

## 3400 AWARDS TO DEPARTMENT EMPLOYEES

### A. Policy

#### Definitions

1.     Saving of Life - an action that, if not performed, would beyond a reasonable doubt (legal definitions of term applies) have resulted in the death of a person(s).
2.     Extreme Risk - a condition that is highly likely to produce imminent death.
3.     Significant Risk - a condition that may produce death or involves a high degree of danger to an employee.
4.     Highly Professional Conduct or Performance - an act or series of acts that is indicative of a high standard of expertise, technical competence, or sustained performance of an outstanding quality.

### B. Procedure

The following awards are established for exceptional service by Police Department employees.

#### **Guiding Principle for Board Review**

The predominate guiding principle in the board's assessment will be the perceived risk to which the department employee was exposed. This will be coupled with physical evidence, facts and other supporting information that would lead an experienced officer to logically perceive the same level of risk. Actual risk may be addressed if the situation merits.

1.     Medal for Valor – Blue ribbon/medal with blue uniform bar

Presented to any employee of the Department for a conspicuous act of heroism, which may involve extreme risk of life and a very high degree of courage. The employee must exhibit bravery, valor and/or self-sacrifice for the welfare of others while acting under the color of authority.

2.     Medal of Distinguished Service - Red ribbon/medal with red uniform bar

Presented to any employee of the Department while acting under the color of authority, who demonstrates bravery, courage and or self-sacrifice for others, which may involve significant risk to the employee.

3.     Police Cross – Blue/White ribbon/medal

Presented to any employee's family in honor of an employee who dies in the line of duty and/or while acting under color of authority.

4.     Purple Heart Award – Purple ribbon medal with uniform bar (purple heart)

May be awarded when an employee is wounded or seriously injured by a deadly weapon, as the result of an assault, while the employee is performing his official duties and responsibilities. The serious bodily injury must not have been caused through the member's own negligence or unreasonable disregard for common safety practices, rules, regulations, or policies of the department.

5. Lifesaving Award - White ribbon/medal with uniform bar (white w/red cross)

May be awarded for a notable effort, which results in the saving of a life in which no personal risk is involved.

6. Police Service Award – Blue/Yellow ribbon medal with blue/yellow uniform bar.

May be given to sworn active duty personnel, non-sworn personnel or any employee(s) of the City of Lakewood.

May be awarded for an act evidencing highly professional conduct, performance, or significant achievement. Examples may include:

- ☐ Exemplary conduct in the face of adversity, or ongoing exemplary performance over the course of a career with the police department.
- ☐ Through personal initiative, tenacity, and great effort, acts to solve a major crime or series of crimes.
- ☐ Through personal initiative and ingenuity, develops, initiates, engages in, or completes an assignment of an extraordinary nature, or develops a program or plan which contributes significantly to the Department's objectives and goals.

7. Chief's Commendation

May be awarded under any of the following criteria:

- a. To an employee who maintains his composure when confronted with a highly volatile situation and continues to perform well in accordance with acceptable standards of conduct.
- b. For an act giving evidence of selfless conduct by an employee during a time of crisis or emergency.
- c. For a notable performance during an event or situation in which the employee demonstrates commitment and professionalism.
- d. Chief's Commendation may be awarded at the discretion of the Chief of Police based upon a recommendation from any source. Chief's Commendations are not required to go through the same formal review process as for medals, although the Chief of Police may, at his discretion, submit them to the Awards Review Board for review.

8. Chief's Special Recognition Award – Letter and light blue ribbon/medal, mounted on a plaque.

May be awarded to a person or entity from within or without the City organization in recognition of special support to the police department or its personnel. Individuals and very small groups receiving this award will each receive a plaque with the mounted medal. For larger entities receiving the award, a single plaque with the mounted medal will be presented to the entire group.

9. Chief's Award for Excellence in Community Policing – Letter of Recognition accompanied by a perpetual plaque with the recipient's name and year of award.

May be awarded to any police employee or any employee of the City of Lakewood who was distinguished themselves in the area of community service and problem-oriented policing. Through their own initiative, eligible employees should demonstrate innovation, creativity or participation in a program that significantly impacts the quality of life in our community. The program may involve efforts in problem-solving, work with a citizen's group or creation of a program/process that promotes partnerships with the community.

10. Uniform

A corresponding colored ribbon shall be issued to each recipient to be worn on the official police department uniform.

When a recipient receives a second medal of the same type, a ribbon with an oak leaf cluster shall be issued and worn on the official police department uniform.

Department personnel who receive an award from another law enforcement agency which includes the presentation of a uniform ribbon, may wear that ribbon on the official police department uniform.

Personnel who graduate from the FBI's National Academy or Northwestern University's School of Police Staff and Command are awarded uniform ribbons from those organizations. These ribbons may be worn on the official police department uniform.

All uniform ribbons awarded to department personnel from an outside department, agency or organization shall be reviewed and approved by the employees' chain-of-command prior to display of the ribbon, medal or recognition.

## 3401 CITIZEN AWARDS

- A. Policy

The police cannot, without the support and cooperation of the citizens whom they serve, accomplish the effective investigation, prosecution, and reduction of crime. Each citizen must recognize his obligation to the community and his shared responsibility for its welfare. The department seeks to further the acceptance of these duties through recognition of those citizens whose actions have contributed to the apprehension of criminals, the prevention of crime, or the safety of the community.

- B. Procedure

The following awards are established for exceptional service by private citizens:

1. Citizen Citation for Valor - A plaque is awarded to a private citizen for assistance rendered to the police, which involves the extreme risk of life to the citizen.
2. Citizen Citation for Distinguished Service - A plaque is awarded to a private citizen for an act, which involves significant risk to the life of the citizen and may involve the saving of a life or significant assistance to the police department in carrying out its mission.
3. Citizen Citation for Meritorious Service - A certificate is awarded to a private citizen for an act which involves uncommon risk to the citizen when providing assistance to the police department or for an act which results in the saving of a life or attempted saving of a life in which extraordinary efforts were used and uncommon risk to the citizen was involved. This award may also be given to a citizen or volunteer for highly professional conduct, performance or significant achievement in support of the police department.
4. Citizen Commendation - A letter of commendation is awarded to a private citizen for significant assistance rendered to the police department in achieving its mission, but which is less than a distinguished or meritorious act in nature. This award may also be given for a notable effort, which results in the saving of a life in which no personal risk is involved.

These awards, provided that they are approved by the police department Command Staff, shall be presented in a manner designated by the Chief of Police or his designee.

Citizen Commendations and may be awarded at the discretion of the Chief of Police based upon a recommendation from any source. Citizen Commendations and are not required to go through the same formal review process as for medals.

