understanding that mitigating factors may from time to time exist.

29.9 **VEHICLE CARE AND MAINTENANCE**

29.9.1 Every member who operates a departmental vehicle, or who is assigned the use of a particular vehicle, is responsible for the general care and preventative maintenance of that vehicle.

29.9.2 For the purposes of this policy, care and preventative maintenance means that the vehicle will be examined prior to the commencement of each watch. The examination will include, but may not be limited to, the following:

- General condition of the exterior, including new damage
- Overall cleanliness, inside and out
- Condition of the shotgun and/or rifle, if already installed
- Presence of contraband, weapons, or other property
- Presence or replenishment of required supplies and equipment
- Adequate levels of motor oil and windshield washer fluid
- Safe tire condition

29.9.3 If, during the vehicle check, an officer discovers new or unreported damage, contraband, weapons or other property concealed or abandoned within the vehicle, the watch commander will be notified and appropriate reports will be completed, including professional standards reports if required, and found items will be processed according to policy.

29.9.4 Mechanical deficiencies are to be reported to the City of Golden's fleet maintenance department. If an unsafe or defective vehicle condition is determined to exist, the vehicle will be taken out of service until such time as the vehicle may be made roadworthy.

29.9.5 Following transportation of a prisoner officers are required to reexamine their vehicle to ensure that contraband, weapons or other property have not been secreted in the vehicle. Officers are likewise encouraged to routinely reexamine their vehicles at the conclusion of their tour of duty.

29.10 **ASSIGNED AND SPECIALIZED VEHICLES**

29.10.1 Some marked police vehicles may be designated specifically for supervisory use, traffic or DUI

247 Accreditation Standards, Section 41.1.4
enforcement, canine deployment, code enforcement, or crime scene investigation. These vehicles will ordinarily be specially marked so they may be readily identified, as they may be equipped with specialized, technical, or hazardous equipment not found in other marked units. Such equipment, in order to be used properly or safely, may require prior training or certification. Generally, particular officers are assigned to use the department's specialized vehicles, by directive.

29.10.2 Some Golden Police Department units, particularly vehicles assigned to DUI enforcement, may be equipped with video and audio recording equipment. Such recording equipment shall be used to document suspect and officer actions during the course of a contact. Generally the equipment will automatically be activated when the emergency lights are turned on. Tapes generated as a result of the use of this equipment shall be secured by officers using the equipment according to directives established for its use, as potentially being of an evidentiary nature. The directive shall describe such security and retention measures. A chain of custody shall be maintained until such time as the tape is booked into evidence.248

29.10.3 Police motorcycles are primarily intended for use in traffic enforcement duties, however, due to the versatility and maneuverability of motorcycles, they may sometimes be used for other tasks as required, including such things as parade escorts or ceremonial duties.249

29.10.4 Due to the specialized skills required for safe and effective motorcycle operation, officers are required to successfully complete a prescribed training course prior to being authorized to engage in motorcycle traffic enforcement.

29.10.5 Safe motorcycle operation is subject favorable ambient weather conditions. Limitations on motorcycle operations may be set by directive.

29.10.6 Bicycles used for uniformed police patrol will be clearly marked as police vehicles. Bicycles will be used to augment foot patrol, particularly in areas where distances make foot response prohibitive, as well as for community relations operations. Examples of situations where bicycle patrol are viable are, patrol of foot and bicycle paths within the city, patrol of parks, patrol of special events including rapid deployment to areas that are blocked to vehicular traffic due to parades or street closures.

29.10.7 Due to the specialized skills required for safe and effective police bicycle operation, officers are required to successfully complete a prescribed training course prior to being authorized to engage in bike patrol duty.

29.10.8 The Golden Police Department does not have specialized or dedicated vehicles for prisoner transportation.

29.11 **EMERGENCY RESPONSE**

29.11.1 Under specific circumstances police officers are permitted to operate their vehicles beyond the ordinary restrictions of the law in order to accomplish their mission.

29.11.2 Colorado Revised Statutes, Sections 42-4-213 and 42-4-224 define the emergency equipment required for police vehicles, and dictate the basic requirements for operation of such equipment.

29.11.3 Officers will employ emergency response prudently, and with good judgement. The need for, or authorization for emergency response may be directed by the police dispatcher, by a supervisor, or by the individual officer based upon his or her training, personal knowledge of the situation,

248 Accreditation Standards, Section 41.3.8
249 Accreditation Standards, Section 61.3.3

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and experience.  

29.11.4 Whenever an officer is engaged in an emergency response, communications will be notified. Supervisors have the authority to direct an officer to discontinue any emergency response. Examples of justifiable reasons for emergency response include:

- Officer requests emergency assistance;
- Medical emergency;
- Injury or fatal traffic crash, or a traffic crash with unknown injuries;
- Violent crime in progress;
- Fire;
- Impending threat of riot or civil unrest;
- Any situation that has a potential for loss of life or serious bodily injury.

29.11.5 An officer's primary responsibility when operating a departmental vehicle during any type of emergency, traffic, or tactical activity is to accomplish the mission safely. Therefore, officers will operate their vehicles with common sense and extreme attention to safety, particularly when entering or passing through intersections against traffic, exceeding the speed limit, conducting a traffic contact, or engaged in a tactical exercise such as operating the patrol car at night without using lights. Officers will be alert to the fact that other emergency equipment may be responding to the same call, and the sound of the siren may obscure the audible emergency signal on the other responder's vehicle.

29.11.6 At no time will an officer operate a police vehicle in a reckless or wanton manner. Extreme caution will be exercised when driving with emergency equipment activated. When approaching entering or passing through any intersection, officers utilizing emergency response equipment will reduce speed and be prepared to stop or yield to any vehicles that fail to respond to the emergency equipment. Other motorists may not see or hear the emergency vehicle and may be startled by the lights or siren, reacting in an unpredictable manner.

29.11.7 Officers will generally use the overhead emergency lights in combination with an auditory signal such as the siren or horn. However, under some circumstances, an emergency vehicle may be operated with only the overhead lights activated; however, officers are instructed to use extreme caution in such instances, as liability may be increased.

29.11.8 Any member who abuses the privilege of operating an emergency vehicle is in violation of policy, and may be in violation of the law.

29.12 VEHICULAR PURSUIT

29.12.1 Vehicular pursuit is of such significance that it is addressed in a separate policy statement.

29.13 EMERGENCY VEHICLE TRAINING

29.13.1 The Golden Police Department recognizes the importance of training and practice in developing the skills and confidence of officers in the operation of police vehicles, and provides such training on a regular basis. Officers are encouraged to consciously apply and rehearse these techniques and safety practices as they are routinely operating their vehicles.

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250 Accreditation Standards, Section 41.2.1
29.14 **MEDICAL OR EMERGENCY TRANSPORTATION**

29.14.1 Police officers will not generally perform emergency transportation of medical patients, or for any other reason. However, it is foreseeable that some situation could arise necessitating a police officer to perform an emergency transport.

29.14.2 The emergency transportation of a medical patient in a police vehicle may only when there is no expectation that an ambulance will be available to perform the transport within a reasonable time.

29.14.3 Emergency transport by police vehicle requires authorization of a supervisor.

29.15 **ESCORT**

29.15.1 Under no circumstances will an officer use a police vehicle to provide emergency escort for any other vehicle unless specifically directed to do so by a supervisor. Any time emergency escort is provided, a critical incident report will be completed for review.

29.15.2 A supervisor may approve non-emergency escorts for special events such as a parade, ceremony, or funeral.

29.16 **PROTECTIVE EQUIPMENT**

29.16.1 Members assigned to operate police motorcycles are required to wear specialized motorcycle uniform equipment when operating the vehicle, including:

- Protective helmet
- Protective eyewear
- Uniform breeches
- Motorcycle officer's boots
- Riding gloves are not mandatory, but are encouraged

29.16.2 Members who are assigned to operate police bicycles are required to wear an approved helmet when operating the vehicle. In addition, they are encouraged to wear protective eyewear, bicycle gloves and riding shorts when operating the vehicle. Bicycle officers are permitted to wear specialized footgear; however, officers should be able to perform any required activity with their riding shoes. Bicycle officers who are engaged in riding during a part of their tour of duty are authorized to wear their bicycle uniforms during the entire shift.

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251 Accreditation Standards, Section 61.3.3
30. TRAFFIC

30.1 GENERAL

30.1.1 The safe and efficient movement of vehicular, pedestrian, bicycle and other forms of traffic are of primary concern to the Golden Police Department.

30.1.2 It has been shown through statistics and experience that traffic crashes usually occur as the result of violations of the traffic laws.

30.1.3 Therefore, the department seeks to obtain voluntary compliance with the traffic laws through a combined approach that includes education and enforcement, resulting in the reduction of the number and severity of traffic collisions.

30.2 EDUCATION

30.2.1 Education of the public may be achieved through various means, including:

• Providing Department of Motor Vehicle drivers’ manuals;
• Publishing information relating to traffic, including collision and injury statistics, in the media;
• Including traffic as a part of the Citizens’ Police Academy curriculum;
• Including traffic information on the City of Golden’s Internet web page;
• Active participation in and support of DUI awareness and other traffic safety awareness campaigns, both locally and statewide;
• In addition, it is the responsibility of all officers to actively seek opportunities to educate members of the public as to the traffic laws, while on duty.

30.3 INITIATING CONTACT

30.3.1 When initiating a traffic contact, officers will advise the communications dispatcher of their unit number, location, description and license number of the subject vehicle, and may include the reason for the contact.

30.3.2 Officers will utilize emergency lights to alert the violator whenever any traffic contact is initiated, and may employ the horn or siren as an additional resource to attempt to attract the attention of a violator.

30.3.3 If the violator fails to yield, provisions of the pursuit policy may apply, and officers are directed to be fully aware of that policy.

30.3.4 If the location of the contact changes, or if the officer moves the contact to another location for safety or convenience purposes, he or she shall immediately notify the communications dispatcher.

30.3.5 Officer safety procedures shall be employed during every contact, but officers should be discrete so that otherwise innocent violators do not feel unduly intimidated or threatened by the contact. Officers should employ common sense when making a traffic stop, approaching the vehicle, and contacting the violator.

30.3.6 Generally, officers will return to the patrol car to conduct driver’s license checks, clearances, and write the summons or warning. During such activity, officers will remain alert to the activity of...
Ordinarily, violators will be requested to remain in their car. However under some circumstances, at the officer's discretion, a violator may be permitted to accompany the officer to the patrol car for issuance of the summons or warning.

If necessary due to traffic volume or speed, a violator may be assisted in returning into the flow of traffic.

Upon completion of the contact, the officer will notify the Communications Center that he or she is clear.

**ENFORCEMENT**

The Golden Police Department is charged with traffic law enforcement responsibilities, and strives to apply the law equitably to all citizens.

Officers are responsible for enforcing traffic laws including those in the Colorado revised statutes, Golden municipal ordinances, and provisions of the Model Traffic Code, which has been adopted by the City of Golden by ordinance.

Officers will initiate traffic contacts based upon their own observation of violations, or upon reasonable suspicion that a violation has occurred and that the person being contacted committed the violation. Officers may initiate traffic contacts based upon suspicious activity for the purpose of investigating to determine if a crime or violation has occurred.

A traffic contact provides an officer with an opportunity to interact with the violator. Officers will be professional, friendly and courteous. Upon initiating contact with any violator, the officer should provide the violator with his or her name and identify the department. The officer will advise the motorist of the reason for the contact. The officer will observe that the motorist has a valid driver’s license, vehicle registration, and required proof of insurance.

Officers are permitted to exercise discretion in their assessment of the totality of the circumstances that exist when making a traffic contact for enforcement purposes.

Officers have the option of employing one of the following dispositions when making a traffic contact for enforcement purposes:

- Verbal counseling of the violator;
- Written warning;
- Issuance of summons;
- Physical arrest.

Generally, unless there are extenuating circumstances, officers will not ordinarily take a person into physical custody solely for a minor traffic violation or infraction. An example of such extenuating circumstances might include a violation by a motorist from out of state who has no ties to Golden or to the area. Ordinarily, under such circumstances, the violator would be escorted to the Golden Police Department where he or she would have the opportunity to post a bond to ensure appearance.

A written or verbal warning is a viable teaching tool, but officers are cautioned to issue a warning when applicable, and not as an overall substitute for issuing a summons.
30.4.9 In the event an unlicensed person is operating a motor vehicle, the violator will not be permitted to continue driving the vehicle following the contact.\(^{255}\)

30.4.10 Vehicles being operated by violators who are under suspension, revocation or denial of their driving privilege may be towed.

30.4.11 Officers will notify parents of unlicensed minors who are arrested for operating a motor vehicle.

30.4.12 In the case of motorists who are contacted for driving under the influence of alcohol (DUI) or drugs (DUID), officers shall take the violator into physical custody and complete booking procedures on the subject at the Golden Police Department, including the offering of chemical tests according to law.\(^{256}\) Officers are required to complete all processing according to SOP, including disposition of the arrestee.

30.4.13 All officers of the Golden Police Department must be able to conduct a complete and thorough traffic crash investigation.\(^{257}\) Officers are responsible for the investigation of hit and run traffic crashes.\(^{258}\)

30.4.14 Bicyclists are required to comply with the traffic laws, and are subject to the same types of enforcement actions as motor vehicles. Officers are permitted to use discretion in conducting bicycle enforcement, taking certain factors into account, such as:

- The nature and seriousness of the violation;
- Actions of the bicyclist that create hazardous conditions;
- Traffic volume and speeds;
- Geographic factors such as visibility, or the ability to stop on a downgrade;
- Age and experience level of the violator.

30.4.15 Frequently, contacting a bicycle violator provides the officer with an opportunity to educate the bicyclist in the law, and his or her obligations to ride safely.

30.5 **TRAFFIC SUMMONSES**

30.5.1 Officers of the Golden Police Department can summon traffic violators into either the Golden Municipal Court, or the Jefferson County Court, depending upon the nature of the violation.

30.5.2 Summons will be filled out as completely and accurately as possible. Whenever any violator is charged with a traffic offense or infraction he or she will be given a copy of the summons which clearly identifies the violation being charged, and the date and time of the violation. The officer will fully explain the summons, including the charges being filed and the violator’s options, answering any questions the violator may have.\(^{259}\)

30.5.3 The violator’s documentation, including driver’s license, vehicle registration and proof of insurance will be returned. The only exception will be if a violator is driving on a suspended, revoked or denied driving privilege or if the violator has a driver’s license that does not belong to him or her. In that circumstance, the driver’s license will be confiscated and processed into evidence.

\(^{255}\) Accreditation Standards, Section 61.1.5(b)

\(^{256}\) Accreditation Standards, Sections 61.1.5(a), 61.1.11

\(^{257}\) Accreditation Standards, Section 61.2.1

\(^{258}\) Accreditation Standards, Sections 61.2.1(c), 61.2.2(b)

\(^{259}\) Accreditation Standards, Section 61.1.4
30.5.4 Under no circumstance will any violator be cited into more than one court for violations that arise from a single episode. If there are violations of state statute and municipal ordinances that are to be charged simultaneously, then the violator must be summonsed under the state statute equivalent violation and all charges filed into Jefferson County Court.

30.5.5 Violators who possess a valid Colorado driver’s license are not required to sign a summons, unless there is some compelling reason to do so.

30.5.6 In the event an officer makes an error in the completion of a summons, or a summons is issued in error, there are several alternatives including:
  - Obtain the violator’s copy of the summons, replace it in the summons form and correct the ticket, then return the corrected copy to the defendant;
  - Obtain the violator’s copy of the summons and void the ticket, reissuing a correct summons;
  - Complete an approved summons amendment request form and submit it with the summons to the court;
  - Request the court to dismiss the summons, and reissue the summons or file other charges as appropriate;
  - With supervisory approval, request the court to dismiss the summons in the interest of justice without being reserved.

30.5.7 At no time will an officer modify a summons after it has been issued. The addition of officers’ notes in the appropriate place on the rear of the prosecutor’s copy of the summons does not constitute modification of a summons.

30.5.8 An appearance date shall be set on each summons so that those defendants who desire to appear in court, and those who are required to appear, may know when and where to appear. Appearance dates are to be set utilizing specifications set forth by the court.260

30.5.9 Depending upon the specific charge or charges being filed, additional documentation may be submitted to the court such as police reports, witness statements, evidence reports, test results and video or photographic evidence.

30.5.10 Officers should make contemporary notes on each summons issued, so that all aspects of the violation may be explained to the prosecutor, and cause the officer’s memory to be refreshed if necessary. Notes could include data such as weather and visibility, traffic conditions, statements made by the violator.

30.5.11 Summonses are to be submitted to the watch commander for review prior to the end of watch.

30.5.12 When reviewed, summonses will be forwarded to the Records Section for processing and then submitted to the respective court.

30.6 Mail-in Plea Bargain Option261

30.6.1 Municipal summonses for some violations may be issued in the form of a mail-in plea bargain. If the defendant meets the court’s criteria for this option, the officer has the discretion to offer the defendant the option of mailing in the amount of his or her amended fine.

30.6.2 Mail-in plea bargain options shall be offered in conjunction with the court’s published fine schedule. When the court issues a new fine schedule it shall supercede any previous fine

260 Accreditation Standards, Section 61.1.4(b)
261 Accreditation Standards, Section 61.1.4(c)
schedule, and officers will discontinue use of the prior schedule.

30.6.3 Juveniles are not eligible for the mail-in plea bargain or penalty assessment options, and may be required to appear on dates or at times different from adults. Juvenile violators should be advised that a parent must appear in court with him or her.\textsuperscript{262}

30.7 \textbf{PENALTY ASSESSMENT OPTION}\textsuperscript{263}

30.7.1 County court summonses for some violations have a similar option, which violators may be eligible to receive.

30.8 \textbf{ACCOUNTABILITY FOR SUMMONSES}

30.8.1 All summonses should be accounted for. Summonses that have been issued to a violator must be submitted to the court in timely fashion, so that when the defendant appears there is a court file prepared, even if there is a request to the court to dismiss the summons. No issued summonses may be voided.

30.8.2 Summonses which are to be voided, and for which all copies are present shall be clearly marked “VOID”. A summons cancellation form should be completed documenting why the ticket was voided, such as “Reissued on summons number XXX”, or “County summons issued”. Supervisors will review voided summonses to ensure that all copies are present and that there is a legitimate reason to void the summons. Voided summonses shall not be submitted to the court.

30.9 \textbf{VIOLATION MITIGATION}

30.9.1 Officers may refer the violator to the appropriate court, the telephone number for which is generally provided on the summonses form.

30.9.2 Other than to explain the mail-in plea bargain or penalty assessment options previously outlined, officers do not have the authority to advise violators on the amount of fines for traffic violations, or to suggest options for responding to the summonses.

30.10 \textbf{DIRECTION AND CONTROL}

30.10.1 Traffic direction is an inherently dangerous task, and officers are required to wear a reflective vest or other reflective article of uniform wear during all such assignments.\textsuperscript{264}

30.10.2 Techniques for directing traffic should be standardized. Hand signals and gestures should be clearly conveyed by the officer and easily understood by the motorist. Officers should receive instruction in proper techniques for directing traffic.\textsuperscript{265}

30.10.3 Officers will perform traffic direction when required to facilitate the safe and efficient movement of traffic through or around an area. Traffic direction may be initiated by an officer observing a concern, or when directed by a dispatcher or supervisor. Examples of reasons to initiate traffic direction include:

\begin{itemize}
\item Stop, re-route around, or control traffic through the area of a traffic crash investigation;
\item Failure of traffic signal lights;
\end{itemize}

\textsuperscript{262} Accreditation Standards, Section 61.1.3(b)
\textsuperscript{263} Accreditation Standards, Section 61.1.3(b)
\textsuperscript{264} Accreditation Standards, Section 61.3.2(g)
\textsuperscript{265} Accreditation Standards, Section 61.3.2(b)
- Presence of road hazards;
- Activity by emergency services such as fire or EMS situations that create hazardous situations;
- At the request of other law enforcement agencies;
- To safely facilitate the movement of large volumes of traffic through specific areas in response to special events;
- Training of officers in traffic direction techniques.
- Ensure that emergency responders to the scene of a collision, fire, or other emergency are not jeopardized by traffic moving past or through the scene;
- Protect evidence at the scene;
- Try to facilitate the safe movement of traffic past or around a scene, keeping delays to a minimum;
- Minimize or eliminate the potential for additional crashes or incidents.

30.11 CRASH INVESTIGATION

30.11.1 Patrol officers of the Golden Police Department are responsible for the investigation of traffic crashes, including hit and run crashes.

30.11.2 The initial responsibility of any officer dispatched to the scene of a traffic collision is to ascertain whether or not there are injuries or fatalities, and to advise the Communications Center. In the event of injuries or suspected fatalities, EMS shall be requested to respond with emergency lights and siren. If required, officers will provide emergency first aid until relieved by EMS or fire rescue personnel.

