

4321 LEGAL ADVISOR NOTIFICATION

B. Procedure

The following is a list of those instances where the Legal Advisor shall be notified:

1. Homicides.
2. Civil disorders or demonstrations.
3. Any accident involving any City property, which results in death or serious bodily injury to any person.
4. Any use of force by or against a member of the department that results in death or serious bodily injury to any person.
5. Any request by another police agency requesting assistance from this Police Department in handling a civil disorder or riot situation.
6. Any time an on-duty supervisor requests legal assistance at a crime scene or elsewhere.
7. Notification to the Legal Advisor in the above instances shall be made by a supervisor of this department via the Communications Section.
8. When responding to the above instances, the Legal Advisor shall advise and assist personnel of this department as requested or required.

4322 ARMORY/ORDINANCE

B. Procedure

1. All departmental ordnance other than SWAT weapons shall be stored in supply except when issued or in use.
2. All weapons stored in the armory shall be kept unloaded and locked in cabinets separate from ammunition. Where possible, weapons shall be stored with the action open and safety on.
3. Space permitting, radars, riot equipment, radios, vehicle keys, and other special use equipment may be stored in the armory.

C. Rule

1. All ammunition, except shotgun rounds in daily use, shall be kept in locked cabinets or cases.
2. The door to the armory shall be kept closed and locked except when in use.

3. Equipment removed from the armory for daily use by patrol agents shall be signed out on the equipment sign-out log.
4. Agents removing equipment from the armory shall be responsible to prevent the loss or damage of such equipment and shall return such equipment to the armory at the end of their tour of duty.

4323 DEPARTMENT VEHICLE REPAIRS

B. Procedure

All personnel shall deadline unserviceable vehicles at the City shops when possible.

The deadline information log, located in the armory or division, shall be completed on all deadlined vehicles.

1. Deadlining unserviceable vehicles at the City shops: A Vehicle/Equipment Maintenance Request shall be completed and approved by a supervisor. When the shops are open, the vehicle keys and the report shall be turned in at the shops maintenance desk. When closed, the report shall be left with

the keys in the deadline box at the shops.
2. Deadlining vehicles at City Hall:
 - a. A Vehicle/Equipment Maintenance Request shall be completed. The report and keys shall be left on the Equipment Services Assistant's desk.
 - b. The City shops shall be notified of deadlined vehicles at City Hall.
3. Minor vehicle maintenance:
 - a. Minor vehicle maintenance, which would not render a vehicle unserviceable, shall be noted on the Vehicle Equipment Maintenance Request advising the Equipment Services Assistant of the needed repair.
 - b. Appropriate repairs will be made at the shops during the next scheduled maintenance period.
4. After-hours minor repairs:
 - a. Vehicles may be taken to an authorized service station when the City shops are closed.
 - b. Vehicles may receive minor repair at a facility designated by the City shops for such purpose.

- c. The driver shall show City of Lakewood identification.
- d. The vehicle number or plate number shall appear on the charge slip.
- e. The charge slip shall be signed by the driver.
- f. The driver shall forward the customer copy of the charge slip to the Patrol Support Coordinator.

4324 SEATBELT USE

A. Policy

The use of seatbelts in motor vehicles is known to help prevent injuries and deaths in traffic collisions. Colorado state law, Lakewood Municipal Traffic Ordinance, and Lakewood Personnel Policies require the wearing of fastened safety belts by occupants while the motor vehicle is being operated.

C. Rule

1. All Lakewood Police Department employees shall wear fastened seatbelts while operating or riding as a passenger in any City vehicle so equipped.
2. Sworn personnel may unbuckle the seatbelt:
 - a. Within the immediate vicinity of arriving on the scene of any call.
 - b. In preparation for initiating a vehicle or pedestrian contact.
 - c. While the vehicle is stopped and the transmission is in the "park" position.
 - d. If the agent needs immediate emergency access to his sidearm.
 - e. In the case of a specific tactical situation.

4325 INFORMANTS

A. Policy

Information is received by the department regarding criminal activities and suspects from persons in all walks of life. Many people who give information have been victims or witnesses of crimes or they may have a strong desire to aid law enforcement. There are others motivated purely by selfish interest. However, regardless of their motivation, the use of informants is a basic weapon in the fight against crime, and they are judicially recognized sources of information. An informant's motivation shall be carefully evaluated in determining the extent upon which the information will be relied.