## 3402 AWARDS REVIEW BOARD

### B. Procedure

1. The Police Department command staff constitutes the Awards Review Board and reviews each recommendation for employee or citizen awards.
2. An Awards Review Committee; composed of one Commander, two Sergeants, three agents, two civilians, a citizen police academy graduate, and one community member, shall investigate and document all incidents of possible exceptional service.
3. All department personnel have a duty to report possible exceptional service of employees or citizens.
4. Incidents of possible exceptional service by an employee or citizen shall be submitted by any employee to the Awards Review Committee chairman. The

chairman shall forward a copy of the nomination through the chain of command to the affected employee's supervisor.

5. Following an investigation by the Awards Review Committee, a memorandum documenting the employee or citizen's conduct is forwarded to the Awards Review Board for final review.
6. Format of the awards recommendation report shall be as follows:
  - C Synopsis of Incident
  - C Facts Pertinent to Recommendation
  - C Recommendation
  - C Chief's Comment Block
  - C Chief of Police Approval/Disapproval
7. Following review by the Awards Review Board, the nomination memorandum is signed by the Chief of Police, indicating approval or disapproval. The memorandum is returned to the Chairperson of the Awards Review Committee.
8. If an award has been approved, the Awards Review Committee Chairperson will forward a copy of the memorandum to the Public Information Office. The nomination will be tracked by the Chairperson to ensure that awards are presented in a timely manner. The Chairperson will also:
  - a. Enter the award onto a master list.
  - b. Maintain the original nomination memorandum and copies of presentation paperwork in an appropriate file.
  - c. Provide copies of award documentation to employee personnel files.
9. The Public Information Office will:
  - a. write commendation letters for presentation
  - b. arrange citizen presentations at council meetings
10. The Property Services Manager or his designee will:
  - a. Arrange for plaques, certificates and medals for presentation.
  - b. Keep the perpetual plaques updated with the names of new medal recipients.
  - c. Keep the employee memorial plaque updated.

11. The Chief's secretary will arrange presentations to sworn personnel.
12. A supply of medals will be ordered and stored by the Property Services Manager.

## 3410 DISCIPLINE

### A. Policy

1. Discipline is the organizational order necessary to promote the stated mission and goals of the department and facilitate the interaction of employees with the community it serves and with each other.

Discipline within the police department is achieved by conformance to standards of conduct designed to direct each employee's performance toward the professional fulfillment of departmental objectives.

Discipline is the result of training, adherence to rules and regulations, and correction, if necessary. A primary task of each supervisor is to channel individual effort into effective and productive action. This may involve encouragement, inspiration, instruction, or disciplinary sanction.

2. Disciplinary sanction, to be effective, must not only be fair in its application, it must also follow within a reasonable time the act which it is intended to correct. Therefore, there must be a prompt resolution of disciplinary cases.

### B. Procedure

1. Levels of disciplinary or remedial action may consist of one or a combination of the following and are listed below in the progressive order of their severity:

- a. Verbal counseling (no documentation)

Administered by any supervisor, it is generally utilized for minor policy, procedure, or rule violations and/or minor inappropriate behavior.

Verbal Counseling

Administered verbally by any supervisor, it is noted in the employee log. It is used to record violations of policy, procedure, or rules, inappropriate behavior, and/or poor work performance.

- b. Remedial Training

Remedial training may be ordered in cases where lack of knowledge appeared to play a prominent role in the infraction. This may be noted in the employee log or in other written documentation.

- c. Written reprimand

Administered in writing by a supervisor for violation of department policies, procedures, or rules, and/or City rules and regulations. A written reprimand is generally used to document a significant violation, series of violations, or failure to respond to training.

e. Suspension

Administered by a supervisor for violation of rules or unacceptable behavior in accordance with Personnel Rules and Regulations.

f. Demotion

May be given for violation of rules, poor work performance, or unacceptable behavior. Demotions shall be supported by documentation and administered by the Chief of Police in accordance with Personnel Rules and Regulations.

g. Termination

May result from severe misconduct, unacceptable work performance, and/or unfitness in accordance with Personnel Rules and Regulations.

2. All supervisory personnel have the authority to commend, counsel, reprimand verbally or in writing, and to suspend a subordinate with pay.
3. Section heads may suspend an employee for 1 day without pay.
4. The authority to suspend without pay for up to 2 working days is vested at the rank of police Division Chief or above.
5. The authority to suspend without pay for more than 2 working days is vested at the rank of Chief of Police or above.
6. The authority to demote or discharge an employee is vested in the Chief of Police, after consultation with the director of Human Resources.
7. With the exception of "Verbal Counseling-no documentation," all sustained findings of misconduct shall be recorded in the employee's log.
8. Copies of all documented discipline shall be forwarded to the Personnel Investigations Unit. Copies of written reprimands and notices of suspension, demotion and termination shall be forwarded to Human Resources for inclusion in the employee's personnel file.
9. In all personnel investigations, after the conclusion of the review process, an employee shall have access to copies of statements provided by the employee to the personnel investigations coordinator. Statements include memorandums, supplemental reports, and transcribed interviews.
10. In circumstances where a court order requires the disclosure of personnel investigation records to an outside party, the Internal Affairs Unit shall provide concerned employees with access to all materials that were ordered by the court to be disclosed.

11. Supervisors shall have access to internal affairs' files involving employees under their supervision.
12. Requests by employees or their supervisors to access personnel investigation files shall be made through the Sergeant of the Internal Affairs Unit, or the Commander of the Professional Standards Section.

C. Rule

Disciplinary actions shall be in accordance with the provisions of the personnel rules of the City of Lakewood Municipal Code. When a suspension of more than two days is imposed, the following conditions shall apply:

1. Access to internal affairs file, which concerns the investigation of the incident, which gave rise to discipline.
  - a. The disciplined employee may obtain a copy of the file after the investigation has been completed and after the employee has met with the chief as part of the disciplinary process.
  - b. The disciplined employee must first sign a confidentiality agreement, as must any person to whom he provides the materials, including the disciplined employee's attorney. The purpose of this limitation is to avoid the general disclosure of investigative material.
  - c. Chain of command review comments concerning the penalty shall not be disclosed. The penalty is not at issue at the cause hearing.
  - d. The Police Department may delete any identifying information pertaining to a confidential informant or any parts of witness statements not relied upon as a basis for disciplinary action and which are inflammatory or compromise the privacy of others.
    - i. Any disputes concerning the deletion of such materials, at the request of the affected employee, are to be resolved by the hearing officer after an in-camera review.
    - ii. Deleted information should only be ordered released by the hearing officer if the disciplined employee has shown that such information is essential to a fair determination of whether cause for discipline existed.
  - e. If the internal affairs file contains information pertaining to other employees who were also the subject of the investigation, this information will be disclosed if the employees acted in concert.
    - i. If the employees did not act in concert, only a synopsis of the incident and statement of discipline imposed will be released.
    - ii. The hearing officer may conduct an in-camera review to determine if the employees acted in concert.



2. The police department will provide to the employees, if such records are available, summaries of "terminations" for the last seven years of all non-probationary employees. Summaries of all other levels of discipline imposed over the last three years will also be made available.