30.11.3 If responding officers observe the potential for a fire, or there is a fuel spill or leak, the fire department will be notified to respond.

30.11.4 The scene of a traffic collision is a volatile environment, primarily due to the myriad of people and vehicles that may have, or may be moving in and through the area. The investigating officer will take all reasonable precautions to ensure that the scene is protected for follow-up investigation as quickly as is practicable. The more serious the crash, in terms of fatality, injury, or other considerations, the more critical this becomes.

30.11.5 As soon as emergency medical demands are met, and traffic flow has been controlled, the assigned officer will commence the investigation to ascertain the cause and culpability for the crash.

30.11.6 Occasionally one or more of persons involved directly or indirectly in a traffic collision or incident may become agitated, excited or possibly hostile, and a disturbance or assault may occur. In the event of collateral criminal activity at the scene of, or as a result of a traffic crash, a separate CR number will be held, and the incident will be investigated. If required, in order to prevent further disturbance or injury, the persons involved should be physically restrained or

266 Accreditation Standards, Sections 61.3.2(a), 61.3.2(c)
267 Accreditation Standards, Sections 61.2.1, 61.2.2
268 Accreditation Standards, Section 61.2.3(b)
269 Accreditation Standards, Section 61.2.2(a)
270 Accreditation Standards, Section 61.2.3(c)
271 Accreditation Standards, Sections 61.2.1(a), 61.2.3(e)
272 Accreditation Standards, Section 61.2.3(d)
taken into custody.\textsuperscript{273}

30.11.7 The State of Colorado has a required form to be used for reporting traffic crashes. All collision investigations shall be reported utilizing the state format. All relevant information will be included in the report. Routine traffic crash investigations shall be completed in the same timely manner as any other police report, and related policies and procedures shall apply.

30.11.8 In the event of a routine traffic crash, whether or not there is injury, the officer dispatched to investigate shall assume control of the scene.\textsuperscript{274}

30.11.9 In the event of a traffic collision involving a fatality or serious bodily injury, a reconstruction expert may be requested to respond and assist in the investigation, and depending upon circumstances, if he or she does respond to the scene, the reconstruction expert may assume control of the investigation.\textsuperscript{275} However, all officers should have an understanding of the types of data that a reconstruction expert might require in order to conduct his or her investigation, and ensure that such data is collected in the event that the reconstruction expert is not available to respond to the scene.

30.11.10 Officers are required to have an understanding of why, when and how a vehicle involved in a fatal or serious bodily injury crash should be impounded, sealed and protected for later examination.

30.11.11 Officers are responsible to ensure that the personal property of incapacitated victims is accounted for and safeguarded as well as possible.\textsuperscript{276}

30.11.12 In the event of a traffic collision involving a Golden Police Department vehicle the watch commander will investigate. If the supervisor is unable to respond or is involved in the crash, then an officer of the Colorado State Patrol (CSP) should be requested to conduct the investigation.

30.11.13 Photographs will be obtained in any traffic crash involving City of Golden property.

30.11.14 In the event of a collision involving any department vehicle, the appropriate internal notifications will be made so that the city’s insurance carrier may be advised. If a tow is required, the department’s contract tow service will be notified to respond unless there is some compelling reason not to.

30.11.15 In the event of a traffic crash involving any other public property or vehicle, any police officer may conduct the investigation.

30.12 \textbf{TRAFFIC UNIT}

30.12.1 The Golden Police Department recognizes that effective traffic enforcement programs may be enhanced through the assignment of officers on a full time basis. Therefore, a Traffic Unit was formed. The Traffic Unit is comprised of a patrol sergeant, two motorcycle officers, and a DUI enforcement officer.

30.12.2 The department’s Speed Monitoring Awareness Radar Trailer (SMART) trailer is an example of equipment assigned to the traffic unit. The SMART trailer is capable of providing valuable statistical data as well as providing a deterrent effect to speeders in the areas where it is deployed.

\textsuperscript{273} Accreditation Standards, Section 61.2.2(f)
\textsuperscript{274} Accreditation Standards, Section 61.2.3(a)
\textsuperscript{275} Accreditation Standards, Sections 61.2.1(a), 61.2.3(a)
\textsuperscript{276} Accreditation Standards, Section 61.2.3(f)
30.12.3 Personnel who have expertise in traffic related skills such as accident reconstruction constitute a resource to Traffic Unit personnel, without being directly assigned to the unit.

30.12.4 Officers who are assigned to function in the capacity of a “traffic car” on their respective watches are not considered part of the Traffic Unit.

30.13 SELECTIVE TRAFFIC ENFORCEMENT

30.13.1 Traffic enforcement efforts may be directed based upon analysis of problems, complaints, crash report data, and analysis of traffic patterns. Such directed activity is referred to as selective traffic enforcement.

30.13.2 Examples of selective traffic enforcement activities include aggressive driving enforcement activities, seatbelt enforcement campaigns, and may include a situation as simple as an officer monitoring a stop sign in a residential area in response to a citizen complaint. In some circumstances, additional manpower may be authorized overtime to accomplish the mission.

30.13.3 Selective traffic enforcement efforts should be evaluated for effectiveness, and an analysis report may be required.277

30.13.4 When selective traffic enforcement is being conducted, regular duty personnel who are not directly involved may participate during periods when they are not required elsewhere, providing the watch commander concurs.

30.13.5 Personnel who are detailed to perform selective traffic enforcement duties should not deviate from those duties unless there is an emergency, or they are directed to assist patrol by a supervisor, or they observe criminal activity that is not related to their enforcement activity.

30.14 SPEED ENFORCEMENT278

30.14.1 Officers shall use common sense and employ valid safety practices when parking patrol cars or motorcycles for speed enforcement activities. While there is no requirement to overtly advertise the officer’s presence, the Golden Police Department does not conduct “speed trap” operations.

30.14.2 Officers will not park or stand patrol vehicles on private property to conduct traffic enforcement operations. The only exception to this would be a situation in which the private property owner is a complainant, and has specifically authorized officers to utilize the property for observation of violations being complained about.

30.15 SPEED MEASURING DEVICES279

30.15.1 Officers of the Golden Police Department have approved technological devices such as traffic radar and traffic laser speed measuring equipment available for their use.

30.15.2 Officers who desire to employ these devices shall be trained and certified in their operation by a qualified instructor. Records of such training and certification shall become a part of the officer’s training file.

30.15.3 Officers will deploy and use radar and laser speed measuring devices according to their training, and will document their observations and device readouts in the officer’s notes section of any summonses issued.

30.15.4 Speed measuring devices shall be maintained in operating condition at the department’s expense.

277 Accreditation Standards, Section 61.1.1(e)
278 Accreditation Standards, Section 61.1.5(c)
279 Accreditation Standards, Section 61.1.9
and shall be certified as required by statute or regulation. Maintenance and service history records shall be maintained for each unit. Ancillary equipment such as tuning forks shall be treated likewise.

30.15.5 Officers will check each device for accuracy prior to and immediately following each use, according to established procedures.

30.15.6 Officers are cautioned to avoid direct, close proximity (i.e.: 6 inches) exposure to the transmitting end of an activated radar device. When not in actual use radar devices should be turned off or placed in a standby condition to preclude accidental exposure.

30.16 **DUI ENFORCEMENT**

30.16.1 The Golden Police Department actively supports the enforcement of laws against driving under the influence of alcohol and/or drugs.

30.16.2 In conjunction with that, the department strives to maintain a full time DUI enforcement officer, and participates with other Colorado law enforcement agencies in the Law Enforcement Assistance Fund (LEAF) grant program.

30.16.3 The sergeant assigned as supervisor of the Traffic Unit will oversee requirements of the grant program, completing and submitting required documentation and reports in a timely manner.

30.16.4 The DUI enforcement officer will be scheduled to duty shifts at the discretion of the department, based upon analysis of the DUI phenomenon. However, such duty shifts will consist of 40 hours per week, and the duty days will be contiguous.

30.16.5 In an emergency, or situation when manpower resources are taxed, the DUI enforcement officer may be utilized to provide backup or call coverage on an watch, but the provisions of grant funding mandate that the officer’s primary role be that of DUI enforcement. For that reason, the DUI officer will not be considered when making staffing decisions.

30.16.6 The Golden Police Department will provide a patrol unit that is specially equipped and marked for DUI enforcement.

30.16.7 During times when the DUI officer is not scheduled to work, other officers assigned to the traffic unit may use the DUI car, but unless an officer is trained in the operation of the installed technical equipment, they should not attempt to operate it.

30.16.8 As a part of his or her duties, the DUI enforcement officer will be available to assist patrol officers with DUI identification and processing.

30.16.9 The DUI enforcement officer will be responsible for preparing any special reports required in conjunction with the assignment.

30.17 **DUI CHECKPOINTS**

30.17.1 From time to time, and generally in cooperation with other local law enforcement agencies or statewide campaigns, officers of the Golden Police Department may conduct DUI sobriety checkpoints for the purpose of high-visibility DUI enforcement.

30.17.2 In order to ensure that the travelling motorist’s rights to “free passage without interruption”, as identified in the case of Carrol vs. United States, 267 U.S. 132-544 [1925], are not unduly infringed upon, sobriety checkpoints must meet certain criteria. These include:

- The checkpoint is preplanned;
• Citizens are adequately notified at least three (3) days in advance of the checkpoint location through media releases and other means;
• The presence of the checkpoint will be announced by signs sufficiently in advance to permit egress from the roadway prior to the checkpoint;
• Procedural decisions regarding selection of vehicles to be contacted will be made prior to implementation of the checkpoint, and the process will be adhered to;
• Minimal intrusion is produced;
• Discretion is not permitted at the enforcement level;
• Appropriate locations are selected, based upon DUI arrest rates and accident rates;
• Safety concerns are taken into consideration, such as traffic volume and width of streets;
• The checkpoint is conducted as a supplement to other regular detection methods;
• Adequate signage, markings and safety precautions are taken at the checkpoint location.

30.17.3 Vehicles to be contacted in a DUI checkpoint may be selected using one of two accepted methods. These are:
• Contact all vehicles travelling in the direction of the checkpoint; or
• Contact vehicles based upon an incremental number, determined prior to commencement of the checkpoint operation. Vehicles will be contacted based upon that number, such as every fifth (5th) car to pass or every tenth (10th) car to pass.

30.17.4 Once an incremental number is selected it shall not be changed while the checkpoint is in operation unless there is some compelling reason to do so. The supervisor in charge of the checkpoint must approve any change to the established pattern. Any changes to the pattern and the reasons for the change shall be documented in the follow-up report.

30.17.5 This is not intended to preclude an officer from contacting a motorist that is not in sequence when there is probable cause to do so.

30.17.6 Following any DUI checkpoint exercise a report will be completed by the supervisor of the Traffic Unit, or the supervisor of the checkpoint operation, to be submitted to the Operations Division commander. Based upon the report, the checkpoint operation will be reviewed for effectiveness. A survey questionnaire may be utilized to collect feedback from members of the public.

30.18 DRIVER’S LICENSE REEXAMINATION

30.18.1 Officers have the authority to make recommendations to the Colorado Department of Motor Vehicles (DMV) regarding the reexamination of Colorado licensed drivers.

30.18.2 Officers should use discretion when recommending a motorist for reexamination. Examples of driver behavior that might cause an officer to submit a reexamination request form include:
• Observed driver incompetence;
• Physical or mental disability or disease;
• Any other identifiable condition that would preclude a person from being able to safely operate a motor vehicle.

280 Accreditation Standards, Section 61.1.12
30.19 **VEHICLE IMPOUNDS**

30.19.1 From time to time it will become necessary for the Golden Police Department to impound vehicles. All such impounds will be performed within the constraints of the law, and all required documentation will be completed by the impounding officer.

30.19.2 Impound forms will include the name of the company towing the vehicle, and the destination or storage location.\(^{281}\)

30.19.3 Vehicles may be towed for any number of reasons, including but not limited to:

- The vehicle is inoperable as a result of a traffic collision, or the vehicle is operable, but the operator is injured or disabled to the point where he or she is unable to care for the vehicle and there is no other legitimate person readily available to take custody of the vehicle;

- The vehicle is, or contains evidence;

- The vehicle was involved in a fatal or serious bodily injury traffic crash and requires a mechanical inspection;

- The vehicle is stolen and is to be held for evidence processing, or the owner is unable to immediately respond to take custody;

- The vehicle is parked or left unattended and is an obstruction to traffic;

- The operator of the vehicle has been taken into custody and has requested that the vehicle not be secured and left parked, or if the vehicle were left at the scene it would be a hazard, or the vehicle cannot be adequately secured to protect any property contained therein;

- The vehicle is left unattended on a public street with the engine running or with the keys in the ignition, and the vehicle cannot be adequately secured;

- Ownership of the vehicle is questionable;

- The vehicle is being operated on the public street, and is in an unsafe condition such that it cannot be legally operated upon the street;

- The vehicle is being operated upon the public street by an operator who does not possess a valid driver's license, or who is in violation of restrictions or conditions of that license, or whose driving privilege has been suspended, revoked or denied, and there is no licensed driver readily available to take over operation of the vehicle;

- The vehicle is parked in violation of street maintenance parking restrictions that have been posted for at least 48 hours, or the vehicle constitutes a hazard and must be moved so that maintenance personnel may respond to an emergency situation such as a water main break.

30.19.4 When any vehicle is to be towed as the result of a traffic collision, the owner or operator will be afforded the opportunity to select a tow company if he or she is capable of making such a decision. Otherwise, the department’s contract tow service will be called.

30.19.5 In the event a vehicle is to be towed for violation of street maintenance parking restrictions, and the contractor performing the work requests that the vehicle be moved but not impounded, the contractor should be advised that he will be liable for the cost of the tow. Vehicles towed on behalf of the city, by the department’s contract tow service, shall be impounded.

30.19.6 If the operator of a vehicle is not the registered owner, and the operator is taken into physical

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\(^{281}\) Accreditation Standards, Section 61.4.3(c)
custody, then reasonable efforts will be made to contact the owner prior to requesting a tow. If the owner requests that the vehicle be secured at the scene, and that may be accomplished without creating a hazard or placing property into jeopardy, then the vehicle may be left secured despite any instructions of the operator to the contrary.

30.19.7 As the result of a knowing and intelligent request by an arrestee, an officer may release the arrestee’s vehicle to any responsible sober person designated by the arrestee, providing that person is a license driver.

30.19.8 Ignition and door keys for any towed vehicle, if available, will accompany the vehicle.

30.19.9 The contents of every vehicle that is impounded will be inventoried, unless the vehicle is sealed and held for execution of a search warrant. Such inventory will include all areas of the vehicle, including compartments. Except that, officers will not force an entrance into locked compartments or containers within the vehicle unless there is probable cause to do so. Entry into locked compartments or containers with a key is permissible.

30.19.10 Valuables that are observed during a vehicle inventory but not collected and booked for safekeeping will be itemized on the impound form.

30.19.11 Ignition and door keys for any vehicle that is parked and secured following the arrest of the operator will accompany the arrestee.

30.19.12 Vehicles that are to be held for evidentiary purposes shall be accompanied to the storage facility by an officer and if necessary will be secured indoors. Vehicles being held for processing should be sealed, and the keys removed if this may be accomplished without jeopardizing the evidentiary value of the vehicle.

30.19.13 Any time a vehicle is to be sealed and held, notations to that effect and the reason for the hold, will be included on any impound forms, and a supervisor or detective should approve the hold. Examples of reasons why a vehicle may be sealed and held include:

- A search warrant is being obtained;
- Vehicle has been used in the commission of a felony crime, and a seizure action is pending;
- The vehicle is or contains evidence;

30.19.14 Evidence shall be collected, and vehicles made available for release as quickly as possible, not to exceed seven (7) days following the date of the impound, unless there are mitigating circumstances that are approved by a supervisor. Such circumstances shall be documented in the relevant reports, and shall be reviewed every seven (7) days unless the hold is ordered by the District Attorney’s office.

30.19.15 Any vehicle that is to be held as evidence for an extended period of time, or that has been ordered retained by the District Attorney’s office shall be removed from the contract storage facility to the Jefferson County Sheriff’s Office evidence storage facility as soon as possible, but not later than 30 days following the impound.

30.19.16 Whenever the status of an impounded vehicle changes, the officer making or authorizing the change shall notify the Golden Police Department Records Section as soon as possible.

30.19.17 Sealed vehicles shall not be opened except by authorized personnel.

30.19.18 Towed vehicles that are available for release may be entered by tow company personnel as required.

30.19.19 Officers will use discretion when towing any vehicle. Vehicles will not be towed for minor
violations, or for punitive reasons.

30.20 **PARKING ENFORCEMENT**

30.20.1 Officers are encouraged to take enforcement action when they observe parking violations.

30.20.2 When responding to a complaint, officers will develop the appropriate probable cause to determine that a violation has occurred.

30.20.3 Officers are particularly instructed to cite violations of fire and emergency access lanes, and violations of parking privileges for persons with disabilities (handicap parking).

30.20.4 Summonses for parking violations may be issued by any sworn officer or code enforcement officer including any designated parking control officer.

30.21 **CHANGES TO LAW OR ENVIRONMENT**

30.21.1 When new statutes, ordinances or traffic codes are enacted or adopted, or new traffic control devices are installed, officers shall commence enforcement action upon their activation.

30.21.2 Initially, officers may utilize warnings as one means by which motorists may be educated as to the changes.

30.22 **EXEMPTIONS OR IMMUNITY FROM PROSECUTION**

30.22.1 In the event an officer contacts a motorist for a traffic violation who appropriately claims legislative or diplomatic immunity, the officer shall obtain identification from the individual, and then release the motorist without charges. The officer shall notify the watch commander, and if appropriate the officer may follow up on confirmation of the violator’s exempt status at a later time.

30.22.2 Officers are reminded that an attorney who is enroute to court should not be detained. Likewise, a physician responding to an emergency should not be detained. Officers may, however, confirm the violator’s identification and follow up with appropriate charging at a future time.

30.23 **NON-ENFORCEMENT SERVICES**

30.23.1 Traffic situations often provide officers with an opportunity to make contact with the citizens and visitors to the City of Golden for a variety of legitimate reasons that are not related to enforcement activities.

30.23.2 Any time an officer makes such a contact, an incident report will be initiated.

30.23.3 Officers are required to stop and assist stranded motorists whenever possible. If it is not feasible for an officer to render aid, the communications dispatcher should be advised so that assistance may be sent. If the motorist is located outside the boundaries of the City of Golden, the appropriate agency should be notified, but if the officer is not otherwise occupied there is nothing in this policy intended to prevent the officer from contacting the motorist to offer assistance or reassurance.

30.23.4 If a stalled vehicle is creating a hazard to traffic operations, the officer shall take whatever action

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282 Accreditation Standards, Section 61.1.13
283 Accreditation Standards, Section 61.1.5(j)
284 Accreditation Standards, Sections 61.1.3(c), 61.1.3(d)
285 Accreditation Standards, Section 61.4.1
may be required to ensure the safety of the public. If it may be accomplished safely, patrol vehicles equipped with push bumpers may be employed to move a stalled vehicle out of the traveled portion of the roadway. If necessary, such as in the case of a vehicle abandoned in traffic, the officer should call for a tow truck to remove the vehicle creating the hazard.

30.23.5 Offices are permitted to assist motorists with minor problems such as allowing the motorist to use a department cellular telephone to call for assistance, or assisting a motorist with changing a tire or obtaining fuel, providing that such activities can be accomplished safely.

30.23.6 Officers are not required to know how to open locked vehicles, although officers who are experienced in doing so may assist motorists with keys locked in their car. Officers will be provided with basic vehicle entry equipment by the department. Officers who desire to obtain more sophisticated equipment, and become proficient in its application may do so at their own expense.

30.23.7 Officers are not required to attempt to open vehicles with power locks or power windows except in an emergency.

30.23.8 Officers will advise motorists that they are not trained as a locksmith, and that there is a potential for damage to their vehicle that may occur as a result of the process of attempting to gain entry. The department will not bear the cost of any damage that may result.

30.23.9 If the motorist does not desire the officer to continue, the officer may assist with other options such as making a telephone call for assistance or transporting the motorist to a local address to obtain help.

30.23.10 Officers will not leave the scene of any motorist whose keys are locked inside their vehicle if the car is running or if there is an infant or small child in the car who is unable to open the vehicle. If there is any immediate risk to the safety of the child or to any other person, officers are permitted to utilize whatever force is reasonable and necessary to gain access in order to secure the vehicle.

30.23.11 If an officer is required to force an entrance into a vehicle, and damage occurs as a result then a Critical Incident Report will be generated in addition to the standard incident report.

30.23.12 Officers who are assisting a stranded motorist may be required to discontinue if a priority call is received, however, the motorist should be reassured that someone will be back to assist them if they require further aid.

30.24 ABANDONED VEHICLES

30.24.1 Vehicles that are obviously abandoned on the public right of way, or which are the subject of a complaint, should be cleared through the CCIC and NCIC systems, then tagged and marked according to SOP. A complaint report (CR) number will be held.