B. Procedure

1. Agents assigned to any division are encouraged to develop and utilize informants.
2. Informants are to be listed in the Vice/Narcotics Section informant file.
3. The Vice/Narcotics Informant File will contain:
 - a. Documentation of the true identity of the informant, including a photograph;
 - b. Biographical and background information, criminal history, if any;
 - c. A set of fingerprints, if the informant does not have an FBI number;
 - c. Records of payment and signed receipts for any and all payments made to the informant;
 - d. Reports documenting the activities of the informant;
 - e. A signed parental permission form, if the informant is a juvenile,, and,
 - f. Permission forms, if the informant is on parole, work release, or intensive supervised probation, from the parole officer, probation officer, or sentencing judge.
4. Information in the informant file shall be confidential and may be released only by the Investigation Division commander, the Crimes Against Property Section Commander, a sworn supervisor of the Vice/Narcotics Team, or the chief of police.
5. The identity of an informant should be protected by:
 - a. The use of an identity code in documents concerning the informant's status.
 - b. The avoidance of unnecessary disclosure of his/her identity during discussions.
 - c. Careful selection of meeting locations or other methods of communication to minimize the informant's connection to law enforcement.
6. Any informant who is to receive money, as payment for information shall be listed in the informant file.

7. Parents of juvenile informants must sign a release form prior to using the informant. A copy of the release form shall be included in the informant's file.

C. Rule

1. Agents shall not be authorized to grant immunity from prosecution in exchange for information. Immunity may be granted only by a judge in a judicial proceeding through the District Attorney.

4400 TRANSFER AND ROTATION OF POLICE AGENTS

A. Policy

The Police Department recognizes that its overall efficiency and effectiveness is impacted by experienced agents who have obtained a high level of expertise; both in specialized and patrol assignments.

"Specialized assignment" positions shall be both functional and provide career enrichment opportunities for sworn personnel. It is recognized that specialized assignments require a period of training and experience before an optimum level of efficiency and effectiveness is achieved; therefore, the length of assignments in these positions is established based on staff evaluation of the "best interest of the department." Extensions of assignments may be granted based on this criteria.

"Best interest of the department" is defined for the purpose of this procedure to be the balancing of the needs and objectives of the department with those of the individual employee. While good performance is certainly a major factor in judging the selection of, and duration of a special assignment, other factors such as previous professional experience, career development, job enrichment, and job burnout shall also be weighed on an individual basis.

B. Procedure

1. With the exception of the rotating agent positions and the non-core positions in the Special Investigations Unit and the West Metro Drug Task Force, agents assigned to the Investigation Division who continue to perform at or above a standard level shall remain in that assignment. Transfer from an Investigation Division assignment shall occur if the agent requests a transfer, is promoted, or when it is in the best interest of the department or the individual.
2. Non-rotating Criminal Investigative Assignment
 - a. A non-rotating criminal investigative assignment shall be designated as such by the Investigation Division. The Special Investigations Unit and the West Metro Drug Task Force shall be limited to one (1) non-rotating (core) positions on each team as future openings occur.

- b. When a non-rotating assignment is available, a notice of a position vacancy shall be mailed to all sworn personnel at least two (2) weeks prior to the selection process. The announcement should describe the position, selection criteria to include, any specialized knowledge, skills and abilities, the length of experience required, and a description of the selection process.
- c. An interested agent(s) shall submit a memorandum to his primary supervisor indicating an interest and any qualifications he may have that would aid him in the non-rotating criminal investigative assignment. The primary supervisor shall then confer with his supervisor and other supervisory persons who would have pertinent information about the agent submitting the request.
- d. The decision shall then be made by the employee's section commander to recommend or not recommend the submitting agent for non-rotating criminal investigative assignment consideration. Submitting agents shall be given the reasons by their current supervisor why they were or were not recommended for the non-rotating criminal investigative assignment. All memorandums shall then be sent to and reviewed by the affected division chiefs.
- e. An oral board interview will be scheduled to aid in the final selection. Oral board examinations shall be as objective in nature as possible. Each candidate shall be asked the same questions with the numerical weight to total 80 percent of the candidate's score. Each oral board member shall score his questions independently. Demeanor, appearance, special skills, interest, attitude, past performance, and seniority shall also be scored at the discretion of the board, to total 20 percent of the candidate's total possible score. Scoring of the questions will be documented. At the conclusion of the process, the oral board chairperson will submit a memorandum to the Professional Standards commander containing a short summary of the outcomes to include the names of the candidates interviewed, the interview questions, any written notes related to the interview, and a summary of the decision as to why the candidate was chosen. The memorandum will be maintained in the Professional Standards Section for a period of one year.
- f. All candidates shall be allowed to review their final test score, and shall be critiqued by the individual board members upon the request of the candidate.
- g. In the event another opening occurs in the same team within six (6) months of the conclusion of the process, the division chief shall have the option of selecting a candidate from the list (in numerical rank order), or to repeat the process should any candidate become unsatisfactory due to a serious act(s) of