## 3411 GRIEVANCES

### A. Policy

Effective management and respect for individual dignity requires that employees have means available for the proper redress of grievances. A department employee having a complaint relating to any matter affecting his employment shall be ensured the right of review at succeeding levels of department authority until his grievance is resolved. The right of an employee to file a grievance and its administrative review promote efficiency and results in improved morale.

### B. Procedure

1. Grievance procedures are specified in City Personnel Policies. Coordination of grievance procedures is handled by Human Resources.
2. Copies of all grievance records shall be maintained in the Professional Standards Section. Access to grievance records is granted only by the Professional Standards Section Commander.
3. An annual analysis of grievances is completed by the Professional Standards Section Commander during the first quarter of the following year. A written report is submitted to the Chief of Police. A copy of the report is included in the accreditation standard file.

### C. Rule

No action of a formal or informal nature shall be taken by the department against an employee, his witnesses, or employee representative merely for his having filed a grievance, nor is such filing to be otherwise looked upon with disfavor by the department, unless it is determined that the grievance is false or malicious in nature.

## 3412 NOTIFICATION OF RELATIVES AND FELLOW EMPLOYEES UPON EMPLOYEE INJURY OR DEATH

### B. Procedure

1. Notification of relatives is the responsibility of the employee when the injured employee is capable of making such notification.

2. In those situations where the injured employee is incapacitated or in any other way unable to make notification, the employee's division Commander is responsible for notification of relatives.
3. Whenever the death of an employee of the police department occurs, the Chief of Police will initiate the process of notifying other employees by advising the command staff of the event.
  - a. The command staff will advise the section heads in their chain of command and instruct them to notify any first-line supervisors who are under their supervision.
  - b. The section heads will instruct the first-line supervisors to notify all personnel under their supervision (both sworn and civilian) of the death. The supervisor is not expected to call each employee more than once. If a message can be left for the employee, they should be asked to return the supervisor's call. This will insure that employees receive potentially traumatic news personally than via a telephone message.

C. Rule

1. In the event of any employee's death occurring on duty, the Chief of Police or person designated by him shall be notified immediately.
2. Next of kin shall be notified in person by designated employees.

### 3413 DEPARTING EMPLOYEES PLAQUES

B. Procedure

1. If an employee has 5 or more years of service with the department and is leaving in good standing, the department shall pay for a plaque.
  - a. If the departing employee is an agent who is leaving in good standing, the department allows the agent to retain the badge, which shall be mounted on the plaque.
  - b. Wording of the plaque, purchase of the plaque, and mounting of the badge in the above described situation is the responsibility of the departing employee's present division Commander who shall expend such funds from his respective division budget.
2. If an employee has less than 5 years service with the department and is leaving in good standing, the employee's division Commander has the option of taking up a collection to purchase a plaque with other than City funds. The departing employee with less than 5 years service may request to have a flat badge, which he has purchased, mounted on the plaque.
3. A departing employee with 3 years' but less than 5 years' service with the City and

is leaving in good standing receives a letter of commendation from the Chief of Police.

4. Retiring employees receive a mayor/council proclamation in addition to the plaque.
5. The purchase and presentation of cakes for ceremonial occasions is the responsibility of the presenting division.

C. Rule

1. If the departing agent has less than 5 years service, the badge shall normally be turned in to the Support Services Division for reissue.

### 3421 LEAVE SCHEDULING

A. Policy

The policies, which govern an employee's accrual and use of vacation and holiday leave, are established by the City of Lakewood Personnel Rules and Regulations. Schedules in sections where deployment is a critical factor shall generally be relatively rigid and definite and in sections where deployment is not such a critical factor shall be less rigid and more flexible

B. Procedure

1. In order to use city business for any functions other than approved training; an employee must make their request, in writing, to the division Commander via their chain-of-command. The request should be made at least two weeks prior to the event in question. The division Commander shall respond within a week of receiving the request.
2. Leave scheduling is the responsibility of each division Commander and may vary depending on the deployment needs of the division.
3. It is the responsibility of the division Commander to ensure that leave schedules are in conformance with City policy and effective from the standpoint of deployment.

### 3422 CIVIL SUITS

B. Procedure

1. When the City of Lakewood is sued, service of civil summons and complaint is to be made on the city clerk or mayor pursuant to Rule 4 of the Colorado Rules of Civil Procedure. A copy shall also be served or mailed to the city attorney. If the employee is also personally sued, service is to be made on him personally or at his dwelling house or usual place of abode by leaving a copy with some member of his family, over 18 years of age.

2. If the agent is civilly sued for conduct arising out of the scope and course of his employment, and the City is not sued, the agent or plaintiff must notify the City within 10 days from service of summons if the agent wants the City to represent him and pay compensatory damages up to statutory limit. See Section C.R.S. 24 - 5 - 111 on liability of peace officers.
3. Under C.R.S. Section 24 - 10 - 110(2) a civilian employee of the department who is sued arising out of his work shall give notice to the employer City within 8 days from commencement of action if he wants the City to represent him and pay compensatory damages up to the statutory limit. Failure on the part of the employee to so notify the City may result in the employee being personally liable for attorney fees and judgment.
4. If the employee is sued involving a matter not related to his employment with the City (i.e., dissolution of marriage, collection, negligence, etc.), the Police Department is under no duty to advise the process server of when the employee can be served at work or to arrange for the employee to be served. The duty is on the process server to get proper service through no assistance of the employer City.
5. The City pays the judgment awarded at trial when the employee is involved in a civil suit resulting from work. However, the City does not pay the judgment if the court rules that the employee was clearly doing something exceeding the duties or responsibilities of his job, or when the employee was intentionally trying to harm someone or someone's property. If the courts say the City or the employee made an honest mistake and must pay the person suing us, the City shall pay that amount (called compensatory judgment).
6. The City pays the cost of attorney's fees when the employee is involved in a civil suit resulting from work. If the court rules the employee was clearly doing something exceeding the duties or responsibilities of his job, or when the employee was intentionally trying to harm someone or someone's property, the City must be reimbursed for legal fees paid. The City does not pay these costs if it is a criminal act and the employee is being taken to court for breaking a law.

C. Rule

Employees, who file a civil suit or counter suit in a matter arising out of their performance of duty, shall notify the Chief of Police, in writing, prior to filing such suit.

## 3423 PLANNING

A. Policy

The ever changing needs of society require department planning to meet those needs. At every level of the organization there exists this need ranging from the Chief of Police who deals with multiple - year resource needs down through the agent on Patrol who must develop an operational plan while enroute to a call.

B. Procedure

1. Every employee is encouraged to suggest projects to improve department effectiveness and efficiency.
2. Task forces may be assembled when planning time must be limited or when diverse experience and thinking are desirable.

C. Rule

1. Each plan should address the organization needed to accomplish the plan as well as the means to evaluate its effectiveness.
2. A task force shall be placed under the control of an existing organizational unit Commander who shall be responsible for results.