30.24.2 Patrol officers should not defer the tagging and marking of an abandoned vehicle to a code enforcement officer.

30.24.3 If the vehicle is not removed or claimed within the prescribed time period, then a code enforcement officer will order it towed in compliance with relevant policies. An appropriate summons may be issued.

30.24.4 Any officer towing an abandoned vehicle will be responsible for completing impound forms,

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286 Accreditation Standards, Section 61.4.3(a)
inventory, and any other documentation that is required by policy or procedure. Valuables should be removed and booked into the Golden Police Department property room for safekeeping.

30.25 **TOWING OF VEHICLES**

30.25.1 From time to time stranded motorists may request assistance from an officer in calling a tow truck. If the motorist has a preference for a tow company, then that company should be contacted whenever possible.

30.25.2 If the requested tow company cannot respond within a reasonable time or cannot be contacted, or there is no preference stated then the department’s contract tow service should be utilized. The officer should make sure that the towing company understands that the tow is being privately requested.

30.25.3 Motorists should be advised that they are responsible for the cost of any privately requested tow.

30.25.4 Vehicles towed upon the authority of the police department will be towed by the contract towing service, and will generally be removed to the towing company’s storage facility.

30.25.5 Unless it is determined that a vehicle is stolen, or of evidentiary value, vehicles will not generally be towed by the department from private property. If required, search warrant requirements should be complied with.

30.26 **HIGHWAY SAFETY HAZARDS**

30.26.1 Whenever any member of the Golden Police Department observes a potentially hazardous situation, he or she is required to notify the Communications Center so that appropriate action may be taken as soon as possible.

30.26.2 If it is practical to do so, the member may take immediate action to mitigate the hazard. Examples of such situations include:

- Moving debris from the traveled portion of a roadway;
- Direct traffic during adverse weather, or because of a damaged roadway;
- Blocking an obstruction by utilizing a department vehicle with overheads activated;
- Setting traffic cones out to help motorists avoid a large pothole;
- Calling for temporary signage until a missing or damaged traffic control device may be replaced or repaired;
- Manually controlling traffic control signals if required.

30.27 **HAZARDOUS MATERIALS**

30.27.1 It is understood that police officers, by the nature of their chosen profession, may from time to time be expected to perform tasks that entail great risks to their personal safety. However, it is not the intent of the Golden Police Department to unnecessarily expose officers or other
personnel to the potentially life threatening risks of a hazardous materials incident.

30.27.2 Within the boundaries of the City of Golden there are numerous major highways, and vehicles carrying hazardous materials travel those roadways every day. It is anticipated that at some time, a vehicle carrying hazardous materials will become involved in a traffic collision or other incident that includes the release or potential for release of hazardous materials into the environment.

30.27.3 The fire department is the primary agency for dealing with hazardous materials incidents, and should be notified as soon as possible of any suspected hazardous materials incident.

30.27.4 However, due to their availability, officers of the police department will probably be the first responders to arrive at the scene of any incident or traffic crash involving hazardous materials.

30.27.5 Whenever hazardous materials are suspected in any incident, the watch commander will be notified to respond.

30.27.6 In any hazardous materials incident, a general rule of thumb is that officers should approach from the upwind and uphill side.

30.27.7 As soon as a preliminary assessment of hazardous materials involvement is determined, officers should establish a perimeter, prohibiting access into or through the scene by anyone other than qualified professionals. Traffic should be rerouted.

30.27.8 Officers shall receive training in the recognition of hazardous materials, how to respond to a traffic crash or other incident that is suspected to involve hazardous materials, and how to recognize telltale signs of a hazardous materials incident.

30.27.9 It is incumbent upon each officer to be able to recognize the presence of commercial vehicle placards and the basic symbols that are used on vehicles that transport hazardous materials. Officers are cautioned that not all shipments of hazardous materials may display placards if threshold quantities of such materials are not exceeded in the shipment.

30.27.10 A commercial vehicle’s bill of lading or manifest should list all items of cargo, including hazardous materials, but in an incident gaining ready access to such documents may not be possible due to circumstances of the situation. Usually such documents will be carried in the cab of a truck, the cockpit of an aircraft, or the engine of a train; unless the train is equipped with a caboose in which case the documents may be in that car.

30.27.11 If possible, victims should be removed to a safe location, but officers are cautioned that contact with victims of a hazardous materials exposure may result in cross contamination, causing the officer to become a victim. Removal of victims to another location, or placing victims that are not decontaminated into an ambulance may expand the scope of the incident.

30.27.12 Following mitigation of the hazardous materials aspects of the incident, a reconstruction expert shall investigate to determine the cause of the collision.
31. VEHICULAR PURSUIT

31.1 GENERAL

31.1.1 Vehicular pursuit is inherently one of the most dangerous police activities, and is therefore closely controlled.

31.1.2 The Golden Police Department subscribes to the provisions of the Metropolitan Pursuit Policy promulgated by the law enforcement executives of the metropolitan region of the Colorado Association of Chiefs of Police (C.A.C.P.). The current version of the Metro Pursuit Policy is included as an addendum to this policy. 293

31.1.3 The provisions of the Metro Pursuit Policy pertain primarily to pursuits that go across jurisdictional lines, but the principles are applicable to pursuits that remain within the city limits of the City of Golden. 294

31.2 TERMINOLOGY

31.2.1 These definitions are drawn directly from the Metro Pursuit Policy, and are adopted for clarification of this policy section.

- **Pursuit** - Pursuit shall mean an active attempt by an officer (operating a department vehicle) to apprehend an operator of a motor vehicle who, having been given a visual and audible signal by the officer directing such operator to bring the vehicle to a stop, fails to obey such direction, and either increases the vehicle's speed, extinguishes the vehicle's lights, or makes some other overt action designed to avoid apprehension.

- **Emergency Operation** - Emergency operations shall mean the act of driving a marked or unmarked police vehicle with the emergency lights and siren in operation while in pursuit of a suspect in accordance with the Colorado Motor Vehicle Code, or applicable municipal ordinance.

- **Primary Vehicle** - Primary vehicle shall mean the patrol vehicle driven by the officer initiating the pursuit, or another patrol vehicle which takes the lead vehicle position.

- **Secondary Vehicle** - Secondary vehicle shall mean a patrol vehicle which becomes involved in a pursuit immediately following the primary vehicle and acting as the primary vehicle's backup.

- **Officer** - Officer shall mean any commissioned peace officer, recruit, or sworn employee in the State of Colorado, regardless of specific title, e.g., Sheriff, Deputy, etc., as defined in C.R.S. 18-1-901(3).

- **Communications Section** - Communications Section shall mean that component of the primary jurisdiction responsible for broadcasting messages to law enforcement vehicles on police frequencies, for receiving such messages from patrol vehicles and monitoring messages between patrol vehicles; the communications section is commonly called "dispatch".

- **Supervisor** - Supervisor shall mean a commissioned peace officer of the rank of Sergeant or of higher rank or, in the absence of a Sergeant or higher ranking officer, the highest ranking available officer. For purposes of this policy section, the term Watch Commander will be synonymous.

- **Originating Jurisdiction** - Originating jurisdiction shall mean the jurisdiction within which a pursuit originates.

- **Primary Jurisdiction** - Primary jurisdiction shall mean the jurisdiction of the officer driving the primary vehicle.

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293 Accreditation Standards, Section 41.2.2(i)
294 Accreditation Standards, Section 41.2.2(i)
• Receiving Jurisdiction - Receiving jurisdiction shall mean a jurisdiction which is entered by a pursuit which began in the originating jurisdiction.

31.3 COMMENCEMENT OF PURSUIT

31.3.1 Frequently, although not always, pursuit evolves out of an attempt by an officer to make contact with a violator for a legitimate reason, usually traffic related.

31.3.2 It is the policy of the Golden Police Department that if the violator fails to yield within a reasonable distance of the point where the contact is initiated, the pursuit will be discontinued.

31.3.3 Under no circumstances will an officer become involved in a pursuit without activating both visual and audible emergency equipment.

31.4 RESTRICTIONS

31.4.1 Officers of the Golden Police Department shall not initiate a pursuit in an effort to contact a violator for a misdemeanor or traffic infraction, whether the violation occurred within the City of Golden or in another jurisdiction. This does not mean that officers may not make a reasonable, good faith effort to contact a violator, based upon their own observation of probable cause, or when requested to assist by another law enforcement agency.

31.4.2 Officers will not engage in any pursuit while operating a police motorcycle, or while operating any police vehicle that is not marked and equipped with overhead emergency lights and siren, except when exigent circumstances exist that preempt the potential hazards inherent in such a pursuit.

31.4.3 Officers who have a passenger that is not an employee of this agency or a sworn officer with another police jurisdiction, or who are transporting a prisoner, will not normally participate in any pursuit unless directed to do so by the Watch Commander.

31.5 NOTIFICATION

31.5.1 Any officer who becomes engaged in a pursuit is required to immediately advise dispatch of the pursuit. The officer will provide as much information as is available, including:

- Suspect vehicle description and license number;
- Suspect physical description and whether or not the suspect is known to the officer;
- Location, direction of travel, speed, and other violator actions; and
- Initial reason for the pursuit.

31.5.2 The dispatcher shall immediately notify the Watch Commander of the pursuit, and relay the above information. The dispatcher will activate alert tones, and will notify uninvolved units to transfer all routine radio traffic to another police channel. It is incumbent upon uninvolved officers to monitor the progress of the pursuit for officer safety reasons. Only the primary and secondary pursuing officers and the Watch Commander will remain on Police Channel One.

31.5.3 As soon as practicable, the dispatcher will notify the Jefferson County Sheriff's Department and

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295 Accreditation Standards, Section 41.2.2(d)
296 Accreditation Standards, Section 41.2.2(d)
297 Accreditation Standards, Section 71.1.4
298 Accreditation Standards, Section 41.2.2(b)
299 Accreditation Standards, Section 41.2.2(e)
the Colorado State Patrol of the pursuit. In the event the pursuit approaches any other municipality, the Communications Section will notify the appropriate agency of the pursuit.\textsuperscript{300}

31.6 \textbf{WATCH COMMANDER}\textsuperscript{301}

31.6.1 The Watch Commander will manage the pursuit, and has the responsibility to terminate the pursuit at any time it is determined that the inherent risks of allowing the suspect to escape outweigh the risks to the public in continuing the pursuit.\textsuperscript{302} Such concerns may include, but are not limited to:

- Locale of the pursuit and traffic conditions;
- Seriousness of offense that precipitated the pursuit;
- Day of the week and time of day;
- Weather conditions.

31.6.2 The Watch Commander shall ensure that the pursuit remains within the guidelines of this policy and the Metro Pursuit Policy.

31.6.3 Unless the pursuit is called off, upon termination of the pursuit, the Watch Commander will respond to the scene.

31.6.4 The Watch Commander shall ensure that the appropriate internal reporting requirements are met. All pursuits, whether called off or terminated by the apprehension of the violator, are subject to the Critical Incident Reporting and review process.\textsuperscript{303}

31.7 \textbf{UNIT DESIGNATIONS}

31.7.1 The officer initiating the pursuit will be designated the Primary Vehicle.

31.7.2 In the event a pursuit is initiated by a Golden Police officer, a second unit will be dispatched to assist in the pursuit.\textsuperscript{304} Generally, this will be the officer who is in the most tactically advantageous location to join the pursuit. The assisting officer will be designated the Secondary Vehicle.

31.7.3 If for some reason the Primary Vehicle is forced to discontinue the pursuit, the Secondary Vehicle will assume the role of Primary Vehicle. At that time, depending upon circumstances, the Watch Commander may or may not designate a new Secondary Vehicle.\textsuperscript{305}

31.8 \textbf{UNINVOLVED UNITS}

31.8.1 Uninvolved units will remain available in their patrol areas to assist with traffic control, or perform any other duties required. If not otherwise engaged, uninvolved units should take up tactically advantageous positions for response.

31.9 \textbf{COMMUNICATIONS}

31.9.1 Officers involved in a pursuit are required to keep dispatch advised of the ongoing status of the

\textsuperscript{300} Accreditation Standards, Section 41.2.2(e)
\textsuperscript{301} Accreditation Standards, Section 41.2.2(f)
\textsuperscript{302} Accreditation Standards, Section 41.2.2(h)
\textsuperscript{303} Accreditation Standards, Section 41.2.2(j)
\textsuperscript{304} Accreditation Standards, Section 41.2.2(e)
\textsuperscript{305} Accreditation Standards, Sections 41.2.2(c), 41.2.2(f)
31.9.2 If the Primary Vehicle is a two-officer unit, the passenger officer will continually keep the Communications Section advised of the status of the pursuit.

31.9.3 If the Primary Vehicle is a single-officer unit, as soon as the Secondary Vehicle joins the pursuit, the Secondary Vehicle will assume responsibility for keeping the Communications Section advised as to the status of the pursuit.

31.10 TERMINATION OF THE PURSUIT

31.10.1 The Primary Vehicle, Watch Commander, or any sworn member of the command staff may direct that the pursuit be terminated at any time it is determined that the inherent risks of allowing the suspect to escape outweigh the risks to the public in continuing the pursuit.

31.10.2 If the suspect is identified through vehicle registration or description, recognition of the suspect by an officer, or by any other means then the pursuit will be terminated, unless there is some compelling reason that mandates that the pursuit be continued. Other resources will be employed to take the suspect into custody.

31.11 REENGAGEMENT

31.11.1 If the suspect vehicle is observed subsequent to the termination of a pursuit, officers will obtain as much additional identifying information as possible without making any attempt to reengage the suspect vehicle, unless it is disabled or abandoned. If suspects have fled the scene on foot, officers may attempt to locate and contact them.

31.12 PURSUITS OF EXTERNAL ORIGIN

31.12.1 Whenever any officer or dispatcher becomes aware of a pursuit being conducted by another agency, and there is a reasonable possibility that the pursuit could reach the City of Golden, the Communications Center should be notified. Through use of the alert tones, the Communications Center should notify all personnel of the pursuit, its location and direction of travel, and all other information available. As additional information becomes known, it shall be relayed to the officers.

31.12.2 Golden Police Department units will take no direct action to become involved in any pursuit originating outside the City of Golden that enters the city boundaries, without authorization from the Watch Commander.

31.12.3 It is the responsibility of the Watch Commander to deploy Golden Police Department units to monitor the pursuit, provide traffic control, or render assistance as required, consistent with provisions of the Metro Pursuit Policy.

31.12.4 If the Watch Commander directs a Golden Police unit to become actively engaged in the pursuit, there must be some compelling reason to do so. Unless there is some further compelling reason to do so, once the pursuit departs the City of Golden, any Golden Police unit involved in the pursuit.

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306 Accreditation Standards, Section 41.2.2(b)
307 Accreditation Standards, Section 41.2.2(c)
308 Accreditation Standards, Section 41.2.2(h)
309 Accreditation Standards, Sections 41.2.2(b), 41.2.2(f)
310 Accreditation Standards, Sections 41.2.2(f), 41.2.2(i)
311 Accreditation Standards, Section 41.2.2(e)
pursuit will discontinue.\footnote{Accreditation Standards, Section 41.2.2(h)}

31.12.5 If an externally originated pursuit terminates within the City of Golden the Watch Commander will respond to the scene. If no Golden Police units are actively involved in the pursuit at the time of termination, a car will be dispatched to assist the Watch Commander at the scene.

31.12.6 Provisions of the Metro Pursuit Policy notwithstanding, the Watch Commander will determine if the suspect is to be taken into custody by the Golden Police Department, or relinquished to the primary pursuing agency. Unless offenses occurring in Golden are of a more serious nature than the original charges, or the agency that first initiated the pursuit is no longer engaged, the suspect will ordinarily be remanded to the custody of the originating agency.

31.13 \textbf{PROSECUTION}

31.13.1 It is the policy of the Golden Police Department to vigorously prosecute any person identified as eluding police, or attempting to elude police, within the City of Golden. Such violations will be investigated and appropriate charging decisions will be made regardless of where the pursuit originated or terminated, and regardless of whether or not Golden Police officers actively participated in the pursuit.

31.13.2 Inclusion of violations that occur within the City of Golden by any agency filing against the suspect will fulfill this requirement.

31.14 \textbf{FORCIBLE STOPPING}\footnote{Accreditation Standards, Section 41.2.2(g)}

31.14.1 The decision to use forcible means to stop a pursuit is considered to be a use of Lethal Force, and therefore the same level of probable cause exists in the application of forcible measures to stop a fleeing vehicle, as exists in the discharge of a firearm. Once such action is taken, as with the firing of a weapon, the consequences are irrevocable.

31.14.2 The Watch Commander shall approve any use of force to stop a fleeing vehicle prior to the implementation of such measures.\footnote{Accreditation Standards, Section 41.2.2(f)}

31.14.3 Forcible means will not generally be employed to stop any violator when the only potential charges are misdemeanors or traffic infractions.

31.14.4 Any deliberate contact initiated by an officer between a police vehicle and the suspect's vehicle, or any unorthodox maneuver by an officer in an attempt to force a suspect vehicle off the road or into any other object constitutes use of force.

31.14.5 Less lethal force options may include such things as the use of tire-flattening devices, roadblocks, or using police vehicles to "box" a suspect vehicle to force it to stop; however, the same conditions and restrictions apply as above.
METRO PURSUIT GUIDELINES AND PROCEDURES

I. POLICY STATEMENT

The law enforcement executives of the metropolitan region of the Colorado Association of Chiefs of Police recognize that the fundamental duty of our law enforcement agencies is the protection and safety of our community and of our citizens. This duty includes the obligation to attempt the apprehension of persons who endanger the public by taking flight to avoid prosecution. However, at times, the danger presented by the pursuit itself can exceed the public safety value of immediate apprehension. Under such circumstances, the public safety is paramount.

It is expected that all peace officers will interpret the detailed pursuit procedures of their individual agencies in light of this duty and that they will evaluate the need to interrupt unlawful flight against the risks to public safety. This expected evaluation includes the decision to initiate the pursuit and continues during the pursuit.

There may be situations in which the escape of the suspect may create a greater risk to the safety of the public than the risks inherent in the pursuit. In these situations, extraordinary means may be used to bring the pursuit to a conclusion as rapidly as possible.

II. DEFINITIONS

Pursuit

Pursuit shall mean an active attempt by an officer (operating a department vehicle) to apprehend an operator of a motor vehicle who, having been given a visual and audible signal by the officer directing such operator to bring the vehicle to a stop, fails to obey such direction, and either increases the vehicle's speed, extinguishes the vehicle's lights, or makes some other overt action designed to avoid apprehension.

Emergency Operation

Emergency operations shall mean the act of driving a marked or unmarked police vehicle with the emergency lights and siren in operation while in pursuit of a suspect in accordance with the Colorado Motor Vehicle Code, or applicable municipal ordinance.

Primary Vehicle

Primary vehicle shall mean the patrol vehicle driven by the officer initiating the pursuit, or another patrol vehicle which takes the lead vehicle position.

Secondary Vehicle

Secondary vehicle shall mean a patrol vehicle which becomes involved in a pursuit immediately following the primary vehicle and acting as the primary vehicle's backup.

Officer

Officer shall mean any commissioned peace officer, recruit, or sworn employee in the State of Colorado, regardless of specific title, e.g., Sheriff, Deputy, etc., as defined in C.R.S. 18-1-901(3).

Communications Section

Communications Section shall mean that component of the primary jurisdiction responsible for broadcasting messages to law enforcement vehicles on police frequencies, for receiving such messages from patrol vehicles and monitoring messages between patrol vehicles; the communications section is commonly called "dispatch".

Supervisor

Supervisor shall mean a commissioned peace officer of the rank of Sergeant or of higher rank or, in the absence of a Sergeant or higher ranking officer, the highest ranking available officer.

Originating Jurisdiction

Originating jurisdiction shall mean the jurisdiction within which a pursuit originates.

Primary Jurisdiction

Primary jurisdiction shall mean the jurisdiction of the officer driving the primary vehicle.
Receiving Jurisdiction

Receiving jurisdiction shall mean a jurisdiction which is entered by a pursuit which began in the originating jurisdiction.

III. PURSUIT GUIDELINES--INTRAJURISDICTIONAL

A. Law enforcement officers, whenever possible, should consider alternative methods of apprehending suspects when it is likely that a patrol vehicle pursuit will occur. The discretionary decision to initiate and continue a pursuit should be based upon factors such as the seriousness of the suspected crime, probability of later apprehension, traffic and roadway conditions, time of day, type of area where the pursuit occurs, or other things that an officer would normally consider when evaluating the circumstances knowing that the immediate apprehension of a suspect may be outweighed by the risks imposed on the public's safety.

B. If a pursuit is initiated, officers shall use visual and audible warning devices (lights and siren) and should attempt to notify the communications section of relevant facts about the chase, such as location, direction of travel, description of suspect vehicle, number of occupants, reason for the pursuit, speed, and other similar factors that may be relevant.

