9100 PATROL OPERATIONS

9101 DESK AGENT

B. Procedure

During each watch, one or more police agents may be assigned to desk duty and are responsible for:

1. Taking offense, incident, follow-up, and traffic collision reports from citizens, in person and by telephone.

2. Maintaining order in the Public Safety Building.

3. Conducting building security inspections of the Public Safety Building at least once during the watch. Particular attention shall be paid and appropriate action taken in the event that any of the following are discovered:
   a. Unauthorized person(s) not familiar to the desk agent.
   b. Exterior or interior doors that are not secure, but should be.
   c. Fire hazards.
   d. Valuables lying about that obviously should be secured.

4. Ensuring that the Public Safety Building alarm system is activated during other than normal Public Safety Building business hours.

5. Responding to alarms in the Public Safety Building after first advising the Communications Section.

6. Performing additional duties as may be assigned by a sworn supervisor.

C. Rule

1. The desk agent shall remain on post except in the case of an emergency situation or security inspections. The Communication Section or a sworn supervisor shall be notified prior to any such absence.

9102 RESPONSE TO CIVIC CENTER ALARMS

B. Procedure

1. Panic alarms connected to the Communications Section are installed at a number of locations in the Civic Center, 480 S. Allison Parkway. These include:

   - City Council Chambers
   - Main receptionist’s desk
   - City Manager’s Office
   - Water and Sewer Department
   - Finance
   - Community Resources/Housing
   - City Clerk’s Office
   - Employee Relations
Public Works receptionist
• Cultural Arts facility
• Building permits counter

2. When a panic alarm from the Civic Center is received, the following procedures will be in effect:
   a. Communications will dispatch the alarm and its exact location to the nearest available beat car.
   b. Communications will contact the desk agent by 1) radio or 2) telephone and dispatch him to the alarm’s location.

3. The desk agent normally will be expected to respond to a panic alarm in the Civic Center. If the desk agent cannot respond due to being involved in an emergency situation, the agent will immediately so advise Communications so a second beat car can be sent.

4. Upon leaving his post, the desk agent will advise any security officer or marshal working at the entrance to Municipal Court that he is leaving. If there is no marshal or security officer nearby, the desk agent will advise Communications that he is leaving his post unattended.

5. Upon being advised that the desk agent is leaving his post unattended, Communications will dispatch a unit from the field to cover the desk until the desk agent’s return.

6. During the hours in which the Civic Center is not open, intrusion and other alarms will be handled by the dispatch of beat cars.

9110 MAJOR AND MINOR CRIME SCENE INVESTIGATIONS

B. Procedures

1. Major crime scenes include:
   a. Homicide and attempted homicide
   b. Accidental deaths
   c. Suspicious deaths
   d. Suicides
   e. Traffic fatalities and serious bodily injuries likely to be fatal
   f. 1st degree assault
   g. 2nd degree assault on police or fire personnel with serious bodily injury to any person
   h. 1st and 2nd degree kidnapping
   i. 1st degree sexual assault
j. Fire involving human death or potentially life-threatening injury
k. Aggravated robbery with injury to any person
l. Robbery committed within a residence
m. Felony child abuse
n. Police involved shooting
o. Found explosive devices.
p. Explosions

All other crime scenes are classed as minor crime scenes.

2. Upon arrival at a major or minor crime scene, patrol agents:
   a. Render first aid to injured parties.
   b. Arrest the suspects, if present.
   c. Gather initial information from victim and witnesses.
   d. Protect the crime scene.

   (1) No fire personnel, including paramedics, will enter a crime scene if directed by police personnel not to do so.

   (2) If there is reasonable doubt whether death has occurred, that is, late signs of death (i.e., rigor mortis, lividity, fixed pupils, etc.) are not present, the only fire personnel that necessarily should enter the scene are paramedics.

   (3) In some cases police personnel may determine that it is not appropriate to allow paramedics full access to the scene. Fire personnel may then request that the police agent in charge at the scene sign the fire department report.

e. Notify a patrol supervisor and request necessary assistance.

3. The first patrol agent on any crime scene assumes command of the scene unless relieved by an investigator or supervisor.

4. A detective and a Criminalistics technician are normally summoned immediately to a major crime scene at the direction of the appropriate supervisors. Notification in these situations shall not exceed 1 hour from the time police personnel become aware of the nature of a major crime.

5. Whenever Criminalistics technicians are summoned to a crime scene it shall be the responsibility of the agent in charge of the crime scene to preserve the scene until the technician arrives and assumes responsibility for evidence processing and collection.
6. A patrol crime scene investigator (CSI) is normally summoned to a minor crime scene where the agent assigned to the call or investigation determines there is evidence of value present and he is unable or unqualified to collect the evidence himself.

7. A Patrol CSI who processes a crime scene shall:
   a. Document his investigation with the appropriate continuation/follow-up report, and other appropriate reports.
   b. Be responsible to collect, preserve, and book all evidence and submit exposed film and latent lifts.
   c. An agent or sworn supervisor who receives or disturbs evidence at a crime scene shall be responsible to book that evidence.

8. Patrol agents shall be expected to pursue and follow-up preliminary investigation leads to the extent that available division resources permit. However, agents shall consult a patrol supervisor prior to conducting lengthy or time-consuming follow-up investigations.

C. Rule

1. When any patrol agent discovers a major crime, he shall notify a patrol supervisor who shall cause an on-duty or on-call investigation supervisor and, if appropriate, the on-duty or on-call Criminalistics technician to be notified. Such notification shall not exceed 1 hour from the time LPD personnel become aware of the major crime incident.

2. When any patrol agent discovers or makes an arrest for any organized crime-related offense, loan-sharking, labor union disturbances, federal firearms violations, or any ongoing vice activity the agent shall notify a patrol supervisor who, if appropriate, shall make immediate notification to the on-duty or on-call Vice/Narcotics agent.

3. The reporting agent or investigator shall document the reasons when photographs are not taken or physical evidence is not recovered from the scene of a serious crime against person or property.

9111 BAR CHECKS

B. Procedure

1. Patrol agents routinely conduct bar checks for the purposes of suppressing activities in violation of statute or the rules or regulations of the Liquor Enforcement Division of the Colorado Department of Revenue.

2. Agents answer reasonable inquiries posed by employees of the establishment regarding their enforcement activities.

3. Bar checks are logged by the Communications Section.

C. Rule

1. Agents shall not consume any item of food or drink in a liquor establishment during
2. Agents shall not be seated anywhere in the bar during the check.
3. There shall be no less than 2 agents participating in a bar check.

9112 INTOXICATION DETENTION

B. Procedure

1. When taking persons into protective custody who are under the influence of or incapacitated by alcohol or drugs, agents conform to the requirements governing such custody as provided by statute.
2. An agent taking a person into protective custody completes a field inter-view notice (FI).
3. Persons taken into protective custody for intoxication are taken to the detox center for evaluation and placement.
4. Intoxicated persons who also appear to be mentally ill are taken to the detox center and the detox center supervisor and mental health on-duty or on-call caseworker notified of the mental illness.
5. If for any reason, including non-availability of space, the detox center supervisor declines to accept an intoxicated person for evaluation and placement, the supervisor shall provide the agent with a signed notice of non-acceptance which explains the reason for not accepting the person. This notice of non-acceptance and a custody report shall be presented to personnel at the Jefferson County jail by the agent before jail personnel will accept the person for protective custody.
6. Persons taken into protective custody who appear to be under the influence of or incapacitated by drugs are taken to the hospital for a medical evaluation. If medically released, such persons may be jailed if criminal charges are pending.