### 3424 ADMINISTRATIVE REPORTING PROGRAM

Information concerning police department activities requires a system of administrative reports, which are prepared for dissemination inside and/or outside the agency. The Administrative Reporting Program is designed to identify these reports, the person or position responsible for the report, the purpose of the report, the frequency of the report, and the distribution of the report.

B. Procedure

1. A listing of all administrative reports completed by department personnel will be maintained by the Planning and Analysis Section and posted on the intranet.
2. The Planning and Analysis Section will disseminate the current list of administrative reports as needed.
3. Personnel responsible for administrative reports will update the listing and report changes, additions, or deletions to the Police Administrative Coordinator.

### 3425 CORRESPONDENCE

B. Procedure

1. A Division Chief may sign correspondence, or at his discretion, designate members of the division authorized to sign official departmental correspondence.
2. All departmental correspondence is prepared for the signature of the Chief of Police when it is directed to the following:
  - a. President of the United States.
  - b. Member of the United States Congress.
  - c. Governor of any state.

- d. Staff of the governor of any state.
  - e. Members of the Colorado State Legislature.
  - f. Head of governmental departments or agencies.
- 3. The official letterhead of the City of Lakewood is used when corresponding on official business.
  - 4. All correspondence between the Police Department and the City of Lakewood departments and internally within the Police Department may be in the form of a memorandum. It is acceptable that written communication may be in the form of electronic mail. While electronic mail is typically more conversational, if used for official business purposes, it should be professional and within the guidelines set forth in the Correspondence Manual available on the "S" drive. Templates are "read only." "Save as" under a new file name, then click on "VIEW", then "Edit" document.

### 3427 FORMS CONTROL SYSTEM

#### B. Procedure

- 1. The Property Services Section shall be the central repository for departmental forms and shall have responsibility for reviewing and updating master forms.
- 2. A form is defined, for the purpose of this system, as a printed document with blank spaces for insertion of requests, required or desired information, in LPD format.
- 3. "LPD format" is defined as a form layout with a border around the main body, Lakewood Police Department in the upper left corner on the outside of the border and the form title in the upper right corner. The LPD format, including revision date, if applicable, is in the lower left corner on the outside of the border. The body design has no predetermined layout.
- 4. Forms will require the approval of the concerned Division Commander.
- 5. After the originating division has received approval, a final draft of the form is to be forwarded to the Support Services Division Business Specialist.
- 6. The Division Business Specialist will:
  - a. Develop a master of the form, in LPD format, if not already done so.
  - b. Forward the master to the print shop for inclusion in the master file.
- 7. The Property Services Manager is responsible for maintaining an adequate inventory of designated department forms.
- 8. A periodic review of all forms shall be completed by the Property Services Manager to determine whether or not they are still in use or necessary. Those forms which have been discontinued, or are obsolete, will be removed from stock.

9. When a form has become obsolete, the division, which primarily uses the form, is responsible for notifying Property Services in writing that use of the form has been discontinued.
  - a. The forms will be disposed of by Property Services.
  - b. Current form masters are retained in the form master file by the City print shop.

## 3428 NOTARY PUBLIC COMMISSIONS

### B. Procedure

1. The Professional Standards Section is responsible for coordinating notary commissions and maintains a master list of current notary public commissions within the Police Department.
2. The Division Commanders shall designate personnel in their divisions who are to be furnished with notary commissions.
3. The department provides the following equipment and required fees necessary for the establishment and maintenance of notary commissions:
  - a. Notary bond
  - b. Notary "My Commission Expires" stamp
  - c. Notary pocket seal, including pouch
  - d. Notary bond filing fee
4. The notary errors and omissions policy (a liability policy) is not required by the state and is not individually subscribed to.
5. Department employees who were previously furnished a notary commission but are no longer designated as receiving a commission at City expense may renew their notary commission and obtain any related equipment at their own expense.
6. Departing employees may also retain their notary commissions and related equipment at their own expense. The notary fees assessed to departing employees are prorated to exclude the time from the last commission renewal to the date of termination.

### C. Rule

1. Notary seals furnished at City expense are the property of the City and shall only be used for official City business.
2. Notary seals furnished at City expense shall not be used for personal gain or profit.

## 3500 BUDGET

### A. Policy

The Lakewood Police Department shall accurately account for the expenditure of budgeted funds. This shall be accomplished by expending funds from the actual programs, which incur the expenses.

### B. Procedure

1. The Chief of Police shall be responsible for the overall fiscal management of the department.
2. Budget program managers, as designated by division Commanders, shall be responsible for the preparation of annual budget documents and for the monitoring of funds disbursement on a monthly basis.
3. The Planning and Analysis Unit manager shall be responsible for the coordination of the preparation of the department's annual program performance budget with the City budget director.

## 3501 BUDGET EXPENDITURES

### B. Procedure

1. All expenditures of budgeted funds shall come from the actual program and account that uses the funds.
2. If sufficient funds are not available to expend from a program, program managers shall decide if funds are available from another program. A journal entry shall be completed transferring the funds between programs. This will ensure that allocated funds are not expended by both budget programs.
3. The annual budget process shall be utilized by program managers to determine the most advantageous allocation of available funds between the various department budget programs.
4. Expenses from the seizure accounts or any other designated account are approved by command staff and are exempt from the above procedure.

## 3502 CASH FUNDS

Cash funds within the police department must be documented and maintained according to acceptable accounting practices. Cash funds include any accounts in which personnel receive, maintain, or disburse cash.

### B. Procedure

1. Cash funds in the police department are:



- a. Petty Cash administered by the Support Services Section and utilized for department expenditures under \$20.00;
  - b. Records Section cash receipts for records release, bonding, fingerprinting, sexual offender registration and other for fee purposes;
  - c. Special Investigations Unit use of undercover funds;
  - d. Victim Assistance Unit for use to assist victims with immediate necessities; and,
  - f. Metropolitan Auto Theft Task Force
- 2. Documentation of account activity shall include a system, which identifies:
  - a. Initial balance
  - b. Credits
  - c. Debits
  - d. Balance on hand
- 3. Cash received shall be documented.
- 4. Cash disbursement may be approved only by Division Commanders or the Chief of Police. Disbursements over \$10,000.00 must be approved by the Chief of Police.
- 5. Written documentation of expenditures must be maintained.
- 6. Employees authorized to disburse or accept cash shall be designated by Division Commanders or the Chief of Police.
- 7. A written accounting of each cash fund shall be completed at least quarterly. An additional copy shall be forwarded to the accreditation manager.

### 3600 CAREER DEVELOPMENT PROGRAM

#### A. Policy

The Career Development Program is designed to provide information to department employees about the different existing career paths in the department, and to aid in the early identification of career choices and development of the skills, knowledge, and abilities needed for special assignments and promotion.

The Career Development Program will also identify alternative career tracks and career needs for employees who wish to remain in their current positions without seeking promotion.