A fully marked patrol car is the most suitable vehicle to conduct a pursuit. If an unmarked car or special purpose vehicle is used, it should be used only until relieved by a marked car.

C. Officers are expected to exercise a standard of care consistent with Colorado State Law C.R.S. 42-4-106, in particular, subsection 4: "(4) The provisions of this section shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his reckless disregard for the safety of others."

D. Normally, only two patrol vehicles should be directly involved in a pursuit. Directly involved, as used here, means following behind the pursued vehicle in close proximity. A supervisor may authorize such additional units as may be necessary to control the course of the pursuit or the point of termination.

E. The decision to pursue is not irreversible and officers must continually evaluate whether the seriousness of the crime justifies continuing the pursuit. A pursuit may be terminated at any point the officer or supervisor feels that it is too dangerous to continue.

IV. SUPERVISORY ROLE DURING THE PURSUIT--INTRAJURISDICTIONAL

A. The supervisor in charge during a pursuit has the authority and responsibility to monitor the progress of the pursuit, evaluate the circumstances known to the supervisor at the time, and make a decision to allow the pursuit to continue or to order it terminated.

V. INTERJURISDICTIONAL PURSUITS

A. NOTIFICATIONS

1. Notification After Entry and After Discontinuance/Termination
   a. Whenever a pursuit enters a receiving jurisdiction, the communications section of the originating jurisdiction shall, as soon as practicable, notify the receiving jurisdiction of the existence of the pursuit, and shall keep the receiving jurisdiction apprised of the status of the pursuit.
   b. When a pursuit is discontinued or reaches termination, all units should be so advised immediately.

B. PROCEDURAL GUIDELINES

1. Supervisory Responsibilities in Police Vehicle Pursuits
a. A supervisor from the originating jurisdiction and each primary jurisdiction should respond to the scene of termination or discontinuance of the pursuit, unless otherwise instructed by the receiving jurisdiction.

b. Each participating jurisdiction shall gather, and shall provide upon request to each other participating jurisdiction involved, information concerning the circumstances of its participation and the names of any of its officers participating in the pursuit.

2. Number of Vehicles

a. Any participating vehicle from a receiving jurisdiction, once relieved by another vehicle, should discontinue its participation as soon as practicable after leaving its jurisdiction unless circumstances dictate otherwise, or unless otherwise requested by the primary jurisdiction. However, the decision to discontinue participation may be the most appropriate course of action, depending on the circumstances.

3. Pursuits entering a Receiving Jurisdiction

a. Normally, officers in a receiving jurisdiction should not become involved in a pursuit originating in another jurisdiction. However, a supervisor from the receiving jurisdiction may assign officers to assist with traffic control, to render assistance at the termination or discontinuation point, or to monitor the progress of the pursuit. Such officers shall not be considered to be directly involved in the pursuit.

b. Upon request of the primary jurisdiction and approval of the receiving jurisdiction, a vehicle from the receiving jurisdiction may assist with the pursuit or become the primary vehicle.

c. The overall command of a pursuit shall rest with the primary jurisdiction.

4. Methods of Stopping Pursued Vehicles

a. When a pursuit has entered a receiving jurisdiction, the primary jurisdiction should attempt to notify the receiving jurisdiction, in advance if possible, of any method to be used by the primary jurisdiction to stop the pursued vehicle.

b. In the course of an interjurisdictional pursuit, deliberate contact between vehicles or forcing the pursued vehicle into parked cars, ditches, structures, or other fixed objects, boxing in, heading off, ramming, or driving alongside the pursued vehicle while it is in motion, must be authorized by a supervisor of the primary jurisdiction, unless exigent circumstances exist requiring such action and obtaining such authorization would be unreasonable.

c. The use of a roadblock in an interjurisdictional pursuit must be authorized by the supervisor of the primary jurisdiction. The roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a safe stop.

5. Investigation/Jurisdiction at Termination

a. The on-scene supervisor of the originating jurisdiction shall be responsible for processing the arrest of any suspects and for coordinating the investigation. However, if there was a more serious violation in another jurisdiction, the on-scene supervisor from that jurisdiction shall assume the responsibility for coordinating the immediate investigation. Nothing herein shall preclude the investigation of any accident, criminal act, or other incident which occurred during the course of the pursuit by any jurisdiction in which such an incident occurred.
32. CRIMINAL INVESTIGATION

32.1  **ADMINISTRATION**

32.1.1 The Golden Police Department has an obligation to investigate reported instances of criminal activity. Frequently, this obligation is satisfied through a preliminary investigation conducted by the officers who first respond to the complaint. Preliminary investigation should include the observation and reporting of all conditions, events and remarks made at the scene of the investigation. Protection of the crime scene is of paramount importance, particularly if examination by a specialist or technician, or a search warrant is required.

32.1.2 Sometimes further investigation may be required that is beyond the ability or resources of patrol officers to complete at the time of the initial response. This may be for any of several reasons or combinations of reasons, including but not necessarily limited to:

- Case requires immediate filing with the district attorney's office;
- At-scene processing by a specialist or technician is required;
- Time or manpower constraints upon patrol officers conducting the preliminary investigation;
- Undeveloped leads that cannot be followed up immediately;
- Complexity or scope of crime or criminal episode exceeds the available resources or level of expertise of the initially responding officers.

32.1.3 To ensure that appropriate resources are devoted to cases requiring further investigation or other attention, the Golden Police Department has established a Detective unit.

32.2  **ASSIGNMENT TO THE DETECTIVE UNIT**

32.2.1 Only sworn members may be assigned as detectives. Assignment to the detective unit is not a promotion, and there is no change in the officer's base pay as a result of such an assignment.

32.2.2 Assignment to the detective unit is voluntary, and appointment is contingent upon compliance with and successful completion of a selection process as determined by the Chief of Police.

32.2.3 Detectives shall be issued credentials identifying them as such.

32.3  **SUPERVISION**

32.3.1 A sergeant shall be assigned to supervise the detective unit, including personnel on temporary or supplemental assignment to the unit.

32.3.2 The detective sergeant shall be responsible for the unit's overall functioning, including:

- Personnel management and supervision;
- Training and guidance;
- Case review and assignment;\[3]^ {319}
- Monitoring the status of assigned cases;

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\[315\] Accreditation Standards, Section 42.1.4

\[316\] Accreditation Standards, Section 42.2.2(a)

\[317\] Accreditation Standards, Section 42.2.2(c)

\[318\] Accreditation Standards, Section 42.2.5

\[319\] Accreditation Standards, Section 42.1.3(b)
• Conduct or assist with investigations;
• Maintain confidential informant records, including accounting of the special investigations fund;\(^{320}\)
• Perform other tasks as required.

32.4 **SUPPLEMENTAL PERSONNEL**

32.4.1 As required, additional personnel, including sworn and non-sworn members, may be temporarily attached to the detective unit. These assignments may be made without the implementation of a process when it is in the best interest of the department, pending approval of the Chief of Police.

32.4.2 Personnel on temporary assignment may be required to assist in conducting investigations, or to perform other tasks as required.

32.4.3 Non-sworn personnel attached to the detective unit are specifically prohibited from identifying themselves as a detective, investigator or officer, or from using any other title or description that would cause any person to believe that the non-sworn member is a police officer.

32.5 **UNIFORM**

32.5.1 Personnel assigned to the detective unit are frequently required to perform tasks or assignments that would be impeded by the high-profile appearance of the police uniform. Therefore, personnel assigned to the detective unit are authorized to wear civilian clothing. Detectives are required to maintain a professional appearance, consistent with established protocols, unless they are engaged in activity that requires a modified appearance or clothing of a specialized nature.

32.5.2 Detectives shall receive a clothing allowance according to procedures.

32.6 **SPECIALIZATION**

32.6.1 The Golden Police Department does not have specialty sections within the detective unit, such as a "persons crime unit" or a "property crimes unit".

32.6.2 Individual detectives may have an interest in the investigation of certain types of crimes, and nothing in this section is intended to preclude the assignment of those types of cases to specific detectives, as long as it is not in conflict with the best interest of the department.

32.7 **WEST METRO DRUG TASK FORCE**\(^ {321}\)

32.7.1 The Golden Police Department actively supports and participates in the efforts of the West Metro Drug Task Force through the assignment of a detective to the unit, and provides materiel and other support as required.

32.7.2 Participation by the Golden Police Department in multi-agency task forces is contingent upon the receipt of proper documentation identifying the purpose or goals of the task force. Protocols for authority, responsibility and accountability of the task force shall be identified and agreed to, and copies shall be maintained on file at the department.

32.7.3 Resources to be provided by the department will be clearly identified and agreed upon. To properly evaluate the viability of continued participation by the Golden Police Department, periodic reports of task force activities and accomplishments are required.

\(^{320}\) Accreditation Standards, Section 17.4.2, 42.2.9(c)
\(^{321}\) Accreditation Standards, Section 42.2.7
32.8 **TRAINING**

32.8.1 Members assigned to the detective unit must be willing to learn new skills and techniques as required.

32.8.2 Formal training will be provided whenever possible, however, it is incumbent upon the individual to learn from his or her peers, supervisor, and other available resource materials. Detectives will not be successful without a liberal application of common sense.

32.9 **ON-CALL DETECTIVES**

32.9.1 Due to the fact that the Golden Police Department does not have detectives on duty twenty-four hours per day, a detective call-out procedure will be implemented. Detectives shall receive compensation for being in an on-call status.

32.10 **ACTIVITY REPORTING**

32.10.1 Consistent with departmental procedures, detectives may be required to maintain logs or activity reports.

32.11 **MANAGEMENT OF CRIMINAL INVESTIGATIONS**

32.11.1 The detective sergeant is responsible for reviewing all reports of criminal activity and making a determination as to whether or not the report should be assigned for follow-up investigation. The detective sergeant will maintain a log or record of assigned cases, review or deadline dates, and case status. Such records will be updated as soon as is practicable following a change in case status.

32.11.2 The Golden Police Department recognizes that there is an obligation to provide the best possible service to the greatest number of people with the limited resources available. Therefore, the agency subscribes to the use of recognized "solvability factors" to assist in prioritizing cases for follow-up investigation. The department recognizes that there are some cases that require assignment based solely upon the nature or seriousness of the offense, or other factors.

32.11.3 From time to time, individual patrol officers may have a special interest in a case, and request that it be assigned to them. Whenever possible the detective sergeant shall do so, providing it is in the best interest of the department and the victim.

32.11.4 It is the responsibility of the detective sergeant to ensure that investigative deadlines are met, and that cases are thoroughly investigated and appropriately concluded. Review of the status of assigned cases should be conducted on a regular basis.

32.11.5 When cases are assigned to patrol officers for follow-up investigation, the detective sergeant should interact with the member's supervisor to ensure that deadlines are met and that leads are followed appropriately.

32.12 **TRAINING**

32.12.1 Detectives will participate in roll-call training from time to time to ensure that officers are current on the patterns of criminal activity occurring within the city, as well as fostering a sharing of information that will assist in the identification of criminals and the solution of crimes.

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322 Accreditation Standards, Section 42.1.1
323 Accreditation Standards, Section 42.1.3(a)
324 Accreditation Standards, Section 42.1.2
325 Accreditation Standards, Section 42.2.6
32.13 **CASE DOCUMENTATION**

32.13.1 Whenever a case is assigned for follow-up investigation, all appropriate forms and record keeping documentation shall be initiated and maintained by the lead detective or officer assigned. Such documentation shall become a part of the case file.

32.13.2 Upon case closure or deactivation, the investigating officer assigned to the case shall prepare a report of his or her findings to include documentation of the filing of criminal charges, if applicable.

32.14 **CASE STATUS DESIGNATION**

32.14.1 Cases that are assigned for follow-up investigation shall be designated as "active" or "open".

32.14.2 "Closed" cases are those which have been concluded through arrest, or which are "exceptionally cleared" and require no further investigation.

32.14.3 Cases that are not assigned as a result of evaluation of solvability factors, or assigned cases that have no further viable leads are designated as "inactive". Should new leads become available, any inactive case may be reactivated. Whenever a case is deactivated, a letter will be sent to the victim.

32.15 **RECORDS**

32.15.1 Cases that are actively under investigation are not public records, and may not be released under open-records laws.\(^{326}\)

32.15.2 Generally, with some exceptions, detectives and other officers assigned to an investigation will be provided photocopies of all relevant documents.

32.15.3 Following the closure or deactivation of any investigation, the detective's file shall be forwarded to the Golden Police Department Records section for archiving. This is not intended to preclude a copy of any investigation file from being maintained by a detective, or within the detective section, as deemed necessary.

32.16 **INTERVIEWS AND INTERROGATION**

32.16.1 A successfully concluded investigation is generally the result of meticulous effort in several areas, not the least of which is interviewing and interrogation.

32.16.2 Interviewing will be conducted in a professional manner, and all statutory and constitutional guidelines will be adhered to. During the preliminary phase of the investigation, responding officers will locate, identify and conduct interviews with reporting persons or complainants, witnesses, victims and suspects.\(^{327}\)

32.16.3 When technical aids for the detection of deception are employed, the examiner will be appropriately trained and certified.\(^{328}\)

32.17 **CONSTITUTIONAL CONSIDERATIONS**\(^{329}\)

32.17.1 All sworn personnel will be trained regarding aspects of individual rights accorded by the Constitutions of the United States and the State of Colorado.

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\(^{326}\) Accreditation Standards, Section 42.1.3(d)

\(^{327}\) Accreditation Standards, Sections 42.2.2(b), 42.2.2(d)

\(^{328}\) Accreditation Standards, Section 42.2.8

\(^{329}\) Accreditation Standards, Section 1.2.3
32.17.2 Personnel will observe and respect the constitutional rights of others, be they citizen, victim, or suspect. In conjunction with this, officers will utilize the so-called Miranda Advisement whenever applicable. The advisement will be read to the subject from a pocket card, or from a departmental form, and will include reading the approved waiver statement.

32.17.3 Rights advisement pursuant to the Miranda decision is only required when two factors exist:
- Interrogation is to occur, and;
- The suspect to be interrogated is in custody.

32.17.4 Officers are reminded that the Supreme Court has determined that custody is a state of mind held by the subject, not the officer. Therefore if it is reasonable to believe that the suspect believes he or she is in custody, then Miranda will probably apply if interrogation is to be conducted.

32.17.5 In addition, whenever a juvenile is to be interrogated, there are additional specific requirements:
- The juvenile's parent or legal guardian must be physically present when the advisement is given;
- The parent/guardian and the child must have an opportunity to discuss the advisement in private prior to making a decision;
- The parent/guardian and the juvenile must both agree to waive the juvenile's rights, and;
- The parent must sign the waiver form. Officers are reminded that a verbal waiver by the parent will not survive a legal challenge.

32.17.6 Questioning a person in custody for the purpose of obtaining identifying information does not constitute interrogation.

32.18 SPECIAL INVESTIGATIONS

32.18.1 From time to time it may be necessary for the Golden Police Department to conduct investigations that are more sensitive than the routine cases ordinarily handled. Such a case might involve another city employee, department, an outside agency, or some other sensitive issue.

32.18.2 When assigned to undertake such an investigation, the member may be supervised directly by a division commander or by the Chief of Police. Findings and reports of the investigation will be kept confidential and will be provided only to the command officer directing the investigation, or the Chief of Police.

32.19 BACKGROUND INVESTIGATIONS

32.19.1 Generally, as a part of any criminal investigation, a background check will be conducted on each suspect. The level of scrutiny may vary dependant upon the nature of the offense, and the viability of the subject as a suspect. At a minimum, criminal history and warrant checks will be conducted.

32.19.2 Background investigations may also be conducted on individuals for other reasons that include but may not be limited to:
- Administrative permit or license applications such as those for liquor licenses or permits to carry concealed firearms;

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330 Accreditation Standards, Section 42.2.1(d)

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Applications for employment with the Golden Police Department or another department of the City of Golden.

32.19.3 Background investigations will be documented with a Golden Police Department case number in the same manner as any other investigation.

32.20 SURVEILLANCE

32.20.1 Direct observation by an investigating officer, of the behavior of persons suspected of criminal activity may be a crucial or integral part of any investigation. Surveillance will generally be conducted in as discrete a manner as possible, to avoid detection by the subject, so that desired information may be obtained.

32.20.2 Surveillance should be planned and coordinated. Officers will not conduct surveillance without advising their supervisor. Routine observation of problem areas by patrol officers may not require sophisticated planning, but should still be organized so that personnel may react in a coordinated manner in the event a suspect is observed.

32.20.3 Electronic surveillance, commonly referred to as "wiretapping", is a closely controlled activity and will not be conducted by the Golden Police Department unless the following conditions are met:

- The activity is authorized by the Chief of Police;
- The activity is closely supervised;
- The activity is conducted legally, and is in compliance with all applicable state and federal statutes.

32.21 CONFIDENTIAL INFORMANTS

32.21.1 Members of the Golden Police Department are encouraged to develop information that will lead to the prevention or solving of crime.

32.21.2 Generally, information is developed as the result of diligent investigation by officers or detectives who make contact with individuals during the normal course of their duties, and who have no need or interest in remaining anonymous. These sources of information are not generally considered "confidential informants".

32.21.3 Frequently, however, information comes from sources who may be associated with the perpetrators of criminal activity, and who are motivated to provide information for their own reasons. These sources may not want their affiliation with law enforcement to be revealed to others, and they may even refuse to reveal their identity to the officer. Hence their classification as "confidential informants".

32.21.4 While it is not required that officers reveal the identity of confidential informants to their supervisors, when dealing with a confidential informant officers will keep their supervisor appraised of their activity.

32.21.5 Officers who use confidential informants should have some procedure in place by which the informant may contact the officer, generally via the communications center, in the event that there is some emergency involving the informant's situation, or some type of urgent information needs to be relayed to the officer.

331 Accreditation Standards, Section 43.1.5
332 Accreditation Standards, Sections 42.2.9(g), 42.2.9(i)
32.22 RESTRICTIONS ON USE OF INFORMANTS

32.22.1 If it is determined that a confidential informant is providing information to another law enforcement agency, that agency must be contacted. If the subject has a preexisting and ongoing relationship with that agency, unless the appropriate representative of that agency approves, the Golden Police Department should reevaluate its use of the informant.

32.22.2 In order to avoid potential problems, an officer should not meet with a confidential informant of the opposite sex, or a juvenile informant without a cover officer being present.\(^{333}\)

32.22.3 Permission is required from a confidential informant's probation or parole officer, if the informant is enrolled in such a program.

32.22.4 Officers will not employ a confidential informant when it is known that the informant has an outstanding warrant from any jurisdiction, unless the City of Golden is beyond the area of extradition for the warrant. In that event, the informant will be advised of the existence of the warrant, and encouraged to satisfy the warrant.

32.22.5 Sometimes confidential informants may be directed by an officer to try to obtain information regarding a particular individual or criminal event, but officers must use extreme caution when doing so, as this creates a situation in which the informant becomes an agent of the police.

32.22.6 Under no circumstances will an officer condone criminal activity on the part of an informant. Nor will an officer direct a confidential informant to perform any act that would be a violation of the law.

32.22.7 Should a juvenile be developed as a confidential informant, written permission must be obtained from one or both of the juvenile's parents, and included within the informant's file.\(^{334}\)

32.23 REGISTRATION OF INFORMANTS\(^{335}\)

32.23.1 Members of the Golden Police Department shall not permit their interaction with confidential informants to become personal relationships.

32.23.2 For the protection of these confidential sources of information, as well as for the protection of the individual officer and the Golden Police Department, officers who develop a professional relationship with a confidential informant are required to complete the department's confidential informant data forms as soon as possible. The data forms will be completed even if the officer does not know the informant's name, and as a part of the registration process, a unique identifying number will be assigned to the informant. Thereafter, references to the informant in reports, affidavits, or other documentation shall be by the Informant Number.\(^{336}\)

32.23.3 The informant data form will be submitted to and maintained by the detective sergeant. As a part of the process of registering a confidential informant, photographs and fingerprints will be obtained. The detective sergeant will conduct a discrete background investigation of the source, and share this information with the submitting officer. The results of the inquiry will be maintained within the subject's data file.

32.23.4 Confidential informant records are considered privileged information and are not available for review by other members of the department, the district attorney, or any other entity, unless the

\(^{333}\) Accreditation Standards, Section 42.2.9(h)
\(^{334}\) Accreditation Standards, Section 42.2.9(h)
\(^{335}\) Accreditation Standards, Sections 42.2.9(a), 42.2.9(b)
\(^{336}\) Accreditation Standards, Section 42.2.9(e)
officer originally submitting the data form approves. When exigent circumstances exist, confidential informant data may be released by order of a command officer.

32.23.5 Each time information is received from a confidential informant, an evaluation shall be completed and included within the source's data file. This will create a track record documenting the reliability of the source which may prove invaluable in the event the source must be quoted in an affidavit, particularly if the actual identity of the informant is not known to the officer.