misconduct, unsatisfactory work performance, or any other conduct that would be considered contrary to the best interest of the department.

- h. Occasionally, a short-term investigative assignment (less than 12 months) that requires special skills will become available and will have to be filled quickly. In these instances, the respective division commander may disregard the above procedure to fill the temporary position.
- i. Agents with less than two (2) years of Lakewood patrol experience (upon completion of the field training program) shall not be considered.
- j. Vacancies occurring in the non-rotating core positions of the Special Investigations Unit and the West Metro Drug Task Force shall be filled as outlined in the procedure.
- k. An agent in a non-rotating position must wait two years after leaving that assignment before re-applying for any non-rotating or rotating assignment in the Investigation Division.

3. Rotating Criminal Investigative Assignments

- a. A rotating criminal investigative assignment shall be for a period not normally exceeding three (3) years. An assignment to the non-core positions in the Special Investigations Unit or the West Metro Drug Task Force shall be for a period not exceeding five (5) years. Extensions may be granted which would be in the best interest of the department or individual. Vacancies in three (3) year rotating positions shall normally be filled from personnel assigned to the Patrol Division.
- b. Division Commanders shall have the discretion of determining which position within a team will be designated as the "rotating" position.
- c. Notice of the rotating position(s) opening, memorandum of interest, supervisor recommendation (favorable or unfavorable), as well as the selection process for the opening shall be the same procedure as the one used to fill a non-rotating criminal investigative assignment.
- d. While assigned to a rotating criminal investigative assignment, an agent(s) shall not be allowed to compete for another rotating assignment, but may apply for a non-rotating criminal investigative assignment, as it becomes open.
- e. In order that rotating assignments in the Investigation Division be available to as many as possible, agents completing a rotating assignment may not reapply for a rotating position for a period of two (2) years. This restriction does not apply to the

one-year Family Crimes Team rotating assignment. Agents who have completed this assignment are eligible to apply for another rotating assignment.

- f. Agents with less than two (2) years of Lakewood patrol experience (upon completion of the field training program) shall not be considered for the rotating criminal investigative assignment.

4. Special Assignment

- a. A specialized assignment is a position with an increased level of responsibility and specialized training, but within a given position classification. Assignments include, but are not limited to: K-9 Team, Special Weapons and Tactics Team (SWAT), Professional Standards Section to include Internal Affairs and the Training Unit, Community Action Team (CAT), Special Enforcement Team (SET), SIU, State or Federal Investigative Task Forces, Traffic Team, and the School Resource Officer (SRO).
- b. The notice of a special assignment vacancy, memorandum of interest, supervisor recommendation (favorable or unfavorable), as well as the selection process for the special assignment shall be the same procedure as used to fill the non-rotating criminal investigative position.
- c. For purposes of this section, there shall be no minimum length of service requirement (SWAT, K-9, and State or Federal Investigative Task Forces excepted) to be considered for a special assignment. Probationary employees shall be barred from competing unless the effective date of assignment is after they have completed their probationary period.
- d. The Traffic Teams shall normally consist of non-rotating positions; however, rotating assignments may be assigned with the length of assignment determined by patrol staff.
- e. The K-9 Team shall consist of only rotating positions. Two (2) years of Lakewood Police experience post probation are required for this position. Agents selected for the K-9 Team assignment must formally agree:
 - 1) To forego promotional consideration or transfer for at least five years after completing basic K-9 training.
 - 2) To board their animals under conditions, and at a compensation rate, specified by the City.
 - 3) The duration of the tenure of the agents assigned to the K-9 Unit shall be the maximum working life of the assigned dog. Should the assigned dog be lost or retired during the first five (5) years of duty, the agent

will be allowed to continue his/her tenure with a new dog.