## 3601 CAREER COUNSELING

### B. Procedure

1. The career counseling component is comprised of a coordinator and a number of approved counselors who are all trained in providing career counseling to department employees. The coordinator and counselors shall be department employees who are recognized for their maturity, experience, and ability to deal with the concerns of others in the organization. They shall be individuals who are trusted by all members of the department and who have demonstrated their dedication to this department and law enforcement in general.

a. The goals of career counseling are:

- (1) To increase job satisfaction.
- (2) To improve job performance.
- (3) To assist department employees in developing a career plan.

b. The objectives of career counseling are:

- (1) To develop a realistic appraisal of an individual's current status and career potential in the department.
- (2) To identify available career alternatives.
- (3) To identify a realistic and positive career process for employees.

c. Career counselors shall be specifically selected and trained to provide this service to employees who desire to participate in this process.

The criteria for the selection of counselors are:

- (1) Must accept departmental goals and philosophies and must have demonstrated the ability to perform assigned duties in an acceptable manner.
- (2) Must have the respect and acceptance of employees.
- (3) Must have credibility with the management of the department.
- (4) Must volunteer to be a career counselor.

d. The duties of the career counselors are:

- (1) To attend career counseling training.
- (2) To meet with individual employees desiring to use the program.

- (3) To offer guidance to employees on the implementation of individual career development objectives.
- (4) To be a liaison between employees and the career development coordinator.
- (5) To assist with evaluating the Career Development program.

2. The criteria for the selection of the career development program coordinator are:

- a. Must be a member of the department's management staff, a Commander or above.
- b. Must volunteer for the position and be committed to the Career Development program.
- c. The duties of the coordinator are:
  - (1) To attend career counseling training.
  - (2) To maintain statistics necessary for the Career Development program.
  - (3) To chair career counselor meetings.
  - (4) To provide an annual written evaluation of the Career Development program.
  - (5) To keep up with current trends in career development programs.
  - (6) To be a liaison with the department staff.
  - (7) To evaluate career counselors' effectiveness and recommend continuance.

3. Professional advisor:

The staff psychologist shall also serve as a professional advisor to career counselors and the coordinator of the Career Development program. The professional advisor will provide required training for the counselors and the coordinator and make recommendations for improvement of the Career Development program.

C. Rule

The criteria for use of career counseling services are:

- 1. Deployment considerations shall take precedence.
- 2. Employees shall schedule times with career counselors in advance.

3. On - duty time is preferred.
4. Employees will be advised of the desirability of meeting with a career counselor at the following stages in their career:
  - (a) the completion of a probationary period;
  - (b) after three years of employment in a permanent, full-time position;
  - (c) after ten years in a permanent, full-time position;
  - (d) within three to five years before planned retirement
5. An employee may meet with a career counselor at any point in his career.

## 3602 EDUCATION

### A. Policy

In fulfilling its commitment to provide professional police service, the department encourages all employees to further their education to the highest level possible. Therefore, consistent with its basic responsibilities, the department cooperates with employees in arranging duty schedules and assignments to facilitate and encourage such individual effort.

### B. Procedure

1. Employees are encouraged to make use of all educational resources offered by the college or university of their choice.
2. All employees of the Police Department shall complete the City tuition assistance request form anytime they enroll in a university or college, whether or not City reimbursement will be sought.
3. The completed form shall be submitted to the employee's immediate supervisor for review and then forwarded to Human Resources.
4. All employees attending an educational institution (undergraduate, graduate, law school, etc.) shall immediately notify their division Commander of any change in educational status (withdrawal, graduation, etc.).
5. The City of Lakewood may reimburse the employee for the cost of tuition if:
  - a. Other financial assistance is not available to the employee and funds are available in the current budget for educational reimbursement.
  - b. The employee satisfactorily completed the course with a grade of "pass," or "C," or better.

- c. The employee is still in the employ of the City of Lakewood at the time the course is completed.
- 6. Human Resources will return 2 copies of the tuition assistance request form to the employee's division commander. The yellow copy shall be included in the employee's log and the pink copy returned to the employee.

### 3603 NEW HIRE MENTOR PROGRAM

#### A. Policy

The Lakewood Police Department values all sworn employees and is highly committed to their development. This program is designed to enhance the development, morale, and retention of sworn employees at all levels.

The purpose of the mentoring program is to provide professional support, which creates an opportunity for sworn employees to achieve success. The program is designed to ease the transition of newly hired sworn employees into the department. Mentors establish a mutually beneficial relationship in which they provide insight, guidance, and support. This process assists in attracting, retaining, and engaging high performing employees. The program promotes diversity of thought and style, creates inclusion, and fosters a collaborative environment.

#### B. Procedure

##### Definitions

1. New Hire Mentor – An agent with a strong personal desire to participate in the mentoring process and is recognized by their peers and supervisors as a role model. Generally, a new hire mentor will be between 1.5 and 5 years of service. These agents are typically in the best position to build trust and share relevant experiences from their recent training and assimilation into the department's culture with newly hired employees. Additionally, this responsibility gives new agents an opportunity to positively contribute to the department in ways that their new employment status would typically not yet allow.
2. Protégé - Person being advised and developed by a mentor.
3. Mentorship Board Commander - The program coordinator, appointed by the Chief of Police.
4. Mentorship Board - Individuals selected by the Mentorship Board Commander to oversee the mentorship program. Their responsibilities include, but are not limited to: Assisting in the screening, selection, and training of mentors, and matching mentors with protégés.
  - a. The New Hire Mentorship Board will be comprised of a Commander, Patrol Sergeant, and three Patrol Agents.
  - b. The New Hire Mentorship Board will partner with Human Resources, Combined Regional Academy and the Professional Standards Section as needed.

##### 5. Goals of the New Hire Mentoring Program

- a. Provide a supportive atmosphere that welcomes newly hired employees into their position and the department.
- b. Provide support and insight about the department, the city, the mentor's job experiences, and how mentors have handled past challenges.
- c. Assist in insuring the continuity and quality of the next generation of department leaders.
- d. Reduce sworn employee turnover.
- e. Provide a means of communicating organizational norms, core values and culture.

6. Field Training Agents vs New Hire Mentoring

- a. The role of the new hire mentor and FTA are distinct, yet complementary. The role of the FTA is to train and develop effective agents. As required during Field Training, the FTA evaluates the recruit's performance on a daily basis.
- b. The new hire mentor's role is supportive and relational. New hire mentors do NOT assist or engage in performance evaluation. New hire mentors assist with transitioning new agents into the police department by answering questions and serving as a resource. New hire mentors will not fraternize outside of the mentorship role with the protégé during the Academy or Field Training.

7. Mentor Responsibilities

- a. Meet with assigned protégé face-to-face at least once monthly.
- b. Listen to personal and professional challenges.
- c. Serve as a role model and encourage success.
- d. Provide support and help build self-confidence.
- e. Offer friendship, encouragement, and guidance.
- f. Provide information and resources.
- g. Respect confidentiality, except as set forth in paragraph (9) (i) below.
- h. Provide program feedback.
- i. Abide by the Mentor Code of Ethics.