32.23.6 In the event it is discovered that an informant is working with more than one Golden Police Department officer, as evidenced by duplicate informant data records, the detective sergeant will advise the officers involved.

32.24 **Motivation**

32.24.1 Confidential informants shall not be paid prior to receipt and verification of information.

32.24.2 An informant may occasionally be provided with "buy", "front", or expense money when required. Whenever this occurs, a signed receipt shall be obtained from the subject.

32.24.3 Officers are authorized to reward a confidential informant up to $25.00 without the prior approval of a supervisor.

32.24.4 Prior approval of a supervisor is required for any payment to a confidential informant of over $25.00, up to $100.00.

32.24.5 Prior approval by the Operations Division commander is required for any payment to a confidential informant of more than $100.00.

32.24.6 Every time a confidential informant is paid, a signed receipt will be obtained from the subject and included within the subject's file, as well as in the accounting records maintained by the detective sergeant.

32.24.7 Under some circumstances a confidential informant may wish to exchange information for immunity from prosecution. Members of this department are not authorized to grant such immunity. If an evaluation of the information indicates that it is of sufficient importance or value that immunity from prosecution could be a viable reward, a consultation with the district attorney's office shall be arranged to weigh the merits of that course of action.

32.25 **Termination**

32.25.1 Reliability and veracity are the keys to successful continued use of a confidential informant. In the event an informant ceases to provide reliable, true information, the informant shall be terminated from the program.

32.25.2 If the continued use of an informant could prove detrimental to the department, to any individual officer, or to the informant, then the use of the informant shall be discontinued.

32.25.3 Whenever any informant is terminated from the program, a report documenting that action and the reasons for it shall be placed in the subject's file, which shall be conspicuously marked in a manner consistent with procedure.

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337 Accreditation Standards, Section 42.2.9(d)
338 Accreditation Standards, Sections 17.4.2, 42.2.9(f)
33. EVIDENCE

33.1  GENERAL

33.1.1 The proper collection, identification, management, security, processing and storage of physical evidence is a crucial component of any police department investigation. Evidence that is improperly handled, identified or submitted may have a significant negative influence on how an officer's credibility is perceived and could directly cause a prosecution to be lost.

33.1.2 Evidence that is observed in response to a complaint or during the course of an investigation shall be collected and become a part of the ongoing investigation. If on view evidence of criminal activity is observed prior to any complaint being received, the officer will cause an investigation to be initiated and the appropriate procedures will be implemented.

33.2  PROPERTY FOR SAFE KEEPING

33.2.1 The Golden Police Department has a duty to try to identify, locate, and notify the rightful owner or custodian of any property that has been received, recovered, seized or otherwise taken into custody, so that such property may be returned, providing that possession or ownership of such property is not illegal.

33.2.2 The evidence custodian shall comply with procedural guidelines, municipal ordinances and state statutes to ensure that all reasonable efforts are made to do so.

33.2.3 Therefore, the provisions of this policy for accountability and security apply equally to property held for safekeeping.

33.3  COLLECTION OF EVIDENCE

33.3.1 In every investigation, it is the responsibility of all involved personnel to be alert to the need to observe, identify, document, record, and preserve the integrity of physical evidence.

33.3.2 Crime scene investigation is a complex and in many instances a highly technical endeavor. The seriousness and nature of each criminal investigation will have a bearing upon the type of investigation conducted at any given crime scene. In some instances a patrol officer may investigate. In other cases, a supervisor will become involved. In other cases, detectives will be called to respond. When it is necessary to process a major or complex crime scene, the Golden Police Department's Crime Scene Investigator should be utilized to perform or to direct the processing of the scene.

33.3.3 Due to the complexity and frequently changing requirements for the preservation of evidence, specifics of evidence collection, handling, packaging and submission should be addressed as SOP's. Officers are required to be familiar with, and in compliance with all such procedures.

33.3.4 In every major crime scene investigation a diagram or sketch of the scene will be prepared, and each article of evidence shall be located and identified on the diagram with measurements to establish it's actual location.

33.4  SUPPLIES AND EQUIPMENT

339 Accreditation Standards, Section 84.1.1(f)
340 Accreditation Standards, Section 83.2.1
341 Accreditation Standards, Section 83.2.4(c)
342 Accreditation Standards, Section 83.2.4
33.4.1 The Golden Police Department will maintain a reserve of supplies and equipment to be used in the processing of crime scenes. In addition, supplies and equipment for the processing and packaging of evidence will be maintained in the evidence booking area of the Golden Police Department.\(^{343}\)

33.4.2 Monitoring and replacement of expended supplies will be the responsibility of the evidence technician.

33.5 **EVIDENCE VAULT\(^{344}\)**

33.5.1 The Golden Police Department shall maintain a secure facility for the storage of evidence and other property requiring safekeeping. Unless removed for transport to another facility, examination or processing, all property held in custody by the Golden Police Department shall be retained in the evidence vault.

33.5.2 Within the physical confines of the evidence vault, additional security will be provided for the storage of firearms, drugs and drug paraphernalia, money and jewelry or other valuables.\(^{345}\)

33.5.3 Access to the evidence storage vault is restricted to employees designated and assigned as evidence custodians, or to persons who are under the immediate supervision of an evidence custodian. An evidence vault visitors log shall be maintained, documenting the name, date, purpose of visit, and times of entry and exit of visitors.\(^{346}\)

33.5.4 The evidence vault will be secured whenever the evidence custodian is beyond the immediate area of the vault. If the custodian is leaving the department, the evidence room doors will be double locked.

33.5.5 Only the evidence custodian and the alternate evidence custodian will have keys to the evidence vault.

33.5.6 The evidence vault will be protected by entry and fire alarms monitored by the Communications Center. Any alarm received from the evidence vault will be treated as an actual alarm by Communications Center personnel, unless advised by the evidence custodian prior to the alarm that the system is being serviced or tested.

33.5.7 Extended storage facilities for hazardous, oversized or bulk evidence or property may be maintained outside the confines of the evidence vault, providing such facilities are secure, and the same access restrictions will apply.

33.6 **EVIDENCE CUSTODIAN**

33.6.1 The Golden Police Department will designate one individual as the primary evidence custodian. This person will be responsible for property that is booked into the evidence vault, establishing chain of custody, maintenance of evidence and property, and the release or destruction of evidence and property.

33.6.2 The evidence custodian will log each article of evidence or property into the department's evidence database as soon as possible after the property is booked. The evidence database shall reflect the status of each article of evidence or property that has been booked into the

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\(^{343}\) Accreditation Standards, Section 83.2.4(d)

\(^{344}\) Accreditation Standards, Section 84.1.2

\(^{345}\) Accreditation Standards, Section 84.1.1(e)

\(^{346}\) Accreditation Standards, Section 84.1.4
CRIME SCENE INVESTIGATOR

It is in the best interest of the Golden Police Department to have an Crime Scene Investigator with advanced training in the processing of crime scenes and the collection and processing of evidence.

SUPERVISION

The evidence functions of the Golden Police Department, including the evidence technician, and the evidence vault, shall be under the direct supervision of the Evidence/Lab Supervisor who will also be designated as an alternate evidence custodian.

TRAINING

All officers, and any other personnel who may be required to handle evidence should receive training during the recruit phase. Following that, they should receive periodic in-service training in the basics of crime scene processing, and evidence identification, collection, processing, packaging, and submission from the Golden Police Department's evidence personnel, or other qualified instructors.

DRUG TRAINING

From time to time it may become necessary for officers to receive training in drug recognition, the use of field test kits, or some other similar task that requires the use of controlled substances.

The evidence custodian may maintain small, measured and identified quantities of known controlled substances, or articles of drug paraphernalia, that have been authorized for destruction that may be utilized for training purposes. Under no circumstances will any evidence from an active case or any evidence that is required to be held, be utilized.

The Operations Division Captain must give the authorization for removal of small, measured quantities of these designated controlled substances or paraphernalia from the evidence vault for training, each time a controlled substance is to be checked out. Whenever any controlled substances are checked out of the evidence vault for training purposes, a form documenting the chain of custody will be prepared by the evidence custodian. The officer signing for the substance will be held accountable for the substance.

When the controlled substances are returned, they will be re-weighed or re-measured, and any discrepancies noted. If there are any discrepancies, the officer checking out the controlled substances will prepare a memorandum to the Operations Division Captain documenting the quantity and cause of the discrepancy. It is understood that when training with controlled substances, small quantities may be lost due to procedures such as field-testing.

K-9 handlers are authorized to check out controlled substances for the purpose of training K-9’s. During training, a packaged quantity of a controlled substance may be penetrated by the K-9’s saliva, causing an increase in weight, or the packaging may be damaged by the K-9, causing an irretrievable loss of material. Such discrepancies will be documented as above.

No member of the Golden Police Department is authorized to ingest any controlled substance in training or any other circumstance, unless administered or prescribed by a licensed physician.

Accreditation Standards, Sections 84.1.1(a), 84.1.5

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33.11 **PROTECTION OF EVIDENCE**

33.11.1 Evidence will be collected, preserved, processed, booked and submitted according to relevant SOP's currently in effect. It shall be protected from contamination, alteration, destruction or damage, including the loss of trace evidence, and the introduction of foreign material.  

33.11.2 Articles of evidence to be processed for latent fingerprints or other types of trace evidence should be clearly identified through marking on the outer packaging material, and should be packaged according to SOP so that such evidence is not lost, obliterated or contaminated.

33.12 **PERISHABLE EVIDENCE**

33.12.1 Evidence that is perishable and that may be preserved through refrigeration should be secured in the evidence refrigerator. Evidence will not be placed in any refrigerator that is used for the storage of food.

33.12.2 If there is no room in the evidence refrigerator, the evidence custodian should be contacted to respond, rather than place evidence in an unsecured refrigerator.

33.12.3 Evidence that is organic in nature or wet should not be packaged in plastic, or in any other material that would prevent it from drying, or that might cause the material to decay or putrefy. Such evidence may be secured in an evidence drying cabinet if required.

33.13 **SUBMISSION OF EVIDENCE**

33.13.1 Whenever evidence or other property is seized or held for safekeeping, the officer responsible for the property will complete his or her report as soon as possible, and book the evidence into the Golden Police Department evidence vault prior to the end of the current tour of duty. The officer's report should include information detailing the circumstances by which the property came into the department's custody and itemizing each article received. The report should include the name of the lawful owner of the property, if that information is available, along with that person's address, telephone number or other identifying information.

33.13.2 If there are extenuating circumstances that preclude evidence from being completely identified and booked prior to the end of the watch, specific arrangements must be made with the evidence custodian to have the property temporarily secured in the evidence vault. The responsible officer will return at the earliest opportunity to complete the processing and booking of the evidence.

33.13.3 When articles of evidence or property are enclosed in packaging, the packaging will be sealed and marked or initialed in such a way that it is not possible for any person to open or tamper with it, without visibly modifying or destroying either the packaging or the markings thereof. Whenever any person is required to open an evidence package, whether for analysis, repackaging, or any other reason, the original packaging shall be retained with the article when it is repackaged, as ongoing evidence of the article's integrity. Any such opening or removal will be documented in a report.

33.13.4 Articles should be uniquely identified with an evidence number, and a tag or label that includes the case report number and that will not easily come loose from the article. Adhesive labels will not be applied directly to articles unless there are no other viable options.

348 Accreditation Standards, Section 84.1.1(d)
349 Accreditation Standards, Section 83.2.3
350 Accreditation Standards, Section 84.1.1(c)
351 Accreditation Standards, Section 84.1.1(b)
33.13.5 Should it become necessary to apply a physical mark to an article of evidence for identification purposes, the marking will be applied in an area where there is nothing of evidentiary value that will be modified or damaged by the marking. The marking shall be applied by the officer booking the article, it should be unique, and should be small or unobtrusive so that it does not diminish the intrinsic value of the article, and it should be permanent.

33.13.6 Articles with a manufacturer's serial number, and flags of the United States or the State of Colorado, should not be marked in this manner unless there is some compelling reason to do so.

33.13.7 Property will be submitted to the evidence custodian by placing the article(s) into an evidence locker that cannot be accessed except by the evidence custodian once it is secured. The department's evidence refrigerator and drying cabinets will function in this manner as well.

33.14 **Firearms**

33.14.1 Whenever firearms are to be seized as evidence, or held for safekeeping, there is a concern for the safety of officers and others who may be exposed to, or who are handling the unfamiliar weapon.

33.14.2 Regardless of whether an officer is familiar with the particular make or model of weapon being collected, every firearm encountered in the field will be treated as an unfamiliar weapon.

33.14.3 Any unfamiliar weapon that an officer comes into contact with may have been modified to operate differently from its original design parameters, or it may be defective in some way. Unfamiliar weapons shall always be treated as loaded and unsafe, whether or not any mechanical safeties are engaged. Strange weapons can react in unexpected ways.

33.14.4 Occasionally there may be situations in which a firearm cannot be unloaded or otherwise be rendered safe, but must be booked into evidence "as is".

33.14.5 Under those circumstances, the firearm will be packaged so that the trigger or hammer will not be accidentally tripped. The packaging will be clearly marked on all exterior surfaces with the descriptive term "HOT" in red lettering, and the weapon will be placed by itself in an evidence locker. To ensure that there are no inadvertent accidents, the booking officer will notify the evidence custodian of the weapon as soon as possible.

33.15 **Documentary Evidence**

33.15.1 Whenever possible, original documents should be obtained unless this is not practicable, or the actual copy is of evidentiary value. A photocopy or scanned copy of documentary evidence may be obtained and included with the records copy of the report, and the investigating officer's working case file.

33.15.2 Rights advisement forms, DUI processing forms, witness statements and similar documents should not be processed as evidence but should be submitted to Records with the case report unless there is some compelling reason why such items should be retained in the evidence vault. An example might be a document that is being held for handwriting analysis or fingerprints.

33.16 **Latent Fingerprint and Footprint Lifts**

33.16.1 When processed and lifted in the field, or prior to booking, by an officer other than an evidence technician, latent print lifts should be processed and submitted according to SOP. Whenever

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352 Accreditation Standards, Section 84.1.3
possible, such latent print lifts should be photographed in place prior to lifting.\textsuperscript{353}

33.17 \textbf{COMPUTER EVIDENCE}\textsuperscript{354}

33.17.1 In modern society, computers have become commonplace. Due to their versatility, the ready availability of a wide variety of software programs that are available, and their ability to engage in Internet access for communication and commerce, computers have become a major factor in many varied types of criminal investigations. The Golden Police Department has been directly involved in the investigation of a variety of criminal activities in which computers have played a significant role, including:

- Counterfeiting of U.S. currency;
- Child pornography and related offenses;
- Credit card fraud and other cases of fraud and theft;
- Embezzlement.

33.17.2 Officers must be cognizant of the fact that when crimes are reported, there is a strong possibility that there is some type of computer involvement.

33.17.3 Generally, if computer involvement is suspected, the Technical Investigator should be advised so that appropriate measures may be taken to ensure that the computer is seized lawfully and without damaging or modifying the contents.

33.17.4 Computerized data may be stored on various types of removable media, including "floppy" disks, CD's, tapes, removable hard disks, and others. Officers and investigators must be alert to the potential for such evidence to be stored in hidden or camouflaged locations.

33.17.5 Officers should be trained in how to best seize a computer in the event that there is an emergency or exigent situation in which the Technical Investigator is unable to respond, so that vital evidence is not lost.

33.18 \textbf{PROCESSING CONSIDERATIONS}\textsuperscript{355}

33.18.1 In order to protect officers and the department from potential liability, a supervisor or evidence custodian, or in their absence another identified officer, shall witness the processing of money or negotiable instruments, counterfeit money or counterfeit negotiable instruments, drugs, drug paraphernalia, jewelry and firearms. In this application the term "processing" is intended to include the counting, measuring, field-testing, itemizing, identifying, or otherwise quantifying the article.

33.18.2 When necessary, photocopies or scanned copies of United States currency or stamps may be made, providing such copies are made in compliance with applicable federal statutes and accepted procedures. Generally, case file copies of currency should be made in such a way that the faces of the bills being copied are obscured, with only the denomination and serial number visible.

33.18.3 Non-negotiable instruments should be handled in the same manner as any other documentary evidence. There are no restrictions on the photocopying or scanning of counterfeit money, if required, as this is not United States currency.

\textsuperscript{353} Accreditation Standards, Section 83.2.3  
\textsuperscript{354} Accreditation Standards, Section 83.2.5  
\textsuperscript{355} Accreditation Standards, Section 84.1.1(e)
33.18.4 If, in an officer's discretion, there is a concern or need for increased vigilance in the documenting of any article of evidence, the officer may request that the booking process be witnessed by a supervisor, evidence custodian, or another officer.

33.18.5 Witness officers are required to initial the packaging of any article of evidence they are witnessing, and to affirm the weight, itemized quantity or dollar value of the property. Witnessing officers will be identified in the written report prepared by the officer booking the property, and may be required to complete their own supplemental report documenting their actions and observations.

33.19 HAZARDOUS EVIDENCE

33.19.1 Evidence that is of an explosive or incendiary nature, particularly homemade bombs or unidentified devices, and explosive military ordinance will generally be referred to the Jefferson County Sheriff's Department Bomb Squad for collection and destruction. When deployed, the expertise of Bomb Squad technicians shall prevail in any such incident, and they will have authority to make tactical decisions regarding any suspected device or situation.

33.19.2 At no time will any evidence or property be brought into the Golden Police Department that is of an explosive, incendiary, or hazardous nature, with the exception of small quantities of fireworks, small arms ammunition, railroad flares or road flares. When required for evidentiary or analytical purposes, a small quantity of volatile liquids seized as evidence, not to exceed eight (8) ounces may be placed in an approved container and retained in the Golden Police Department evidence vault. These samples will be packaged in an approved container and marked accordingly. The balance of such substance shall be disposed of appropriately. The empty container, properly vented of fumes, may be retained as evidence if required.

33.19.3 Evidence that is explosive or incendiary in nature, including military ordinance, should be photographed if possible, and documented in the responding officer's report.

33.19.4 Commercially manufactured explosive material that has not been tampered with or otherwise modified will, if possible, be returned to the lawful owner. If retention of commercially produced explosive that has not been tampered with is required, the explosives will be stored in a secure explosives magazine or vault. If required the vault shall be sealed in such a manner that integrity of the evidence can be maintained.

33.19.5 Other than explosives, evidence of a hazardous nature may be stored in the approved evidence receptacle designated for the Golden Police Department at the Jefferson County Household Hazardous Waste facility. Procedures and regulations of the Hazardous Waste facility will be complied with when materials are stored there.

33.19.6 For purposes of this policy, any cartridge ammunition that is .50 caliber or smaller is considered to be small arms ammunition.

33.19.7 Manufacturers' original containers of common gunpowder, smokeless powder, black powder, or black powder substitute intended for the reloading of small arms ammunition are considered to be ammunition, and may be treated in the same manner.

33.19.8 Blasting caps, explosive or cannon fuse, det-cord or any other similar material will be treated as explosives.

33.19.9 Evidence that may be contaminated with potential biohazard material shall be handled using appropriate personal safety equipment, such as rubber gloves. Unless drying is required, such evidence will be sealed inside one container, which is then sealed inside a second container. The inner container should be marked in the same manner as the outer container.
container should have a "biohazard" warning label attached, or should be clearly marked "biohazard", in addition to other marking and sealing requirements.

33.19.10 When potential biohazard material is booked or placed in a drying cabinet, the evidence custodian should be advised.

33.20 SHARP INSTRUMENTS

33.20.1 Knives or any other object that is sharp, pointed or otherwise capable of cutting or stabbing will be packaged in such a manner that it is rendered harmless, ensuring that potential trace evidence is not lost in the process. If it is not possible to render such an article harmless, through packaging or other means, it should be treated in the same manner as an unsafe firearm.

33.20.2 When collected, window glass should be packaged so that whenever possible the inside and the outside are clearly identified.

33.21 HUMAN BODY PARTS

33.21.1 Generally, the recovery of human remains will be the responsibility of the Jefferson County Coroner's Office. In the rare instance that human remains are collected as physical evidence, a detective and the evidence custodian shall oversee the procedure, and will ensure that appropriate care is taken to preserve the remains.

33.22 PHOTOGRAPHIC AND VIDEO EVIDENCE

33.22.1 Photographs and video, whether conventional or digital, shall be taken at all major crime scenes, and at other crime scenes as deemed appropriate and necessary. 356

33.22.2 Exposed image recording media, including conventional film, Polaroid-type prints, video tapes, digital camera disks or memory modules, or any other image recording media will be appropriately identified and processed according to SOP. 357

33.22.3 Images extracted from digital camera recording media will be transferred to a permanent database. Once this has occurred, the recording media may be returned to service for reuse providing residual image memory is appropriately removed, and the potential for future image contamination is eliminated.