- f. Assignment to the Community Action Team, School Resource Officer Team, Training Agent and Internal Affairs Investigator position shall be for a minimum period of three years, but shall not normally exceed five years in length. Agents must agree to remain in those assignments for a period of three years except that agents in these positions may seek promotion during their assignments.
- g. Assignment to the Special Enforcement Team shall normally be for a period of three years.
- h. Personnel assigned to the SWAT Team assume the assignment as a secondary assignment to their regular assigned police duty. The assignment is non-rotating based on each agent's continued fulfillment of specific requirements.

C. Rule

- 1. To be considered for a special, rotating, or non-rotating criminal investigative assignment, agents shall be judged on the following:
 - a. Length of service with the department.
 - b. When 2 or more agents possess equal qualifications, seniority shall be considered as an advantage to the employee.
 - c. Special skills, general knowledge, and experience in the area of the special assignment.
 - d. Interest and attitude toward current assignment.
 - e. Level of performance as determined by the review of performance evaluations, discipline records, employee logs, and other material deemed appropriate.
- 2. The Chief of Police shall retain final approval for the selection of personnel to criminal investigation or special assignment positions. It shall be understood that position transfer for purposes of this policy shall not be construed as a promotion.
- 3. Although assignments may be designated as non-rotating, the Chief of Police, or his designee, may transfer personnel to other assignments whenever it is deemed in the best interest of the department.

4401 REVIEW OF SPECIALIZED ASSIGNMENTS

B. Procedure

1. A review of specialized assignments outlined in PP-4400 shall be completed annually to determine whether or not the assignment should be continued.
2. Section Commanders or Sergeants responsible for the specialized assignments will complete a written review annually and will include:
 - a. A statement of purpose for each listed assignment.
 - b. An evaluation of the initial problem or condition that required the implementation of the specialized assignment.
 - c. An analysis of each assignment for the purpose of determining whether the assignment is effective and should be continued.
3. The written review will be forwarded through the chain of command to the Division Chief and the Accreditation Manager.

4402 TRANSFER AND ROTATION OF POLICE SERGEANTS

A. Policy

The Police Department shall recognize the need to assign police sergeants to specialized positions throughout the department to meet specific needs and achieve maximum organizational effectiveness. Police sergeants shall be members of the department's supervisory staff and, as such, may be expected to serve in various assignments throughout the department.

B. Procedure

1. When a position becomes vacant in a specialized assignment, a notice of position vacancy shall be published at least 2 weeks prior to commencement of the selection process.
2. Interested sergeants shall submit a memorandum of interest for the position via chain of command to the affected commander.
3. The sergeant's immediate supervisor and commander shall comments as to the sergeant's suitability for the assignment and make any recommendations they feel are appropriate in making the selection.
4. The commander may, at his option, conduct interviews with one or all of the candidates to assist in making the selection.
5. The affected commander shall select a sergeant from among the interested candidates and shall consider experience, interest, attitude,

seniority, performance, and needs of the department in making his selection.

6. At the conclusion of the process, the commander will submit a memorandum to the Professional Standards commander containing a short summary of the outcomes to include the names of the candidates interviewed, the interview questions and any written notes related to the interview, and a summary of the decision as to why the candidate was chosen. The memorandum will be maintained in the Professional Standards Section for a period of one year.
7. Those sergeants not selected may request a meeting with the affected commanders in order to receive information and suggestions regarding their prospects for future vacancies in specialized positions.
8. Transfer from specialized assignments shall occur if the sergeant requests a transfer is promoted, or when it is in the best interest of the department or the individual.

C. Rule

1. Police sergeants shall be assigned to the Investigation Division for a period of time not to exceed 5 years, except where an ongoing complex investigation or project may be compromised by the sergeant's transfer.
2. Sergeants assigned to the Professional Standards Section, Internal Affairs Unit, shall be assigned for no more than five years. If a vacancy is filled before July 1, the assignment may be less than the normal rotation period. When a vacancy is filled after July 1, the assignment may be slightly more than the normal rotation period.
2. The chief of police shall retain final approval for the selection of personnel to criminal investigation or special assignment positions.
3. The chief of police or his designee may transfer personnel to other assignments whenever it is deemed to be in the best interest of the department.