8. Protégé Responsibilities

- a. Communicate with mentor as needed.
- b. Respect the mentor's time and agency responsibilities.
- c. Follow through on commitments made with your mentor.
- d. Respect confidentiality, except as set forth in paragraph (9)(i) below.
- e. Abide by the Protégé Code of Ethics.

9. Characteristics of a Mentor

- a. Displays a positive attitude toward the department, supervisors, and their peers.
- b. Is encouraging, supportive, and committed to improving the performance of others.

- c. Contributes to the department's goals and objectives.
- d. Viewed as a role model and team player.
- e. Possesses a high degree of honesty and integrity.
- f. Is dependable and flexible.
- g. Is a good listener.
- h. Possesses a sense of humor.
- i. Maintains confidentiality, except as set forth in paragraph (9)(i) below.
- j. Is approachable and respectful.
- k. Can commit the time to meet with their protégé, in person, at least once per month, and more as needed.

10. New Hire Mentor Eligibility Requirements

- a. Graduate of the Combined Regional Training Academy.
- b. Successful completion of the Field Training Program.
- c. Satisfactorily complete six months of patrol time after completion of Field Training.
- d. Less than five years total service at the time assigned to a Protégé.
- e. Recommendation by supervisors.
- f. Lateral mentors will be accepted and assigned to other lateral employees as individual qualifications permit, and on a case-by-case basis.
- g. Volunteer for the program.

11. New Hire Mentor Selection Process

- a. Mentorship Board Commander announces openings for New Hire Mentors.
- b. Interested employees submit a memorandum of interest to the Mentorship Board Commander via their chain of command.
- c. A peer review/recommendation process is conducted.
- d. Selection and announcement made by Mentorship Board Commander.
- e. Mentor completes training program.
- f. Mentor signs and accepts the Mentor Code of Ethics.
- g. Mentor completes Personal Interest Questionnaire.
- h. Mentor is assigned a protégé by the Mentorship Board.

12. Mentor Training

- a. It is the responsibility of the Mentorship Board Commander to ensure that each mentor has been trained prior to being assigned a protégé.
- b. The Mentorship Board will schedule and conduct all required training for selected mentors.

13. New Hire Mentorship Process

- a. Protégés and mentors complete a Personal Interest Questionnaire.
- b. The Mentorship Board will match mentors and protégés based on similar backgrounds and interests (prior military, age, marital status, dependents, hobbies and interests, residential geographical location, etc.).
- c. Mentors and protégés will meet in person at least once monthly. Mentors and protégés can meet more frequently and use other forms of communication (email, phone, texting) as mutually agreed upon.

- d. Where possible, mentors and protégés should meet during regular working hours.
- e. Mentors and protégés are encouraged to meet in public areas, such as the Police Station, Academy, sub-stations, a coffee house, etc. Mentors and protégés will not meet at the private residence of either party during the Academy or Field Training.
- f. Mentors will facilitate voluntary, monthly ride-alongs with their assigned protégé, as scheduling and workload permits. A ride-along should not exceed four hours in length and is contingent upon the recruit meeting minimum academic and performance expectations during Academy training.
- g. Mentors and protégés will complete progress surveys to ensure the relationship is productive and is meeting the needs of both the protégé and mentor.
- h. If at any time the mentor or protégé believes the relationship to be unproductive or counterproductive, they may request the Mentorship Board for reassignment or to be removed from the program entirely.
- i. Should a protégé present the new hire mentor with a topic beyond their scope, (unethical conduct, mental or physical health problems, financial issues, etc.), it should be brought to the attention of the Mentorship Board Commander.

### 3700 PROMOTIONAL PROCESS

#### A. Policy

In order to provide a fair and effective promotional process, the following procedures have been established. The procedures are intended to establish an effective testing and feedback system, provide continuity in the promotional process and, most important, to promote the most qualified candidates.

The Chief of Police shall be responsible for the promotional process. The Commander of the Professional Standards Section has been delegated to administer the promotional process for the Police Department. He shall serve as liaison with the representative from Human Resources. Promotional materials will be kept in a secure location.

### 3701 PROMOTION TO POLICE SERGEANT

#### B. Procedure

- 1. The promotional list shall remain in effect for one year.
- 2. A memorandum from the Chief's Office will announce the beginning of the promotional process.
- 3. Interested agents, who meet the eligibility requirements, shall submit a memorandum of interest via their chain of command.
- 4. The Professional Standards Section shall circulate to all sworn supervisors a roster of eligible and interested agents, listed alphabetically and by division assignment.



5. Sworn supervisors and Sergeants promotional candidates shall be familiar with the "Position Selection Profile for Police Sergeant" which shall be updated as necessary. The profile identifies the educational criteria, experience, personal traits, and supervisory and technical abilities deemed necessary for an effective police Sergeant in the Lakewood Police Department.
6. The employee's immediate supervisor shall complete Suitability for Promotion memorandum on each employee who is eligible to compete in the process. The purpose of the memorandum is to assess the employee's performance against the dimensions for Sergeant and to make a final recommendation as to their suitability for promotion. The recommendation should include input from the employee's prior supervisors as well as a review of the employee's log, previous evaluations, commendations, discipline history, and any other relevant materials.

The employee's division supervisory staff shall review and discuss the suitability recommendations of all candidates and make a final determination on their suitability for promotion. The candidate must receive the recommendation of their division's supervisory staff to proceed in the process.

If a candidate is screened out of the process, a memorandum, prepared by the candidate's chain of command will be presented to the candidate explaining why they were screened out of the process.

Candidates screened out of the process will participate with their supervisors to develop a career development plan addressing those areas of performance needing improvement.

7. The dimensions upon which candidates will be evaluated as well as the "Position Selection Profile for Police Sergeant" will be made available to candidates prior to the testing process. These were developed from a task analysis for the position of police Sergeant.
8. A list of candidates who will proceed to the assessment center portion of the testing process will be published to all sworn personnel. This list will be published in order to solicit peer and supervisory evaluations of the candidates from police department personnel who have first hand knowledge of the candidate's ability to perform as a Sergeant. The Professional Standards Section will provide a form to employees for this purpose. The completed evaluations will be provided to the staff oral board for informational purposes only and will assist the board in their evaluation of a Sergeant candidate's suitability for promotion.
9. Candidates will be scheduled by the Professional Standards Section for an assessment center. The assessment center shall be administered by the department, utilizing assessors from outside agencies as well as members from Lakewood PD, and others including members of the community to the extent possible. The assessment center shall be designed to measure potential for supervisory effectiveness through a series of exercises, which may include, but are not limited to the following:
  - a. In-basket and writing exercises
  - b. Impromptu presentation