33.22.4 Positive images of pictures or video taken by an investigator or technician, whether printed or observed on a computer screen are not evidence in and of themselves, except when attested that they truly and accurately depict the scene portrayed, by an officer or technician.

33.22.5 The taking of video images is not intended to eliminate the need to obtain still camera images, except during situations when it is not possible to devote the time or resources to both, such as may occur during a tactical incident.

33.22.6 At no time will any original evidentiary image be manipulated, enhanced or otherwise modified, except for the production of photographic images that are simply enlarged for ease of viewing.

33.22.7 If enhancement or modification is required to illustrate an obscure part of an image, or a defective original image, a duplicate of an image may be produced for such a purpose. However, all duplicated and modified images shall be clearly identified as such, and any such enhancements or modifications will be documented in a report prepared by the technician or investigator.

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356 Accreditation Standards, Section 83.2.4(b)
357 Accreditation Standards, Section 83.2.2
Prisoner booking photographs are not considered evidence per se.

The provisions of this section do not apply to pictures, film, video or other media that are seized as evidence.

**33.23 Chain of Custody**

33.23.1 In order to preserve the integrity of evidence, an unbroken chain of custody shall be maintained for every article of evidence or property that is collected by a member of the Golden Police Department.

33.23.2 The chain of custody shall be maintained and recorded from the time evidence is first collected until such time as it is submitted into the evidence vault. This phase of the chain of custody will be documented in the officer’s report. If, during this time, more than one officer has had custody of the evidence or property, all such persons will be identified in the report.

33.23.3 The evidence custodian shall maintain the chain of custody of all articles of evidence or property that are submitted to the evidence vault until such time as the evidence or property is appropriately disposed of or is returned to the rightful owner.

33.23.4 After the article of evidence or property is received by the evidence custodian, each time the status of the article changes, a notation reflecting the change in status will be made in the records of the evidence custodian regarding that article of evidence or property.

33.23.5 Custody of any evidence or property that is checked out from the evidence vault for laboratory analysis, court, or any other legitimate purpose will be assigned by the evidence custodian to the person receiving the property, and documented.

33.23.6 In the case of blood samples obtained during a traffic investigation that are to be submitted to an approved laboratory for alcohol or drug analysis, documentation in the officer’s report that the evidence was properly obtained, sealed according to procedure, and placed into the United States Mail by that officer shall satisfy the issue of chain of custody.

33.23.7 Evidence that remains in the physical custody of the evidence custodian does not require a modification in the chain of custody until custody is transferred to any other person or entity. Whenever any such property is subsequently returned to the evidence vault, the chain of custody shall reflect the change in status, which may include the endorsement of the individual affecting the transport.

33.23.8 Evidence or property that is in any department member’s custody may be temporarily stored for short periods of time in an appropriately secure environment. It is considered to have an unbroken chain of custody even though it is not physically in the possession of the individual, providing the article is secured and retrieved by the same individual, and that no other person has access to the article during the time it is so stored.

**33.24 Analysis of Evidence**

33.24.1 Evidence that is to be transported to a remote location for analysis or examination will be adequately protected for the transport.

33.24.2 When evidence is to be processed at an outside laboratory any documentation in support of the submission that is required by the laboratory will be completed by the submitting officer or the evidence technician. Following analysis of the evidence, the written report prepared by

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358 Accreditation Standards, Sections 83.3.1, 84.1.1(g)
359 Accreditation Standards, Section 83.3.2
33.25 **RETENTION OF EVIDENCE OR PROPERTY**

33.25.1 Evidence from major case investigations shall be retained indefinitely.

33.25.2 Evidence from unsolved cases for which there is no statute of limitations or any case in which an arrest warrant remains active, shall be retained until there has been a disposition in the case.

33.25.3 Following the disposition of a case that has been brought to court, evidence may be disposed of; however, in some circumstances, there may be a need to hold it until appeals have been exhausted. In order to ensure that there are no conflicts, the District Attorney’s office should be consulted.

33.25.4 Evidence from unsolved cases that have exceeded the statute of limitations may be disposed of.

33.25.5 Whenever feasible, so as to minimize the ongoing injury to a victim of criminal activity, the District Attorney's office or the city prosecutor should be consulted for authorization to photograph and return evidence or recovered property back to the owner.

33.25.6 Whenever possible, the owner or lawful custodian of the evidence or other property will be identified, located and notified that the property is available for release, and the property will be returned. If the owner or lawful custodian cannot be located, or fails to claim the property within the lawfully specified time frame, the property will be disposed of in accordance with the applicable departmental procedures, municipal ordinances, and any state or federal statutes as may apply.  

33.25.7 Disposition of property that has been identified for return or disposal will be accomplished within six months of the determination.

33.25.8 Under no circumstances will any member of the Golden Police Department arbitrarily dispose of any item of evidence or property in lieu of booking such property, particularly when the item consists of drugs, drug paraphernalia, money, jewelry or firearms. This is not intended to preclude officers in the field from making rational and intelligent judgements about what may or may not constitute items of evidentiary value, or personal property that should be held for safekeeping.

33.26 **MUTUAL AID**

33.26.1 In the event of a major crime if the Golden Police Department does not have a Technical Investigator available, or if additional assistance or expertise is required, then evidence technicians from the Colorado Bureau of Investigation, the Jefferson County Sheriff's Office, or another law enforcement agency may be requested to assist through mutual aid.

33.27 **EMERGENCY ACCESS**

33.27.1 In the event of an emergency, such as a fire alarm in the evidence vault, a key to the vault may be obtained by breaking the seal on an emergency key repository that is maintained in the Communications Center.

33.27.2 Any employee who breaks the seal on the emergency key repository assumes responsible for the integrity of the evidence vault. That person shall maintain a log of everyone who subsequently goes into the evidence vault until it is re-secured. He or she will ensure that nothing in the common areas.
evidence vault is tampered with or removed. If there is a need to remove property from the vault to deal with the emergency, then such property shall be identified and secured. Following such an incident, the member obtaining the key and opening the vault shall complete a detailed report to the Operations Division commander documenting what transpired.

33.27.3 Following any emergency entry into the evidence vault the evidence custodian shall conduct a complete inventory of all critical articles, including firearms, money, jewelry and drugs. The custodian will conduct any other inventory that may be deemed necessary to ensure that all evidence and property is intact or accounted for.

33.28 Audit

33.28.1 At any time and for any reason, the Chief of Police may order an unannounced audit of the evidence vault.\footnote{Accreditation Standards, Section 84.1.6(d)}

33.28.2 The computerized database records of the inventory of the evidence vault will be available for inspection by staff at any time.

33.28.3 Whenever a new evidence custodian or alternate custodian is appointed he or she shall conduct an inventory of the evidence vault to ensure that all records are correct and accurate. A second person, designated by the Chief of Police, will assist in this audit.\footnote{Accreditation Standards, Section 84.1.6(b)}

33.28.4 Regular audits of the evidence vault shall be conducted, as outlined below:

- Semi-annually. The Evidence/Lab Supervisor shall conduct an inspection to ensure that evidence procedures are being complied with.\footnote{Accreditation Standards, Section 84.1.6(a)}
- Annually. A supervisor who is not routinely or directly associated with the evidence function, or an independent auditor appointed by the Chief of Police from outside the department shall conduct an audit of the evidence vault. This audit should include:
  - A complete accounting of all firearms, drugs, money and jewelry.
  - A representative, random sampling of other property contained in the vault. A large enough percentage of articles should be sampled to ensure the accuracy of the inspection.\footnote{Accreditation Standards, Section 84.1.6(c)}

33.28.5 Nothing in this section is intended to preclude a full and complete audit of the evidence vault at any time, should it be deemed desirable or necessary.

33.28.6 If, during any routine audit, one or more minor discrepancies are noted between the record database and the physical inspection, such discrepancies will be rectified if possible.

33.28.7 In the event of any significant discrepancy, the Operations Division Captain and the Chief of Police shall be notified, and will cause an investigation to be conducted to ascertain the nature and scope of the discrepancy.

33.28.8 The results of any audit or formal inspection of the evidence vault will be forwarded to the Operations Division Captain and the Chief of Police as a written report. The report should identify all discrepancies observed, and should describe the steps taken to reconcile those concerns.

\footnotetext[362]{Accreditation Standards, Section 84.1.6(d)}
\footnotetext[363]{Accreditation Standards, Section 84.1.6(b)}
\footnotetext[364]{Accreditation Standards, Section 84.1.6(a)}
\footnotetext[365]{Accreditation Standards, Section 84.1.6(c)}
34. CANINE

34.1  GENERAL

34.1.1  The police canine (K-9) is a versatile and effective resource for the Golden Police Department.

34.2  AUTHORIZATION

34.2.1  The number of police K-9’s to be deployed by the Golden Police Department shall be determined by the Chief of Police.

34.2.2  Prior to being authorized for deployment, the K-9 and the handler are required to successfully complete a training or certification program sponsored by a recognized or accredited professional association or organization. In the alternative, the K-9 team must adequately demonstrate a level of proficiency and training acceptable to the Chief of Police.

34.2.3  The police K-9 function may encompass utilization of dogs that are suited or trained for specialized duties, such as the bloodhound that may be used for tracking, or dogs that are trained in drug or explosives detection. Police K-9’s should not attempt to perform tasks that are beyond the scope of their training or abilities.

34.3  ASSIGNMENT

34.3.1  The assignment of officers to the position of K-9 handler is an expensive and long-term commitment, both on the part of the agency and the officer, and as such it should not be taken lightly. Officers who desire to become K-9 handlers should consider the ramifications carefully, with the understanding that such a commitment may preclude them from being eligible for some other assignments during the time they are assigned as a handler.

34.3.2  Each police K-9 shall be assigned to one handler. The K-9 handler may be assigned more than one K-9.

34.3.3  The combination of the K-9 and the handler is known as a K-9 team. The K-9 handler will be a sworn police officer.

34.3.4  The K-9 handler may also be referred to as a K-9 officer, a dog handler, or simply a handler.

34.3.5  If the department has more than one K-9 team available, the K-9 handlers may, with the approval of the Operations Division commander, adopt an on-call schedule for off duty callout.

34.4  IDENTIFICATION

34.4.1  The Chief of Police shall approve any dog that is to be considered as a police K-9.

34.4.2  The term “police K-9” shall be used in a generic sense to refer to any dog that has been approved by the Chief of Police, regardless of that dog’s role.

34.4.3  Although the K-9 may be obtained and purchased by the individual handler, any dog that is sanctioned by the Golden Police Department as a police K-9 is considered to be Golden Police Department property.

34.4.4  Each police K-9 shall have a Golden Police Department identification card with the dog’s name, vital statistics and photograph, which shall be maintained by the handler. Police K-9’s may display a visible insignia of their collar, or may be identified by a marked jacket or harness.

34.4.5  Golden Municipal Ordinance Section 7.09.010(b) makes it a criminal offense for any person to antagonize, agitate, interfere, beat, kick, strike, torture, torment, mutilate, injure, disable, or kill
any dog used by the Golden Police Department when such dog is being used in the performance of duty.

34.4.6 The K-9 program shall be identified and included within the risk management policy of the City of Golden.

34.5 **PUBLIC RELATIONS**

34.5.1 Police K-9’s are invaluable in a public relations role because K-9 demonstrations are popular and informative, and permit members of the public to come into close proximity with police in a tangible and tactile way.

34.5.2 Children especially like and are impressed with the police K-9.

34.5.3 The K-9 handler shall ensure that all safety precautions are observed, and that the audience is only permitted to contact or pet the K-9 while under the direct supervision of the handler.

34.5.4 K-9 demonstrations shall be coordinated through the K-9 handler, and approved by the Operations Division commander.

34.5.5 So that the Golden Police Department receives the appropriate recognition, the handler will wear an approved uniform during all such demonstrations.

34.5.6 Only qualified personnel will be permitted to assist the K-9 handler in putting on a demonstration.

34.6 **DUTY ASSIGNMENT**

34.6.1 The K-9 handler shall be assigned as a patrol officer, and have a regular duty watch. The K-9 will accompany the handler during his or her tour of duty unless there is some compelling reason why the dog cannot perform, such as a medical condition.

34.6.2 At no time will any person travel as a passenger in the same vehicle with a police K-9 unless specifically authorized by the handler, or directed by a supervisor due to exigent circumstances.

34.6.3 The handler may from time to time be excused from regular duty, providing the watch is adequately covered, when required to perform in the role of K-9 handler.

34.7 **MUTUAL AID**

34.7.1 In the event that a Golden Police Department K-9 officer is unavailable or would be unduly delayed in responding to assist an officer of this agency, and the situation warrants an immediate K-9 response, mutual aid may be requested from any other law enforcement agency with an available K-9 team.

34.7.2 When approved by the Chief of Police, a division commander, or in an emergency by the watch commander, a Golden Police Department K-9 handler may deploy in response to a mutual aid request by any other law enforcement agency. If deployment of the K-9 in a mutual aid situation critically depletes manpower on the watch, and a replacement cannot be arranged, deployment may be disapproved.

34.8 **RESPONSE**

34.8.1 Whenever a K-9 team is requested and agrees to respond, the response will be made in a timely manner. The K-9 officer should advise the requesting officer or agency as to an estimated time of arrival (ETA).
34.8.2 Except when there is an identified life-threatening situation, the K-9 team shall respond in a routine manner; that is, without red lights and siren.

34.8.3 The K-9 team shall respond directly to the scene of any incident unless otherwise directed, or it is necessary to pick up equipment enroute, or the request is for a K-9 with skills other than that of the dog currently on duty.

34.8.4 If the handler is on duty at the time of the request, but is engaged in another assignment, he or she shall respond as quickly as possible following completion of that assignment, unless directed to discontinue the current call and respond immediately.

34.8.5 The K-9 handler may be requested to respond when off duty if a K-9 is required. Off duty response is not mandatory, but if the handler elects to respond, he or she shall do so on an overtime or compensatory time basis.

34.8.6 At no time will a K-9 handler respond when under the influence of or impaired by an alcoholic beverage, or has an odor of alcoholic beverage on his or her breath.

34.8.7 Whenever possible, the K-9 handler should respond in uniform, but may deploy in a modified uniform, as approved by the Operations Division commander. The K-9 officer shall be armed at all times when the K-9 is deployed, except when performing K-9 demonstrations.

34.9 EQUIPMENT

34.9.1 A specially equipped patrol unit will be provided for K-9 deployment.

34.9.2 Ideally, each K-9 officer should be individually assigned a vehicle so that the risk of cross contamination of animals is minimized.

34.9.3 In the event there is more than one officer assigned as a K-9 handler, and there is an insufficient number of specially equipped vehicles to individually assign such vehicles, the Operations Division commander shall make a determination as to how the vehicle shall be assigned.

34.9.4 When available, to facilitate deployment, particularly when off duty, K-9 officers are authorized to take home their assigned vehicles. K-9 handlers are responsible to ensure that their assigned vehicles provide a clean and safe environment for the K-9.

34.9.5 K-9 officers will be provided with a home-based charger for the portable radio, and should have a flashlight.

34.9.6 K-9 handlers will be responsible for the care and maintenance of all K-9 related equipment that is issued to them.

34.9.7 At no time will any animal, that is not a police K-9, be transported in a K-9 vehicle due to the health risks inherent in doing so.

34.10 TACTICAL DEPLOYMENT

34.10.1 Tactical deployment of a police canine is intended to encompass use of the dog in situations such as, but not necessarily restricted to, those listed below:

- Apprehension of armed or dangerous suspects, whether or not a track is involved;
- Response to reports of a violent felony in progress;
- Burglar alarms, open doors, and building searches;
- Civil unrest, riots, or crowd control.
34.10.2 Any time a police K-9 is deployed in a tactical role a critical incident report shall be completed, along with any other reports that may be required.

34.10.3 The mere presence of a police K-9 at the scene of an incident does not constitute deployment within the intent of this policy. Deployment will only have occurred if the K-9 is actively brought to the fore and utilized in a controlling, threatening or physically engaging manner.

34.10.4 The K-9 officer will have authority over how the K-9 is deployed, and to what degree the dog is permitted to engage the suspect/s.

34.10.5 If in the opinion of the handler, it is not feasible to deploy a canine, the Incident Commander or watch commander shall be advised, and the dog will not be deployed. Examples of reasons why the handler might decline to deploy the K-9 may include:

- Undue peril to the public;
- Undue peril to the K-9 handler or the K-9;
- Contamination of the scene or area by hazardous materials.

34.10.6 The only time the K-9 officer may have such a determination overturned, is a situation wherein a failure to deploy the K-9 is likely to result in the death or serious injury of any person.

34.11 K-9 AS USE OF FORCE

34.11.1 Tactical deployment of a police K-9 is considered to be equivalent with the deployment of less lethal force, and the same criteria should be applied to ascertain justification for the use of such force.

34.11.2 The K-9 handler shall control the K-9 to only use the degree of force required to subdue or neutralize the threat of hostile action by the suspect or arrestee.

34.11.3 In the event a police K-9 inflicts a bite or any other injury to any person including an officer, whether intentional or accidental, the watch commander will be notified immediately. The Operations Division commander will be notified as soon as possible.

34.11.4 Any person injured by a police K-9 shall receive immediate medical attention, regardless of the nature or severity of the injury.

34.11.5 All K-9 inflicted bites or injuries shall be investigated and photographed. Medical releases shall be obtained if at all possible.

34.11.6 All applicable reports will be filed with the Colorado Department of Health. The K-9 handler or a Golden Police Department code enforcement officer may submit such reports.

34.11.7 Following any bite, the K-9 will be quarantined with the handler for observation for the prescribed time period. Quarantine will not preclude the K-9 from accompanying the handler during his or her normal duty schedule.

34.11.8 If, during the observation period, the K-9 develops any symptoms of disease, the appropriate Department of Health reports shall be made and the Operations Division commander will be notified immediately.

34.11.9 Within seven (7) days of inflicting any bite, the K-9 will receive a routine examination by the approved veterinarian.

34.11.10 If the police K-9 inflicts a bite or other injury to any person while not in the course of employment with the City of Golden, the K-9 handler is personally liable for any and all injuries
sustained.

34.12 **Routine Deployment**

34.12.1 The police K-9 may be deployed in a number of non-tactical roles as well. Examples of such situations include:

- Tracking of a missing person;
- Searches for evidence or property;
- Searches for drugs;
- Demonstrations.

34.13 **Arrests**

34.13.1 Arrests that occur with the assistance of the K-9 team will be statistically credited to the officer initiating the investigation, or the officer who takes custody of the suspect and completes the booking process.

34.13.2 Arrests that are the result of action initiated by the K-9 officer shall be credited to the K-9 officer.

34.14 **Evidence**

34.14.1 Evidence that is located as a result of a K-9 search will be turned over to the initiating officer for reporting and processing.

34.15 **Reporting Requirements**

34.15.1 Any time the police K-9 is deployed in conjunction with a Golden Police Department case, the K-9 handler shall complete a supplement to any offense reports that are made.

34.15.2 Any time the police K-9 is deployed in conjunction with a mutual aid request from another law enforcement agency, the K-9 handler shall complete a report. If the incident is a criminal investigation, then an offense report will be completed. If the incident is not criminal in nature, an incident report may suffice. A copy of that report will be forwarded to the agency being assisted.

34.15.3 Any time the police K-9 is deployed in a tactical incident, within the definitions applied previously within this section, a critical incident report will be completed in addition to whatever other reports are required.

34.15.4 No one but the K-9 officer will issue commands to the K-9, except in an emergency. This is necessary to ensure that the handler has complete control over the K-9 at all times, and to avoid confusing the dog.

34.15.5 The police K-9 shall be treated with respect.

34.15.6 Unless approved or directed by the handler, personnel will refrain from interacting with the K-9. This is intended to include:

- Do not pet the dog;
- Do not communicate with the dog;
- Do not feed the dog;
- Do not attempt to provoke reactions from the dog;
- Do not permit others to try to contact the dog.

### 34.16 Performance Evaluation

34.16.1 The police K-9 handler will maintain a deployment log for each K-9, to include:

- Date and time of deployment;
- GPD CR or IR number;
- Location of deployment;
- Nature of deployment;
- Disposition of deployment;
- Nature and degree of force used;
- Result of quarantine, if applicable;
- Name of agency assisted, if the response is a mutual aid request;
- Evaluation of K-9’s performance.

34.16.2 On an annual basis the K-9 handler shall provide a summary report of each K-9’s performance to the Operations Division commander, including a statistical synopsis of the above data.

### 34.17 Emergency Situations

34.17.1 In the event the K-9 handler should become disabled and is unable to control the K-9, an approved alternate handler, such as a K-9 handler from another law enforcement agency, should be summoned to control the dog.

34.17.2 A police K-9 should never be shot, chemically disabled, or subdued in a manner that is likely to result in injury to the dog, except under emergency circumstances.