- c. Problem analysis and fact - finding exercises
  - d. Role - playing exercises
  - e. Patterned or structured interviews
  - f. Tactical/operational problems
  - g. Subordinate counseling and direction
  - h. Technical knowledge
10. The assessment center shall be designed to measure the candidate's demonstrated abilities in all dimensions of the position. Candidates shall be subject to the same exercises given under like conditions. Candidates are numerically scored by the assessors based on the same applicable criteria for each candidate. The assessment center score shall count for fifty percent of the overall score.
  11. A staff oral board chaired by a Division Chief and consisting of some combination of division chiefs, Commanders, Sergeants, agents, civilian managers and or others shall conduct an in-depth interview with each of the remaining candidates following the assessment center. The candidates will be asked the same questions and the interviews will be held under like conditions. The board will have the candidate's personnel file including scores from the assessment center and peer/supervisory review. Each of the remaining candidates will receive a numerical score from the board, which shall count for fifty percent of the overall score. Names of at least the top five scorers, found suitable for promotion, shall then be published in numerical order as a two-year list. If the list is exhausted during the two year-long period, additional names of qualified applicants shall be published.
  12. Questions relating to theories of administration or supervision shall be general in nature or on a common basis of knowledge with which any candidate for Sergeant in this department should be familiar. Certain facets of municipal ordinances, state law, department policies and procedures and City rules and regulations shall be covered throughout the entire testing process.
  13. Following the announcement of the results of the Sergeant promotional process, the Professional Standards Section Commander shall conduct a debriefing of each candidate who so requests. The candidate shall receive his or her scores on each segment of the promotional process.
  14. To ensure fairness and impartiality, candidates may use the city's grievance procedure to challenge their performance scores for each element of the promotional process.

C. Rule

1. Police agents who began their tenure with the Lakewood Police Department with no prior acceptable police experience and who, by the announced cutoff date for the Sergeants

promotional process, have four years of experience as a Lakewood police agent, shall be eligible for consideration for promotion to Sergeant.

Police agents who began their tenure with the Lakewood Police Department with at least two years of acceptable police experience with another law enforcement agency and who, by the announced cutoff date for the Sergeants promotional process, have two years of experience as a Lakewood Police Agent, shall be eligible for consideration for promotion to Sergeant.

2. A candidate for the position of police Sergeant shall possess a 4 - year college degree in any academic field, have a record of continuing training, successful overall employee performance evaluations (last 3 years minimum), and a demonstrated commitment for professional self - development.
3. Successful candidates who are promoted shall attend an appropriate supervisory course. Topics should include supervision, leadership, subordinate evaluations and counseling, goal setting, and problem solving.
4. The probationary period for newly promoted Sergeants is 6 months.
5. Newly promoted Sergeants shall be trained by Sector Commanders and experienced Sergeants. A Sergeant training checklist shall be used to assist and to assure uniformity of the scope of the training.
6. Agents on the eligibility list shall only be promoted if their suitability for promotion has not deteriorated or they have not been removed from the eligibility list for cause.

### 3702 PROMOTION TO POLICE COMMANDER

#### B. Procedure

1. When a position for police Commander becomes open and is announced, each interested and eligible police Sergeant shall complete a memorandum of eligibility and intent.
2. The completed memorandums shall be transmitted to the Professional Standards Section Commander on or before a specified date.
3. The Professional Standards Section Commander shall then distribute a list of those police Sergeants who are eligible and interested in appointment to the position of police Commander.
4. A "Job Description for Police Commander" shall be established and updated as needed to assist the exempt managers in the recommendation and appointment process for police Commander. The profile will assist police Commanders in their discussions with police Sergeants who are not appointed. The "Job Description for police Commander" shall identify for all sworn personnel the required

educational criteria, experience, personal traits, management and technical ability necessary for a police Commander.

5. A selection process will be developed in conjunction with Human Resources to identify the qualities of each candidate. This process may include written exercises, oral interviews, presentations, and other practical exercises to give each candidate the opportunity to display their skills and talents relative to the position. A complete description of the testing procedure will be provided to the applicants prior to the selection process.
6. After announcement of the police Commander appointment, the immediate supervisors of those candidates who were not appointed shall meet with their respective Sergeants. Using a current job description profile for police Commander as a guide, the supervisors shall discuss the information obtained from the promotional process. In each case, information concerning these discussions shall be documented in the Sergeant's employee log for future reference.
7. No promotional list is established for the position of police Commander. In the event an opening occurs, the process as outlined in this procedure shall be repeated. However, in the event another vacancy occurs within six months of the conclusion of the process, the Chief of Police has the option to repeat the entire process or only a portion thereof.
8. If as a result of completing the entire process for recommendation for appointment of a Commander to fill a vacancy as outlined above, there are no existing police sergeants who are determined to be fully qualified for the position, the Chief of Police has the option of not filling the Commander vacancy until such time as one or more police Sergeants are determined to be fully qualified for appointment, or the process is revised.

C. Rule

1. Normally police sergeants who have 3 years' experience as a police sergeant with the Lakewood Police Department and have received an overall evaluation rating of Successful or better shall be eligible to be considered for appointment to the position of police Commander.
2. A candidate for the position of police Commander shall possess a 4 - year college degree in any academic field at the time of appointment.

B. Procedure

1. When a position for Police Division Chief becomes open and is announced, each interested and eligible police Commander shall complete a memorandum of eligibility and intent.
2. The completed memorandum shall be transmitted to the Office of the Chief on or before a specified date. Upon receipt of all memorandums of eligibility and intent, the Office of the Chief of Police shall transmit same to the Professional Standards Section Commander for verification of eligibility.
3. The Professional Standards Section Commander shall then distribute a list of those police Commanders who are eligible and interested in appointment to the position of Police Division Chief. The list shall be distributed to all Police Division Chiefs.
4. A "Job Description for Police Division Chief" shall be established and updated as needed to assist the Chief of Police and Division Chiefs in the nomination and appointment process for Police Division Chief. The profile will assist Police Division Chiefs in their discussions with police Commanders who are not appointed.
5. A selection process will be developed in conjunction with Human Resources to identify the qualities of each candidate. This process may include written exercises, oral interviews, presentations, and other practical exercises to give each candidate the opportunity to display their skills and talents relative to the position. A complete description of the testing procedure will be provided to the applicants prior to the selection process.
6. There is no promotional list established for the position of Police Division Chief. In the event an opening occurs, the process as outlined in this procedure shall be repeated. However, in the event another vacancy occurs within 90 days of the conclusion of the process, the Chief of Police shall have the option to repeat the entire process or only a portion thereof.
7. If, as a result of completing the entire process for recommendation for appointment of a Division Chief to fill a vacancy as outlined above, there are no existing police Commanders who are determined to be fully qualified for the position, the Chief of Police shall have the option of not filling the Division Chief's vacancy until such time as one or more police Commanders are determined to be fully qualified for appointment, or the process is revised.

C. Rule

1. Police Commanders must have a minimum of one-year experience at the commander rank and be performing at a successful or better level to be considered eligible for promotion to the rank of Division Chief.
2. Candidates for the position of Police Division Chief shall be encouraged to possess a master's or advanced degree in any academic field.

A. Policy

It is the policy of the police department to adhere to City administrative regulations and copyright protection laws concerning software licensing and use. Compliance is necessary to protect critical computer systems within the department from damage and to protect system users from liability.