### 34.18 Prisoner Transport

34.18.1 Under most circumstances, the K-9 officer should not transport a prisoner in the same vehicle with the dog. However, should it become necessary, the prisoner shall be transported in the front seat of the car, and shall not come into direct contact with the K-9.

34.18.2 In the event the prisoner becomes combative or out of control, a backup officer should be requested, and the prisoner transferred to a car with a protective screen.

### 34.19 Duties and Responsibilities

34.19.1 The K-9 handler will ensure that Golden Police Department personnel are trained in how to interact with the police K-9, particularly those personnel with whom the K-9 officer is assigned to work directly.

34.19.2 The K-9 handler is directly responsible for the actions of the K-9, unless he or she is acting under the direct orders of a superior.

34.19.3 The K-9 handler will follow established K-9 procedures to reasonably ensure that no innocent person is endangered through the deployment of the K-9.

34.19.4 Whenever the police K-9 is to be deployed in a tactical situation, the K-9 officer is deemed to be
34.19.5 When the K-9 is to be deployed in a building search or similar endeavor, officers should secure a perimeter and contain the premises until the K-9 team arrives. Officers should avoid entry unless absolutely necessary to do so.

34.19.6 Officers will not enter any premises actively being searched by the K-9 team, unless specifically ordered to do so.

34.19.7 For obvious safety reasons, officers will avoid silhouetting the K-9 team with flashlights or spotlights.

34.20 TRAINING

34.20.1 The K-9 handler, in addition to satisfactorily completing the initial certification or proficiency training, is required to continue to train and work with all K-9's in his or her charge, to ensure that proficiency is maintained.

34.20.2 The K-9 handler will maintain an up to date training record for each K-9. Copies of training certificates and records will be included in the K-9 handler's training file as well.

34.20.3 K-9 handlers are authorized to check out small quantities of controlled substances from the evidence vault for the purpose of training K-9's. Related policies will be observed. At no time will K-9 handlers take controlled substances to their residences.

34.21 MEDICAL

34.21.1 The handler is responsible for ensuring that the K-9 is in medically sound condition, and all police K-9's shall receive a routine medical examination, and shall be vaccinated against rabies and distemper on an annual basis.

34.21.2 The K-9 shall display vaccination tags in compliance with the applicable statutes and ordinances.

34.21.3 The handler is responsible for ensuring that the K-9 receives any other medical care or treatment necessary.

34.21.4 The Golden Police Department reserves the right to approve any veterinarian or veterinary clinic used to vaccinate, examine or treat the police K-9. The handler or the veterinarian will maintain all medical records that relate to the K-9, and such records will be available for inspection by the department.

34.21.5 In the event the K-9 requires emergency medical treatment for an injury sustained in the line of duty, it will be obtained as quickly as possible. The handler's supervisor shall be advised.

34.22 MAINTENANCE

34.22.1 The police K-9 will be fed, housed and cared for by the handler, who shall be responsible for the care and control of the K-9 at all times and in all circumstances.

34.22.2 Police K-9's shall not be left unattended at the police department or under any other circumstances where any person could come into unsupervised contact with the K-9. The K-9 may be temporarily secured in the K-9 vehicle, or an appropriate kennel or any other premises that provides adequate security for the public and protection for the K-9, but it is the responsibility of the handler to regularly monitor the K-9 when so confined.

34.22.3 Considerations for expense reimbursement will be identified in related procedures.
34.22.4 Should the police K-9 become disabled or killed in the line of duty, the K-9 will be replaced at the expense of the police department.

34.22.5 Should the K-9 retire from police service the K-9 may be retained by the handler as his or her personal property, with no further expense incurred by the police department.

34.22.6 Should the K-9 handler retire or discontinue in his or her role as a handler, then the Chief of Police shall make a determination as to the disposition of any K-9 assigned to that handler.
35. POLICE RESERVE PROGRAM

35.1 GENERAL

35.1.1 The Golden Police Department recognizes the value of, and actively supports citizens who have an interest in the law enforcement profession, and a desire to contribute to the community wellbeing by volunteering as Reserve Police Officers.


35.1.3 Reserve Officers on active duty shall receive the same public liability protection as Regular Officers of this agency.\(^{366}\)

35.1.4 Uniforms and equipment for Reserve Officers are covered under other sections of this Policy Manual.

35.2 SELECTION CRITERIA

35.2.1 The Golden Police Department reserve program shall be in compliance with provisions of Colorado Revised Statutes, Section 18-1-901(3)(l)(IV.5). The departmental criteria for the selection of Reserve Officers and the process for making those selections are the same as those for Regular Officers.\(^{367}\)

35.3 TRAINING\(^{368}\)

35.3.1 In addition to being certified, or certifiable, pursuant to the prerequisites of the Colorado Peace Officer Standards and Training Board, Reserve Officer candidates of the Golden Police Department are required to successfully complete a Reserve Officer training academy conducted by the department.

35.3.2 Training conducted at the Reserve Academy shall be consistent with training provided by the department for Regular recruit officers. Until the Reserve Academy training is successfully completed, Reserve Officer candidates shall not be commissioned, issued credentials, or authorized to carry a firearm by this agency.

35.3.3 Reserve officers shall be trained in use of force policies, and are required to comply with Golden Police Department policies that mandate firearm qualification, as stated elsewhere within this manual.\(^{369}\)

35.4 FIELD TRAINING

35.4.1 Following successful completion of the training academy, and after being sworn, Reserve Officers shall be authorized to ride in uniform with Regular Officers of the Golden Police Department. Regular Officers shall complete and submit an evaluation of the Reserve Officer's performance before the completion of the next duty day. The evaluations shall be submitted according to established procedure.

\(^{366}\) Accreditation Standards, Section 16.3.7

\(^{367}\) Accreditation Standards, Section 16.3.2

\(^{368}\) Accreditation Standards, Section 16.3.3

\(^{369}\) Accreditation Standards, Sections 1.3.12, 16.3.6
35.4.2 Reserve Officers are individually responsible for ensuring that their duty hours are properly logged and submitted for recording. Reserve duty hours that are not logged and submitted in timely fashion shall be forfeit.

35.4.3 Upon successfully completing the specified number of duty hours, Reserve Officers may apply for assignment to the Golden Police Department's Field Training Instruction Program.

35.5 IN-SERVICE TRAINING

35.5.1 Reserve officers are generally permitted to attend any departmental training. They are required to attend in-service training that is mandated by statute for regular officers performing the same functions, except that Reserve Officers may attend an equivalent training session scheduled specifically for the reserve officers.\textsuperscript{370}

\textsuperscript{370} Accreditation Standards, Section 16.3.5
36. VOLUNTEERS

36.1 GENERAL

36.1.1 The Golden Police Department recognizes the value of, and actively supports citizens who have an interest in, and a desire to contribute to the community wellbeing by volunteering to work within the Golden Police Department.

36.1.2 Civilian volunteers shall receive special credentials identifying them as volunteers. They are not sworn personnel, and are not uniformed.\footnote{Accreditation Standards, Sections 16.4.1(a), 16.4.3}

36.2 DUTIES\footnote{Accreditation Standards, Section 16.4.1(b)}

36.2.1 Civilian volunteers may perform a variety of tasks within the agency, and shall receive training from qualified personnel in those areas.\footnote{Accreditation Standards, Section 16.4.2}

36.2.2 Under no circumstance shall a civilian volunteer be required or permitted to perform any physical arrest, issue a summons, or have custody of or responsibility for any prisoner or other person being detained at the department. Civilian volunteers shall have no arrest authority other than that statutorily vested in any citizen.
37. RECRUITMENT AND SELECTION\textsuperscript{374}

37.1 GENERAL PROVISIONS

37.1.1 The citizens of the City of Golden demand that the officers and other members of the Golden Police Department meet the highest levels of professionalism possible.

37.1.2 Personnel of the Golden Police Department are encouraged to contribute to the recruitment process through referral of qualified candidates, and participation in the screening and evaluation process.

37.1.3 The City of Golden and the Golden Police Department subscribe to all applicable federal and state hiring requirements, including E.E.O.C.\textsuperscript{375}

37.2 PROCESS

37.2.1 In order to ensure that the public's trust is fulfilled, when it becomes necessary to hire new employees for positions within the police department every prospect will be closely and carefully screened to ensure that only the best candidates are selected for consideration from the pool of applicants. This requirement is equally applicable to candidates for reserve officer positions.

37.2.2 Toward this end, the Chief of Police, in conjunction with the City of Golden Human Resources Department, sets the minimum requirements for each position within the Golden Police Department, and the process by which prospective employees are to be screened. The successful candidate will meet or exceed these minimum standards, in all areas. If, at any time during the process, a candidate is determined to not meet one or more of the minimum requirements, he or she will be eliminated from the process, and notified in writing.\textsuperscript{376} All applicable elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner.\textsuperscript{377}

37.2.3 The Administration division commander will oversee the selection process, and will be responsible for security of the selection materials.\textsuperscript{378} Any departmental resources required to facilitate the screening of candidates may be employed during the process.

37.2.4 It is the policy of the Golden Police Department to hire only applicants who are Colorado State certified peace officers, or who are eligible for Colorado State peace officer certification. Candidates who are certified peace officers from another state may be considered; however, if selected the recruit must receive Colorado State peace officer certification within the time frame required by statute or face dismissal.

37.2.5 The selection process for sworn personnel will include only rating criteria or minimum qualifications that are job related.\textsuperscript{379}

37.3 WAIVER OF PROCESS

37.3.1 Generally, all candidates will be subject to the entire selection process. Under some exceptional circumstances the Chief of Police may authorize a waiver of some or all of the requirements of the selection process; however there is no obligation or requirement for the Chief to do so.

\textsuperscript{374} Accreditation Standards, Sections, 31.1.1, 32.1.1
\textsuperscript{375} Accreditation Standards, Section 31.2.3
\textsuperscript{376} Accreditation Standards, Section 32.1.5
\textsuperscript{377} Accreditation Standards, Section 32.1.3
\textsuperscript{378} Accreditation Standards, Section 31.1.1
\textsuperscript{379} Accreditation Standards, Section 32.1.2
Examples of such circumstances include, but may not be limited to:

- An emergency situation arises which requires that an individual be hired on short notice;
- When a selection process has recently been completed, and a qualified candidate from that process remains available for employment;
- When an applicant is a current, active and qualified member of the Golden Police Department's Reserve Force, in good standing.

**37.4 APPLICATION REQUIRED**

Without exception, all prospective candidates for employment are required to complete and submit a current City of Golden employment application form. In addition, the candidate may be required to complete specific forms required by the police department and copies of documentation in support of educational, certification, or other claims.

Former members of the department who are applying for reemployment are not exempt from this requirement.

At the time of application, candidates for sworn positions shall be provided with documentation that will advise them of all elements of the selection process, the anticipated duration of the process, and the department's policy on reapplication.  

**37.5 SCREENING**

The department may, from time to time, utilize the services of qualified professionals or organizations external to the police department to perform certain aspects of applicant pre-employment screening. While such screening or evaluation may be employed in the process, the department reserves the right to make all hiring decisions.

The screening of prospective employees is a multi-phase process, and may vary as each division may have unique requirements, depending upon the position being screened for.

Generally the screening process will include, but may not be restricted to the following:

- Thorough background investigation, completed prior to appointment, to include verification of the information provided in, or accompanying, the employment application, including interviews of at least three of the listed personal references;
- Criminal history check, including submission of fingerprint cards;
- Confirmation of veracity of statements and documentation through polygraph and/or Computer Voice Stress Analysis (CVSA) examination/s completed by personnel specifically trained in these specialties;
- Written examination and/or practical exercises;
- Psychological examination to be completed prior to appointment;
- Oral board examination and/or interviews.

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380 Accreditation Standards, Section 32.1.4
381 Accreditation Standards, Section 32.2.8
382 Accreditation Standards, Section 32.2.1
383 Accreditation Standards, Section 32.2.1(b)
384 Accreditation Standards, Section 32.2.5
385 Accreditation Standards, Section 32.2.8
Following an offer of employment, a candidate’s continued employment will be contingent upon the successful completion of the following:

- Physical examination conducted at no cost to the candidate;\(^{386}\)
- Drug screen;
- In addition, a physical agility test may be required at the discretion of the department (although primarily intended for officer and reserve officer candidates, candidates for positions such as Code Enforcement Officer may also be required to take a physical agility test).

Polygraph or VSA results shall not be the sole determinant of employment status.\(^{387}\) Prior to administration of such an examination, the candidate will be provided with a list of areas from which the polygraph questions will be drawn.\(^{388}\)

**ENTRY LEVEL**

Generally, most candidates for employment with the Golden Police Department are considered for Entry-Level positions.

New-hires for sworn positions shall be identified as Recruits until such time as they have successfully completed the Field Training phase of their employment process.

**LATERAL-ENTRY LEVEL**

The Golden Police Department recognizes that some applicants may be more highly qualified than entry-level candidates, based upon years of experience or other criteria. Such candidates may be eligible to be hired as Lateral Entry personnel when it is in the best interest of the Golden Police Department or of the City of Golden to do so.

Commensurate with their qualifications, and with the approval of the Chief of Police, prospective Lateral-Entry employees may be hired at a higher salary level than the Entry-Level starting salary in effect at that time.

Employment as a Lateral-Entry employee does not automatically exempt the member from the Field Training Program for new employees.

**EMPLOYMENT CONTRACT**

Due to the high cost of training and outfitting recruits for the Golden Police Department, the agency may require recruit officers or other new-hires, including lateral-entry personnel, to enter into a contract as a condition of employment. The contract would be to reimburse the department for such expenses should the candidate unilaterally terminate the employment prior to an agreed upon time.

**PROMOTION**\(^{389}\)

The Golden Police Department prefers to fill supervisory and command position openings through the promotion of agency members whenever possible.

The department will employ a process for the identification, screening and selection of members eligible for promotion, which shall be supervised by the Administrative Services commander;

\(^{386}\) Accreditation Standards, Sections 22.3.1, 32.2.7
\(^{387}\) Accreditation Standards, Section 32.2.6
\(^{388}\) Accreditation Standards, Section 32.2.4
\(^{389}\) Accreditation Standards, Sections 34.1.1, 34.1.3
who is responsible for security of the promotional materials.

37.9.3 All elements used to evaluate candidates for promotion shall be job-related and nondiscriminatory. 390

37.9.4 A memorandum announcing the job opening, and the requirements and conditions of the promotional process shall be distributed to all affected personnel. 391 The memo shall include the following information:

• The job description or a statement of the duties associated with the position;
• Minimum qualifications required of prospective applicants;
• An outline or description of the components of the selection process, which may include written examinations, assessment centers, oral interviews or boards, presentations by the candidate, or any other criteria established by the Chief of Police.

37.9.5 The Golden Police Department desires that all members who are promoted to, or who are contemplating competing for, positions of supervisory rank are appropriately trained. Therefore, personnel are encouraged to attend the Supervisory Institute when they become eligible to do so. If a member has not attended prior to promotion, he or she will be enrolled at the earliest opportunity.

37.9.6 Unsatisfactory performance during the initial evaluation period will result in the member being returned to his or her former rank and, whenever possible, assignment.

37.9.7 Personnel who apply for promotion, and who are not promoted during that process, shall be eligible to:

• Meet with the division commander or Chief of Police for review of the process;
• Apply for any future promotional process for which they meet the qualifications.

37.10 LATERAL ENTRY AT RANK 392

37.10.1 If, within the department, there are an insufficient number of suitable applicants for promotion to ranks above that of Officer, the Chief of Police may authorize opening the process to qualified applicants from outside the agency. In that event, the announcement will be made available to any interested person outside the department.

37.10.2 Applicants for lateral entry at rank are required to meet the same minimum qualifications for the position as is an agency member, except that a requirement for years of service may be satisfied by years of service with another qualified law enforcement agency.

37.10.3 Lateral entry candidates for positions of rank will be subject to the same performance evaluation criteria as internal candidates. If a lateral entry candidate has not attended the Supervisory Institute, he or she will be enrolled to attend at the earliest possible time.

37.10.4 Unsatisfactory performance during this period will be grounds for termination, at the discretion of the Chief of Police.

37.11 ELIGIBILITY LIST 393

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390 Accreditation Standards, Section 34.1.4
391 Accreditation Standards, Section 34.1.5
392 Accreditation Standards, Section 34.1.3(g)
393 Accreditation Standards, Section 34.1.6
37.11.1 The Golden Police Department does not generally form an eligibility list from a promotional process to fill future position openings, however, at the discretion of the Chief of Police, an eligibility list may be established. If established, the duration of such a list, the identity and number of candidates included on the list from any given promotional process, and the method of selection from the list will be determined by the Chief of Police.

37.12 **Records**

37.12.1 Records of employment candidates' selection materials shall be retained in a secure area when not in use. Such records, including medical, psychological, and other pre-employment reports shall be retained in accordance with the retention schedule procedures of the City of Golden Human Resources department.

37.12.2 Following that retention period, records shall be disposed of in accordance with this section. Whenever any such records are physically disposed of, they shall be disposed of in a manner that precludes disclosure of the information.

37.12.3 If a candidate successfully completes the process and is hired, all recruitment records will be retained as above.

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394 Accreditation Standards, Section 32.1.6
395 Accreditation Standards, Section 32.2.3
396 Accreditation Standards, Section 32.1.7
38. RECRUIT TRAINING

38.1 ADMINISTRATION

38.1.1 All phases of recruit training, including the Field Training Program, shall be administered separately from the other department training programs. A sergeant shall be assigned by the Field Operations Division commander to supervise the recruit training process, and he or she shall be known in this capacity as the Field Training Supervisor.397

38.2 FIELD TRAINING INSTRUCTORS

38.2.1 Field Training Instructors shall be selected through a competitive process. The selection shall be made from among officers who express interest in the position, and who meet minimum criteria for experience, longevity, and demonstrated ability.398

38.2.2 Prior to being assigned to work with any recruit, prospective Field Training Instructors shall be trained and certified by a recognized authority in Field Training Programs. As required, Field Training Instructors shall receive in-service training in their area of specialty.399

38.2.3 Field Training Instructors shall be responsible to their respective Watch Commander or supervisor in all aspects of the performance of their duty while on-shift, including the performance of any trainee assigned to the instructor. The Field Training Instructor will be responsible to the Field Training Supervisor for all evaluation reports, and any other duties related to the instruction or evaluation of the recruit officer assigned.400

38.2.4 In order to remain in good standing as a Field Training Instructor, officers must fulfill all the obligations and assignments associated with the position, and must continue to demonstrate their continued proficiency in the program.

38.3 RECRUIT POST CERTIFICATION

38.3.1 The Golden Police Department does not have the resources to conduct certification training for recruit police officers. Therefore, prior to being hired, recruit officers must either certified by the Colorado Peace Officer Standards and Training (POST) Board, or be eligible for certification. Recruit police officers that are certified by another state's POST Board, or the equivalent, shall be eligible, providing they fulfill the statutory requirements for attaining a Colorado certification.

38.4 MINI-Academy

38.4.1 The initial phase of a recruit officer's employment will consist of a so-called "mini-academy" held within the department; the intent of which is to train the recruit in law-enforcement issues that are specific to the City of Golden. Examples of curriculum topics include, but may not be limited to:401

- Policies and procedures of the Golden Police Department, particularly the policies relating to use of force, and use of deadly force;402

397 Accreditation Standards, Section 33.4.3(c)
398 Accreditation Standards, Section 33.4.3(b)
399 Accreditation Standards, Section 33.4.3(e)
400 Accreditation Standards, Section 33.4.3(h)
401 Accreditation Standards, Section 33.4.2
402 Accreditation Standards, Section 1.3.12
• Provisions of the City of Golden's Charter, municipal ordinances;
• Protocols of the Golden Municipal and Jefferson County Court systems;
• City of Golden geography;
• Preparation of reports and forms;
• Use of the department's computer system;
• Orientation regarding equipment and procedures in the booking room, holding facilities, and sally-port;403
• Operation of fire extinguishers, and the location of building extinguishers;404
• Orientation regarding the department's Field Training Program
• Firearms qualification, and first aid and CPR proficiency testing;
• All other tasks that are routinely performed by a sworn officer of the Golden Police Department.

38.4.2 The specific curriculum of the department's mini-academy shall be identified and documented in departmental procedures that govern recruit training. Recruit officers shall be continually evaluated in their knowledge, skills and abilities as they progress through the mini-academy.405 These evaluations shall become a part of the member's training record.406

38.4.3 At the discretion of the Field Training Supervisor, recruit officers who possess valid Red Cross first aid and CPR certifications may not be required to repeat such training.407

38.5 FIELD TRAINING PROGRAM407

38.5.1 The Field Training Program shall be under the authority of the Field Operations Commander, and shall be directly supervised by an operations sergeant.

38.5.2 Specific criteria for the Field Training Program, and for the selection of Field Training Instructors, shall be identified and documented in the applicable Field Training Standard Operating Procedures (SOP's).