B. Procedure

1. All software purchases are to be made through established purchasing procedures, utilizing purchase orders.
2. City controlled acquisition of shareware is permitted provided that the author is paid the requested fee and that registration is handled in the same way as for commercial software products.
3. All software will be first delivered to the City Information Management Services Section before installation so that unsuitable software can be avoided, registration can be accomplished, and appropriate records kept.

C. Rule

1. Only software that has been acquired and registered by the City may be installed on any City computer.
2. No personal software, whether or not such use complies with the licensing agreement, may be installed on a City owned computer.
3. A back-up copy of original diskettes is to be made by the person installing the software.
4. Employees may use City owned software at home only if it is permitted by the licensing agreement and prior approval has been obtained from the employee's supervisor.
5. Except for back-up purposes, City employees may not duplicate any licensed software or related documentation for use either on or off City premises, unless the employee is expressly authorized to do so by agreement with the licensor.
6. Software may be used on local area networks or on multiple computers only in accordance with applicable license agreements.
7. No employee may give or lend software to any other organization, vendors, other employees, volunteers or members of the public.
8. No addition to or modification shall be made to any installed software by anyone not identified as a system administrator for the police department.
9. If a service provide for electronic data storage is used, the following criteria must be addressed:

- a. data ownership;
- b. data sharing, access and security;
- c. loss of data, irregularities and recovery;
- d. data retention and redundancy;
- e. required reports, if any;
- f. special logistical requirements and financial arrangements.

### 3725 USE OF PORTABLE VOICE RECORDERS

#### A. Policy

The purpose of this procedure is to establish working relationships based upon cooperation and trust. The surreptitious recording of co-workers creates disharmony and is disruptive to a cohesive workplace.

#### B. Procedure

1. Police employees may carry a portable voice recorder at their own expense. Police employees may only carry authorized digital portable voice recorders.
2. Anytime a police employee records any portion of a contact with a citizen that results in the assignment of a case report number, the employee shall download the file in accordance with current procedure for storing digital files. The downloaded file shall be recorded to a CD, which shall then be booked into property. Existence of this recording shall be documented in a supplemental report to ensure full disclosure in discovery. Recording media placed into property as evidence shall be retained through the final disposition of the related criminal case.

#### C. Rule

1. No police employee may surreptitiously or openly record a conversation with other city employees unless all persons being recorded are aware that they are being recorded and agree to being recorded. If an employee is unable to inform co-workers that a recording is being made and obtain their consent, then no recording is permitted. This prohibition applies in the workplace and while any employee is acting in performance of his/her duties. This restriction does not apply to:
  - a. Police employees authorized by the Chief of Police or designee for the purpose of conducting a criminal or administrative investigation; or
  - b. Department training exercises.
2. Any audio recording must be made in compliance with state laws, C.R.S.16-15-102, C.R.S. 18-9-303, and C.R.S. 18-9-304, pertaining to wiretapping and eavesdropping.

### 3730 MOBILE DATA TERMINALS

A. Policy

Mobile data terminals are provided as a resource to aid authorized personnel in the course of their police investigations. Various types of data can be accessed using MDTs. Information requested via MDTs shall be limited to official police inquiries only.

B. Procedure

1. Authorized MDT information consists of CCIC and NCIC files, Department of Revenue files, CAD screens, the Lakewood Automated Reporting System, electronic mail, car-to-car messaging, and car-to/from-dispatch messaging. Access to CCIC, NCIC and DOR files may be limited depending on the individual user's OSN privileges.
2. Passwords and password security are the sole responsibility of the authorized user.
  - a. To enhance security, passwords shall not be badge or employee numbers.
  - b. Individual passwords shall not be provided to any other person.
3. Operator security numbers (OSN) and associated use are the sole responsibility of the authorized user.
  - a. OSNs shall not be provided to any other person.
4. Sworn supervisory personnel and agents assigned to the Personnel Investigation Unit shall have, or be provided, access to any MDT record for investigative or other authorized purposes.
5. The Internal Affairs Unit shall be responsible for conducting random audits of car-to-car messaging, car to dispatch messaging and dispatch to car messaging on a quarterly basis to ensure compliance with departmental guidelines for MDT messaging.

C. Rule

1. MDTs shall be used for official purposes only.
2. Information obtained through the use of MDTs shall not be shared with any individual not having authorization or a need to know or receive that information.
3. No floppy disks, PCMCIA cards, CD-ROM, tapes, etc., shall be utilized on or with the MDTs unless provided by the department for a specific purpose.
4. No software, firmware, or code shall be utilized, installed, modified, activated, or deactivated by any MDT user. Only the previously mentioned applications may be activated and utilized by the user. No modifications are permitted, including screen displays, fonts, colors, sound, data files, and related effects. Software shall be installed only by authorized system administrators.



5. Language used on the MDT system shall be professional in nature.
6. When leaving a vehicle equipped with an MDT unattended, user personnel shall ensure that the vehicle is locked.
7. Caution should be used when accessing information from CCIC, NCIC, or DOR files when a prisoner is in the patrol car or a civilian ride-along is present. This information is privileged and for authorized users to view only.

#### 3740 CRIMINAL JUSTICE INFORMATION SYSTEM ACCESS AND SECURITY

##### A. Policy

It is the policy of the Lakewood Police Department that all criminal justice information (CJI) obtained will be used for law enforcement purposes only, and only by members who have a need and right to know the specific information. The guidelines herein will meet all security, dissemination, and operator certification requirements in compliance with state and federal laws.

##### B. Procedure

1. Authorized criminal justice information consists of CCIC, NCIC and Department of Revenue files, the Records Management System (RMS), Cop Link, and other programs or files that the information contained is restricted or confidential. Access to these files is limited to those employees trained and/or certified in their use.
2. Employees are required to read and accept the CCIC/NCIC Document of Understanding, when completing the user test and prior to receiving an operator security number (OSN).
3. Operator security numbers (OSN) and associated use are the sole responsibility of the authorized user.
  - a. OSNs shall not be provided to any other person.
4. Passwords and password security are the sole responsibility of the authorized user.
  - a. To enhance security, passwords shall not be badge or employee numbers.
  - b. Individual passwords shall not be provided to any other person.
5. Sworn personnel assigned to the Internal Affairs Unit shall have, or be provided, access to any CCIC record for investigative or other authorized purposes.

C. Rule

1. Restricted or confidential computer programs and files shall be used for official criminal justice purposes only.
2. Information obtained through CCIC/NCIC and other restricted or confidential computer programs and files shall not be shared with any individual not having authorization or a need to know or receive that information.
3. When leaving a computer workstation with access to restricted or confidential computer programs and files, personnel shall ensure they log off or lock the computer.
4. Employees will not query any criminal justice information system for personal reasons, including but not limited to, curiosity or non-criminal investigations.
5. The Colorado Bureau of Investigation will be notified when an employee violates any of the rules and procedures involving the use of CCIC, NCIC or the Department of Revenue files.