38.5.3 Field Training Instructors who are assigned a recruit officer shall complete and submit a daily evaluation of their observations of that recruit's progress and accomplishments to the Field Training Supervisor.408 These reports shall be maintained in the recruit officer's training record.409

38.5.4 During the Field Training Program, recruit officers will be assigned to work with several different Field Training Instructors, and will be exposed to various different watches or duty shifts.410

38.5.5 Until recruit officers enter the Field Training Program, they are not permitted to exercise arrest powers or perform any duties that require them to be armed, except in cases of extreme

403 Accreditation Standards, Section 72.1.1
404 Accreditation Standards, Section 72.1.1
405 Accreditation Standards, Section 35.1.3
406 Accreditation Standards, Sections 1.3.12, 33.4.3(g)
407 Accreditation Standards, Section 33.6.1(c)
408 Accreditation Standards, Section 35.1.3
409 Accreditation Standards, Section 33.4.3(g)
410 Accreditation Standards, Section 33.4.3(f)
38.6  CIVILIAN RECRUITS

38.6.1 Newly hired non-sworn personnel are not required to attend a mini-academy, however, they do receive supervised training in their respective fields as an integral part of the initial phase of their employment. Their training shall include instruction in the role of the Golden Police Department, with the agency's purpose, goals, policies and procedures identified and explained. In addition, new non-sworn employees shall be instructed in specifics of their respective work environment, as well as City of Golden and departmental policies regarding the responsibilities and rights of employees.413

38.6.2 Civilian employees assigned to Communications Center, Records Center, and Code Enforcement duties shall be required to successfully complete on the job training programs prior to being permitted to operate independently. Likewise, these personnel will attend in-service training as required to ensure that their skills and techniques are up to date and viable.414
39. TRAINING

39.1 GENERAL
39.1.1 The Golden Police Department strongly believes that the key to being able to consistently provide quality, professional law enforcement services is, in large measure, centered in the training provided to the employee. Well-trained personnel are much more likely to be confident in their abilities and decisions, and as a result, they are likely to be more effective in the performance of their duty.

39.2 GENERAL
39.2.1 Training is an ongoing process that commences with the hiring process and continues throughout the employee's career.
39.2.2 Applicant selection is based in part upon their pre-existing level of training and educational background. Following employment, training continues to play a major role as recruit officers first attend the department's "mini-academy", and then participate in the Field Training Program.
39.2.3 Training needs may be determined from numerous sources, including:
   • Employee recommendations;
   • Performance evaluations;
   • Evaluation of Critical Incident Reports and Professional Standards concerns;
   • Observation of inadequate performance;
   • Response to situations experienced by other agencies;
   • Response to changes in laws, court decisions, and departmental policies or procedures;
   • Review of training session evaluations.
39.2.4 The Golden Police Department recognizes that much of an employee's training occurs as on-the-job training, and that more senior personnel mentor and guide less experienced members. Such interaction is valued, encouraged, and strongly supported. Supervisors and staff shall recognize and commend personnel who assume such a leadership role within the organization.

39.3 OVERSIGHT
39.3.1 The Golden Police Department does not have a dedicated Training Officer. Oversight of the training function shall be a responsibility of the Administrative Services Commander. The commander may delegate these duties to a member of the Administrative Services staff, who shall be known in this capacity as the Training Coordinator.
39.3.2 The Training Coordinator shall maintain departmental files on all in-service or department sponsored training courses. In addition to identifying the specific training conducted, these records should also include:  
   • The date and duration of the training;
   • A copy of the lesson plan;

415 Accreditation Standards, Section 33.1.7
39.3.3 The Training Coordinator shall endeavor to establish and maintain a resource list of viable training instructors, from both within the Golden Police Department and from outside resources, so that the best possible instructors may be accessed for departmental training. Each instructor's record should include a notation as to which courses he or she is capable of instructing, and what his or her qualifications are.

39.3.4 A training record shall be maintained for each individual member of the department, both sworn and non-sworn. Training records will be updated whenever the appropriate documentation is submitted to the custodian of the training files. The training record should include course titles, the date/s and duration of courses, certificates awarded, and the results of proficiency testing if conducted.\(^{416}\)

39.3.5 Training records are not considered public information, and shall not be released outside the department unless specifically authorized by a command officer, or permission in writing is given by the employee. A copy of any such permission will be included within the record for future reference. Should the Training Coordinator be subpoenaed to release any training records, the Chief of Police shall be notified as soon as possible and prior to the release of any such records.

39.3.6 Under no circumstance shall any training record be opened or released that has been ordered sealed by a court of competent jurisdiction.

39.4 **TRAINING COMMITTEE**\(^{417}\)

39.4.1 Annually, a Training Committee shall be selected from among a cross section of department personnel, and shall include the Training Coordinator. The committee will report, through the Training Coordinator, to the Administrative Services Division commander. As required, vacancies on the committee will be announced, and members will be replaced from among those who express interest, through appointment.

39.4.2 It will be the task of the Training Committee to identify in-service training requirements for the coming year, both mandatory and desired, and to schedule the training in such a way that all personnel may attend with a minimum adverse impact on duty schedules. The training committee shall meet regularly until all the training needs of the department have been identified and addressed. The training committee shall submit their proposed plan through the Training Coordinator to the police department command staff, who shall review the proposal for approval.

39.5 **TRAINING NEEDS**\(^{418}\)

39.5.1 The identification of training needs is not intended to be restricted to the Training Committee or the Training Coordinator. All department personnel are encouraged to identify training needs or

\(^{416}\) Accreditation Standards, Section 33.1.6  
\(^{417}\) Accreditation Standards, Section 33.1.1  
\(^{418}\) Accreditation Standards, Section 33.1.4
programs, and to submit recommendations or proposals to the coordinator, or to another member of the training Committee.

39.5.2 Training programs should directly relate to specific duty-related topics, and should be developed with specific lesson plans, performance objectives, and evaluation criteria identified.

39.6 PROFICIENCY TESTING

39.6.1 Participant pre-testing and post-testing are encouraged to demonstrate levels of improvement. In some courses, such as firearms qualification, cardiopulmonary resuscitation (CPR) and first aid, training and proficiency testing are mandatory as identified by procedure or statute.

39.6.2 Proficiency testing, when conducted, should be designed to measure the performance objectives outlined for the course. Post-instruction proficiency shall be demonstrated within acceptable levels, usually 70%. Some courses of instruction may require a higher level of proficiency, up to and including 100%. Trainees shall be advised if proficiency testing will be required, at the commencement of any training course.

39.6.3 Instructors or other persons developing lesson plans shall submit these to the Training Coordinator for staff approval in advance of the training. Commercially developed lesson plans, such as first aid training sponsored by the Red Cross are generally exempted from this requirement, unless being reviewed for purchase or initial implementation.

39.7 INSTRUCTOR QUALIFICATIONS

39.7.1 Instructors utilized by the Golden Police Department must either be certified to instruct in their particular specialty through an approved or accredited process, or be recognized by the department as having expertise in the particular topic to be instructed.

39.7.2 In addition, the successful instructor must develop lesson plans and performance objectives, and be able to impart his or her knowledge to others. The instructor should have knowledge of instructional and testing or evaluation techniques.

39.7.3 Members of the department are encouraged to become qualified as instructors as a part of their personal career development program.

39.8 EVALUATION OF TRAINING

39.8.1 Following each in-service training session, all attendees shall complete an evaluation of the course, to be collected and reviewed by the Training Coordinator and the course instructor, so that improvements and suggestions may be incorporated into future training. Evaluation of the instructor's performance shall be included.

39.8.2 Employees attending training outside the department are encouraged to submit an evaluation of the course to the Training Coordinator, so that an assessment may be made as to the benefit of such training.

39.8.3 Annually, the Training Coordinator will prepare a report for Staff on in-service training accomplished during the year. The report should include an evaluation of the training conducted, including such things as:

- Description of all training conducted;
- Effectiveness of each training course;

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419 Accreditation Standards, Section 33.3.1
• Problems or concerns observed;
• Confirmation of mandatory training accomplished;

39.8.4 Summary of the actual man-hours of training received department-wide.

39.9 IN-SERVICE TRAINING

39.9.1 In-service training is that training which is conducted internally by qualified department personnel, or by instructors from outside the department, and which is conducted during regular duty hours. Sometimes in-service training is conducted during roll call sessions. Other in-service training is specifically scheduled.

39.9.2 Personnel of the Golden Police Department are required to attend scheduled in-service training on a regular basis. Some training is required annually, some more frequently.

39.9.3 Input and the sharing of experiences from members of other law enforcement agencies is regarded as a viable resource to the Golden Police Department, and members of other departments are welcome to attend in-service training sponsored by the Golden Police Department.

39.9.4 The department's in-service training program requires that a certain number of hours of training be conducted on an annual basis, as specified by procedure or directive of the Chief of Police. The in-service training program shall also include all training and certifications that are required by policy or statute. The following listed topics should be among those covered:

- The policies and procedures of the Golden Police Department, particularly those that relate to the use of force, and deadly force;
- Firearms qualification and practice sessions;
- Legal update training, which is generally hosted for all county agencies by the District Attorney;
- First aid and cardiopulmonary resuscitation (CPR) training and recertification.

39.9.5 In-service training should also address any other training concerns or desires, time and resources permitting, that have been recommended by the training committee and approved by staff.

39.9.6 Supervisory and staff personnel may be required to attend in-service training sponsored by the department or the City of Golden in areas that specifically relate to the performance of their duties, such as performance evaluation and other workplace concerns such as sexual harassment, drug abuse, workplace violence.

39.10 CAREER DEVELOPMENT

39.10.1 In view of the fact that career and promotional opportunities within the Golden Police Department are increasingly tied to education as well as skills proficiency, the agency actively supports a career development program for employees.

39.10.2 Evaluation of education, skills and proficiency as demonstrated through the career development program is a valuable asset when considering personnel for assignment to positions of increased responsibility.

420 Accreditation Standards, Section 33.5.1
421 Accreditation Standards, Section 33.5.2
422 Accreditation Standards, Section 1.3.11
423 Accreditation Standards, Section 1.3.11
424 Accreditation Standards, Section 33.8.1
39.10.3 One aspect of the career development program includes a review of skills and training documented or demonstrated prior to employment with the Golden Police Department; or in the case of personnel with sufficient longevity, prior to implementation of the program. In addition to measuring and documenting the employee's assets, the career development program also provides resources for the employee to evaluate their skills and training needs, so that these may be addressed.

39.10.4 Members achieving various levels of career development will be recognized for their achievement.

39.10.5 Officers who are promoted to supervisory rank shall attend a recognized supervisory training course as soon as practicable following promotion, unless the officer has previously attended such a course. All officers who intend to compete for promotional opportunities within the department are encouraged to apply for and attend such training.

39.10.6 The department allocates budget funds on an annual basis for members to attend external training in courses that are of a special interest to the individual, and the City of Golden has a continuing education tuition reimbursement program.425

39.10.7 Employees who desire to attend training conducted outside the Golden Police Department shall submit a training request and the appropriate purchase request forms through the chain of command. The employee's supervisor and the division commander shall review, and approve or deny the request. Out of state training may require approval from other levels of city government.

39.10.8 The employee shall be advised of the determination, and if denied, shall receive an explanation of why the request was disapproved. If approved, a copy of the documentation shall be forwarded to the Training Coordinator.

39.10.9 If applicable, the Golden Police Department shall pay for training expenses, which may include:426

- Transportation costs such as:
  - Air fare
  - A departmental vehicle provided to the employee/s attending, or reimbursement at the approved rate for mileage accrued on the employee's personal vehicle;
  - Lodging, and per diem at the City of Golden's approved rate, if applicable;
  - Tuition, fees, or expense for materials;
  - Any other expense approved by the Chief of Police.

39.10.10 From time to time, sworn supervisory and staff personnel shall be permitted to attend advanced training such as the FBI National Academy, the Southern Police Institute, or the Northwestern Traffic Institute. To be considered, personnel should meet the following criteria:

- Rank of sergeant or above;
- Demonstrated leadership qualities;
- Recommendation of the Division Commander;

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425 Accreditation Standards, Section 22.2.9
426 Accreditation Standards, Section 33.1.3
GOLDEN POLICE DEPARTMENT
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39.11 RECOGNITION OF TRAINING

39.11.1 The Golden Police Department recognizes that new employees frequently bring valuable training and skills with them when hired by the City of Golden.

39.11.2 It is of benefit to both the city and the individual to include proof of that training or skill in the employee's training record. Therefore, employees are encouraged to provide the Training Coordinator with copies of certificates, transcripts or other proof of training for any courses of study or skills training completed prior to their employment with the city, or received outside the scope of their employment.

39.11.3 Any adequately trained, experienced or certified employee of the Golden Police Department may serve as an instructor, either within this agency or for another law enforcement agency, providing the employee's division commander approves. Generally, the other agency should submit a letter or memo to the appropriate division commander requesting the employee's assistance.

39.11.4 If an employee is certified or serves as an instructor in any particular specialty, documentation of this shall be included within the member's training record.

39.12 ATTENDANCE AT TRAINING

39.12.1 It shall be the responsibility of each member to ensure that a copy of any certification or proof of training attended outside the department is forwarded to the Training Coordinator so that it may be recorded in the employee's training record.

39.12.2 It shall be the responsibility of the instructor of an in-service training class to obtain a roster of all personnel attending such training, and to forward a copy of that roster to the Training Coordinator.

39.12.3 Training that is posted via a sign-up roster shall be logged by forwarding a copy of the roster to the Training Coordinator.

39.12.4 Any member of the department who is scheduled to attend a mandatory training session must have supervisory authorization prior to being absent, barring illness or emergency. Mandatory training that is missed must be made up, and it shall be the responsibility of the member who missed the training to schedule a make up session. A command officer has the authority to waive attendance at mandatory training unless there are statutory requirements, such as in the case of firearms qualification.

39.13 REMEDIAL TRAINING

39.13.1 Remedial training is a benefit provided for employees. The Golden Police Department desires that all employees successfully master all the skills, and attain all the knowledge required to perform their duties. From time to time it may be observed that an employee requires special attention in order to perform or demonstrate proficiency at an acceptable level. Such observations may be as a result of any of a number of factors, including:

- Supervisor observation in the field;
- Performance evaluations;

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427 Accreditation Standards, Section 33.1.2
428 Accreditation Standards, Section 33.1.5
• Field Training Instructor observations;
• Critical Incident Review Board recommendation;
• Disciplinary recommendation.

39.13.2 Several factors affect the consideration of whether remedial training is a viable option. These include:

• Is the situation or deficiency actually a training issue;
• Has adequate prior training been given;
• Is the member capable of responding to the training;
• Can effective training be provided.

39.13.3 If remedial training is deemed to be a viable course of action in addressing a deficiency or behavioral concern, then the employee and his or her supervisor should develop a plan to address the concern. The plan should take into account the potential need for additional resources, establish a timetable within which to accomplish the training, and determine what the acceptable level of performance will be and how it should be measured and documented.

39.13.4 Remedial training resulting from a disciplinary recommendation is not in and of itself considered punitive in nature. It provides an alternative means by which employee behavior modification may be achieved in a positive way.

39.13.5 If it is determined that an employee requires remedial training, and the employee does not participate in the training, then disciplinary action may result. Likewise, if an employee is required to attend remedial training and is unsuccessful in his or her attempt to improve knowledge or skills, or modify behavior as a result, then the employee may be reassigned or terminated from the department as unsuitable. In the case of failure to successfully complete remedial training for firearms qualification, the employee may be restricted from carrying a firearm. 429

39.14 SPECIALIZATION TRAINING 430

39.14.1 Members of the Golden Police Department who are assigned to perform tasks within the scope of their duties that require specialized training or certification shall receive and successfully complete such training prior to commencing those duties. Examples of such assignments include, but may not be limited to:

• Dispatcher;
• Radar operator;
• Intoxilyzer operator;
• Motorcycle officer;
• Canine officer;
• Criminalist or crime scene technician;
• Hostage negotiator;

429 Accreditation Standards, Section 1.3.11(c)
430 Accreditation Standards, Section 33.6.1(a)
39.14.2 Other duty assignments, such as officers assigned as detectives, may be performed without prior specialized training. However, officers in those positions are encouraged to apply for and attend advanced training in their area of specialization.

39.14.3 Tactical team members are required to participate in specialized training and readiness exercises relating to the assignment. Other officers are encouraged to participate in such training as well, in order to familiarize with equipment, techniques, communication concerns, and to provide a greater understanding of the role of tactical response within the Golden Police Department.431

431 Accreditation Standards, Section 33.6.2
40. VICTIM / WITNESS ASSISTANCE

40.1 GENERAL

40.1.1 The Golden Police Department subscribes to the concept that victims of crime have rights. As such, the victims of criminal acts within the jurisdiction of this agency will be treated with respect and dignity, and protected from further victimization as much as is humanly possible.

40.2 STATUTORY PROVISIONS

40.2.1 Victims' rights are statutorily guaranteed by the State of Colorado, in Colorado Revised Statutes (CRS) Section 24-4.1.

40.2.2 Subsection 302.5 specifically identifies victims' rights. In summary, victims of the following listed crimes, or in the event the victim is deceased or incapacitated their spouse, parent, child, sibling, grandparent, significant other, or lawful representative, shall be afforded these same rights.

- Murder, manslaughter, homicide;
- Vehicular homicide;
- Crimes involving Domestic Violence;
- Assault, vehicular assault;
- Careless driving resulting in death;
- Hit and run resulting in death;
- Menacing;
- Kidnapping;
- Harassment by Stalking;
- Ethnic intimidation;
- Retaliation against a victim or witness;
- Tampering with a victim or witness;
- Sexual assault;
- Robbery;
- Incest;
- Child abuse;
- Sexual exploitation of children;
- Crimes against at-risk persons.

432 Accreditation Standards, Section 55.1.1
40.2.3 Personnel of the Golden Police Department shall comply with all relevant statutory requirements protecting the anonymity of victims and witnesses of crime.\textsuperscript{433}

40.3 **IMPLEMENTATION OF VOI SERVICES\textsuperscript{434}**

40.3.1 Victim support services are provided for the Golden Police Department by VOI, a private, not for profit organization that the department contracts with, and provides funding and support for.

40.3.2 VOI shall be contacted to respond and assist victims in the event of any of the previously listed situations, and any reported case of domestic violence. VOI should also be notified in any other situation in which the officer reasonably believes that a victim of criminal activity will benefit from their participation, such as a case in which a victim or family member is threatened or expresses fear of retribution, retaliation, or return of the perpetrator.\textsuperscript{435} Examples include victims of traumatic events such as:

- SIDS
- Unattended death;
- Fire.

40.4 **OFFICERS' RESPONSIBILITIES\textsuperscript{436}**

40.4.1 VOI participation notwithstanding, during the preliminary investigation officers are mandated by law to insure that victims receive information about their rights and the resources available to them. This may be accomplished by providing victims with pamphlets such as those promulgated by VOI, which includes relevant information about the Golden Police Department, and the victims' resources available in Golden and Jefferson County.\textsuperscript{437}

40.4.2 Victims should be provided with the Golden Police Department's case report number that relates to their situation, and a telephone number they can call to provide additional information or request assistance in the event they receive threats or require further information.

40.5 **FOLLOW-UP RESPONSIBILITIES\textsuperscript{438}**

40.5.1 During the follow-up investigation, officers or detectives assigned the case should maintain communication with the victims of crime, both to keep them apprised of the status of their case as well as to ensure that their needs are being met.

40.5.2 The department continues to rely upon VOI to ensure that the needs of the victims of crime are being addressed, and that they have all the information they require to successfully participate in the prosecution of their case.

40.5.3 Once the victim's case has been filed for prosecution, the victim advocates from the

\textsuperscript{433} Accreditation Standards, Section 55.1.3(b)
\textsuperscript{434} Accreditation Standards, Section 55.1.3(a)
\textsuperscript{435} Accreditation Standards, Section 55.2.2
\textsuperscript{436} Accreditation Standards, Section 55.2.3
\textsuperscript{437} Accreditation Standards, Section 55.2.1
\textsuperscript{438} Accreditation Standards, Sections 55.2.4, 55.2.5
District Attorney's Office should become involved.\textsuperscript{439}

### 40.6 Victim Notification

40.6.1 Generally, notification of the death of any person is the responsibility of the Jefferson County Coroner's Office.

40.6.2 From time to time there may be situations in which an officer may be required to make a notification when a person is deceased, injured or seriously ill. Under those circumstances a representative from VOI should accompany the officer, to be available for the victims when the officer makes such a notification.\textsuperscript{440}

### 40.7 Businesses as Victim

40.7.1 While VOI is not generally intended as a resource for businesses that are victimized by crime, individual employees of a business, particularly those exposed to violent crime such as aggravated robbery, should be referred. Banks usually have their own staff of crisis counselors, but VOI may be recommended to bank personnel as a resource.

\textsuperscript{439} Accreditation Standards, Section 55.1.3(d)

\textsuperscript{440} Accreditation Standards, Section 55.2.6